



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 November 17, 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 November 17, 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

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of November 3, 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. Appointment of Communications and Media Director: Christopher O'Donnell
2. MCAS Administration 2020/21: Chelmsford High School
3. Proposed Human Resources Office Reorganization
4. Personnel Report: October 2020

5. Proposed FY2022 Budget Calendar
6. Prioritization of FY2022 Capital Plan Requests
7. Learning Model Update
8. 2020/21 Inclement Weather (Snow Day) Procedure

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

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

EXECUTIVE SESSION:

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

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
November 3, 2020
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Donna Newcomb (Vice Chair), Mr. Jeff Doherty (Secretary) and Ms. Maria Santos. Mr. John Moses is not present tonight.

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 read those questions or comments during our second public input session at the end of the meeting.”

The Chair welcomed all and stated that the status of education in the Chelmsford Public Schools and current learning models will be discussed tonight.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of October 20, 2020.**

Ms. Newcomb motioned to approve the minutes of the regular school committee meeting of October 20, 2020. Mr. Doherty seconded. Motion carries 4-0.

Good News

The Chelmsford Center for the Arts sponsored a special online performance called *Follow Your Compass* for all elementary students. The presentation was a pro-kid character building show to help students explore empathy, courage, and conflict resolution skills. Today was a professional development day for staff. The past week saw many Halloween celebrations for the students. At CHS the Lions group held a drive-through “trick or treat”. They raised funds and donations for the Food Pantry and The Table of Plenty, which was a huge success according to Mr. Doherty. Ms. Santos shared that she and Ms. Newcomb were judges for the “Battle of the Booths” which was a collaboration for Byam, Harrington and CHIPS. There were many decorated car trunks to be judged as well.

Public Comments

Lauren Cochran, of 46 Augusta Way and a teacher at CHS, introduced herself as the new president of the Chelmsford Federation of Teachers. She is striving to have 100% staff membership for all who qualify under the AFT Umbrella. She shared the dedication of her staff for the students of the CPS. She shared the importance of the staff, administration and union working together for solutions to the current concerns. She expressed concern for the health and safety of staff. Due to staff shortages, she states, that paraprofessionals, specialists and others in the schools are being called upon to work in situations outside of their job descriptions. Licensed teachers are not available to teach students in some content areas. Faculty are stressed and in need of more prep time. There has been confusion about a directive from HR that staff use their sick time early in the school year. There are concerns that not all staff and students are wearing masks. Additionally, protocols are not always being followed. Students are not always maintaining a safe distance of six feet. Some paras have no place to sit and are not safely distanced in the classrooms. Teachers experience more technology issues in school than they do when working at home. There is also confusion about Tier 1 and Tier 2 teacher expectations. Staff are concerned about the holidays and would like to be able to work from home more to allow time for quarantining to be able to spend time safely with their families. She wants clarification on "snow days". Currently 17 grievances have been filed by the CFT. She closed by stating that "nobody likes the hand sanitizer". She looks forward to working these issues out with the current administration.

Katy Sullivan, of Seven Robin Wood Road, Littleton, has been a member of the Social Studies Department since 1996 at CHS. She is the newly elected vice president of the CFT. She is concerned that the current schedules at all three school levels are not sustainable. She would like to see a remote academy created. She is concerned as well about FMLA, Family First Act and the Cares Act. The priority right now is to provide the best education possible for all students.

New Business

1. Fall Reopening Discussion and Updates – Verbal

a. Facilities and PPE Update

Dr. Lang shared that we are well-stocked for PPE. New orders being placed will carry us through the winter. The schools are being kept clean by our own custodians during the day and the hired cleaning companies at night. Extra help has been contracted during to day to service frequently touched areas. Regarding HVAC, the heat has been turned on and systems are up and running. Testing has been done on the schools' ventilation and filters. The report should be received before Thanksgiving.

b. Transportation Update – Student Ridership

Ms. Johnson-Collins shared that there are now 952 riders in K – 8 on 29 busses. CHS has 64 riders using the shuttle busses from 11 stops.

c. Technology Update

Dr. Lang shared that 80 Clear-Touch Interactive Panels, 200 web-cameras with microphones and 1,000 Chromebooks have been received and are in use. Now, every student in grades 5,6, 9 and 10 have Chromebooks. Upcoming technology will include 115 additional Clear-Touch Panels and 134 portable/adjustable stand mounts for panels will be retro-fitted to provide mobility and better access for the teaching staff. More Chromebooks (3,000 units) will be arriving later this month and in December. Finally, the CHS and elementary school gymnasiums will receive 6 TouchView Interactive Panels. These were piloted successfully in the middle schools.

d. Communication of COVID Cases Within the District

Dr. Lang shared that The District is sharing The State's color-coded map that comes out each week in our weekly newsletters. DESE also shares weekly how many COVID cases have affected learning and that is made available through The District as well. Additionally, information on COVID cases by school is included. He feels that the actions in place in the CPS are working well.

e. Identification of Close Contacts – Results of Contact Tracing

f. Decision of Learning Model Implementation – Chelmsford as a “Red” Community

Dr. Lang shared current data for active cases on the screen. (To view the data please watch tonight's meeting on Chelmsford Telemedia YouTube.) Contact tracing revealed no spread of the virus from these cases, although the impact of quarantining had an effect on students and staff involved in in-person learning. Exposure occurring outside of CHS did show spread of COVID. In the two elementary schools, individuals who encountered a COVID victim all tested negative. An individual at Parker recently tested positive but had no contact with students or staff. All other schools have had no confirmed cases. Going forward this information will be shared in the weekly school updates and on the Dashboard.

g. Learning Model Transitions

Concerning elementary and middle students already enrolled in a remote classroom, they may request to switch to hybrid learning if there is physical space in their classroom at school to do so. Each school has reached out to its students/parents to see who would like to make this switch. Transportation provisions for these students will have to be worked out. The hope is that these changes may occur the week after Thanksgiving. At CHS the transitions should also occur at that same time. Dr. Lang will update this information at the next meeting on November 17, 2020. MIAA will be coming out with recommendations on winter sports soon, which may have an impact on learning choices made by CHS students.

In response to a question posed by Ms. Santos, Dr. Hirsch shared that the district continues to do routine academic assessing in all areas for students. Assessments so far show that student achievement is as good as in prior years.

Dr. Lang said that enrollment data was submitted to DESE on October 1st. Attendance is a little more complicated. Hybrid students who do not feel well can stay home, but still participate in their classes remotely. Attendance rates may be high, but the level of student engagement is more difficult to track. Teachers and guidance counselors are reaching out to students who are not attending or are not engaged.

2. 2020/21 School Committee and Superintendent Goals

The Chair has added some measurable goals for the School Committee since the information was shared at the last meeting. The goals are included in tonight's agenda packet. Many of the progress of the goals were discussed earlier in the meeting under "Fall Reopening. Discussion and Updates".

Dr. Lang shared that his goals and those of The Committee are complementary and consistent. He stressed how critical the SEL goals are for this year. Dr. Lang feels that this year is going well and hopes that next year more work may be done on the Strategic Plan.

Ms. Newcomb motioned for the School Committee to adopt the School Committee and Superintendent goals for the school year 2020/2021. Mr. Doherty seconded. Motion carries 4-0.

3. Discussion on FY22 Capital Planning

In addition to the information provided in tonight's agenda packet, Dr. Lang shared an updated XL Spreadsheet during the meeting to allow for Committee discussion leading to prioritization and to provide information to the public. Discussion followed with security, duct work and door hardware issues being deemed the most important. The Parker lift and kitchen upgrades are also supported. Some of the items are being removed as they have already been funded. Dr. Lang will update the spread sheet, including discussed priorities, and a vote will be taken at the November 17, 2020, meeting.

Liaisons

Mr. Doherty attended the CHS PTO meeting where new officers were chosen and priorities were given for the after-prom breakfast and teacher appreciation events. Mr. King attended the Chelmsford Council of Schools meeting and he is pleased at how well the PTOs are working together. He also was at the District 1 MASC virtual meeting. He feels that the CPS are in good shape in comparison to others in our district. He felt supported by others at that meeting. The MASC annual conference will be held virtually this weekend.

Action/New Items

The Chair recommended that policy for snow days this year should be discussed soon. Dr. Lang shared that power outages will factor in to this decision.

Ms. Santos would like to discuss if the hard work of the staff is sustainable and how the staff may be supported this school year.

Public Comments

Hanna Barker, of New Town Way, sent an email which was shared by Ms. Santos. She expressed appreciation for Principal Murray and his staff regarding COVID cases at CHS. The handling was "exemplary and should stand as a model for The District". She is also pleased with the addition of the COVID dashboard.

Adjournment (8:56 p.m.)

Ms. Newcomb motioned for The Committee to adjourn the general session and convene to executive session to discuss strategies with respect to collective bargaining or litigation and not return to general session. Mr. Doherty seconded. Motion carries 4-0.

*Respectfully submitted,
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: November 13, 2020

Re: Announcement of Communications and Media Director: Mr. Chris O'Donnell

Please join me in welcoming Mr. Christopher O'Donnell to serve as the district's ***Communications and Media Director***. Attached please find a press release announcing Mr. O'Donnell's appointment. I have invited Mr. O'Donnell to join us remotely at the school committee meeting on Tuesday evening for an introduction. Please join me in welcoming Chris to the Chelmsford Public Schools!

FOR IMMEDIATE RELEASE:

Contact: Chris O'Donnell, Director of Communications & Media
(978) 251-5100, ext. 6905 • odonnellc@chelmsford.k12.ma.us



O'Donnell Named Director of Communications and Media at Chelmsford Public Schools

CHELMSFORD, MA (Nov. 13, 2020) – Chris O'Donnell, a resident of Newburyport, Mass., was named the Director of Communication and Media at Chelmsford Public Schools, Superintendent Jay Lang announced on Nov. 2.

Mr. O'Donnell comes to Chelmsford with nearly 20 years experience in public relations and communications in both the public and private sectors. He will be responsible for the District's public relations efforts and storytelling, website development and digital marketing initiatives.

Prior to accepting the position at CPS, Mr. O'Donnell spent five years as the Senior Copywriter at the Instabill Corporation, a Portsmouth, N.H.-based e-commerce payment solutions provider. Within his first year, his role expanded into web development, e-mail marketing and social media strategy in addition to handling the company's content marketing, public relations and search engine optimization (SEO) efforts. During his time, Instabill ranked on Google's Page One for more than 150 key words while the company was consistently consulted and featured in the top trade publications in the payments industry.

From 1999-2014, Mr. O'Donnell served as the Director of Media Relations for the Department of Athletics at UMass Lowell, where he oversaw all communications efforts, web development and statistics for the Department's 18 women's and men's teams. During his tenure, UMass Lowell was featured in the likes of Sports Illustrated, The New York Times, NPR and ESPN as well as each of the Boston media outlets.

In 2012, Mr. O'Donnell received the Irving T. Marsh Award from the Eastern College Athletic Conference (ECAC) Sports Information Directors Association for dedication and contributions to the industry. Over his 14 years, Mr. O'Donnell mentored 14 students and interns into careers college athletics media relations.

A native of Clifton Park, N.Y., Mr. O'Donnell lives in Newburyport, Mass., with his wife, Carrie, the Executive Director of the Newburyport Education Foundation; and their sons Christopher, a freshman at St. Lawrence University; and Brady, a junior at Newburyport H.S.

www.chelmsford.k12.ma.us



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: November 17, 2020

RE: Chelmsford High School MCAS – 2021 Administration

Due to the COVID-19 pandemic and the subsequent closure of school last spring, the Department of Elementary and Secondary Education (DESE) cancelled the annual Massachusetts Comprehensive Assessment System (MCAS) for all students. As a result of this decision, DESE has modified the requirements for students to earn their Competency Determination (CD) and subsequently meet their high school graduation requirement. Additional information from DESE may be found at the following link: <https://www.doe.mass.edu/mcas/graduation.html>.

In order for students to graduate high school in Massachusetts, in addition to meeting all local graduation requirements, students must earn a CD by passing the MCAS test in each of the major subject areas – English Language Arts (ELA), Mathematics, and Science, Technology Engineering (STE). Since the current Seniors (class of '21), Juniors (Class of '22), and Sophomores (Class of '23) missed the opportunity to participate in MCAS testing during the 2019-2020 school year, DESE has updated the requirements for students to earn their Competency Determination in each of these areas. The revised requirements are as follows:

Science, Technology & Engineering (STE): Current seniors, juniors and sophomores will earn their STE Competency Determination by earning a passing grade in a high school Science course in one of the MCAS tested areas at any point during their high school career – Biology, Chemistry, Introductory Physics, or Engineering (i.e. the STE MCAS is not necessary for these three grade-levels in order to graduate). Freshmen taking Biology this year will participate in the STE MCAS testing in the spring, as they normally would.

ELA & Mathematics: The requirement to earn a passing score in ELA and Mathematics has not been waived and students will still need to successfully complete the MCAS test in these content areas prior to graduating. To make up for the missed ELA and Mathematics MCAS test from last spring, DESE has provided a January, 2021 testing opportunity in ELA and Mathematics for current juniors and seniors (for any seniors that did not pass the ELA and/or Mathematics MCAS test in previous years). While the CHS schedule for these test administrations is still in development, DESE has determined these MCAS tests will be administered from January 14, 2021 – February 5, 2021. A more detailed schedule will be provided soon. **It is important to note that current Juniors (and Seniors who did not previously earn passing MCAS scores in these subjects) will be expected to participate in the January administration of the ELA and Mathematics MCAS.** Sophomores will not participate in the January administration and will participate in the ELA and Mathematics MCAS testing in the spring, as they normally would.

Per DESE, all MCAS tests are expected to be administered in-person. The CHS administration is working diligently to determine testing processes and locations within CHS that ensure students are properly socially distanced, for students to remain safe while in school.



CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

FROM: Cheryl Kirkpatrick, Director Personnel & Professional Learning

DATE: November 13, 2020

RE: Office of Human Resources Staffing

The purpose of this memo is to request that the School Committee vote to approve adjustments to the current staffing configuration in the Office of Human Resources. This request is premised on the ongoing need to improve service provision to staff by improving operational efficiencies and will not require additional funding. Attached are two (2) job descriptions that accompany the rationale below.

The Office of Human Resources provides services and supports to the district's more than 900 active employees. Critical in this service provision is the use and administration of different information systems. Currently the Office of Human Resources uses X2/ASPEN, MUNIS, TeachPoint, AESOP and SchoolSpring/TalentEd to provide services to CPS employees. The use of these systems will be aided by adding a staff position that is responsible for overseeing the function of these systems and their integration and managing the data that these systems produce. For these needs, I am proposing the creation of a Human Resources Systems Specialist. See job description attached.

Also, the provision of Human Resources services is service coordination with various departments and ongoing communication with staff for many different Human Resources-related purposes – retirement, leaves of absences, payroll research, benefits adjustments, etc. For these needs I am proposing the creation of a Human Resources Coordinator. See job description attached.

The creation of these positions will be accomplished within the existing budget, by adjustments made to the responsibilities of the Substitute and Facilities Coordinator position that was recently reduced from a 1.0 FTE to a 0.6 FTE. Please see the chart below to see how resources will be reallocated but not increased:

Current CPS Human Resources Support Staffing			Proposed CPS Human Resources Support Staffing		
Human Resources Assistant	1.0 FTE	\$43,379	Human Resources Systems Specialist	1.0 FTE	\$58,000
Human Resources Assistant	1.0 FTE	\$44,163	Human Resources Coordinator	1.0 FTE	\$48,700
Substitute & Facilities Coordinator	1.0 FTE	\$44,163	Substitute & Facilities Coordinator	0.6 FTE	\$25,000
		\$131,705			\$131,700

I respectfully request your approval of this proposed staff reorganization and accompanying job descriptions for advertisement at the November 17, 2020 school committee meeting.

Chelmsford Public Schools

Job Description

Job Title:	Human Resources Systems Specialist	FTE:	1.0
Location:	Central Office	Reports to:	Director of Personnel and Professional Learning
Qualifications:			
<ul style="list-style-type: none"> • Earned Bachelor’s Degree • Demonstrated knowledge of school district structure, resources, and operation. • Demonstrated knowledge of and facility with data/information systems (X2/ASPEN, MUNIS, SchoolSpring/TalentEd, TeachPoint, Frontline/ASEOP). • Experience integrating and improving efficiencies with data systems and processes. • Ability to manage systems upgrades and facilitate transitions. • Facility with databases and combining data from various sources. • Working knowledge of Word and Excel, email, electronic calendars, databases, mail merge etc. • Demonstrated knowledge of HR functions including attendance management, leaves of absences, accommodations, retirement, benefits, contracts, etc. • Demonstrated skill with project management • Excellent communication skills (written and verbal) • Ability to multitask, work independently • Attention to detail and deadlines • Demonstrated ability to contribute to a team 			
Responsibilities:			
<p>Information Systems/Project Management</p> <ul style="list-style-type: none"> • Analyze current Human Resources processes and recommend improvement for efficiency and effectiveness through digital means • Maintain communications with stakeholders regarding project implementations and projects thereof • Research and create workflows to ensure successful implementation of departmental processes which impact other department processes • Prepare budget estimates for project initiatives to streamline departmental functions • Develop and monitor project timelines and communicate to all necessary departments • Manage project implementation, adjust implementation based on feedback and recommend changes as necessary • Analyze systems data to make recommendations and inform strategic decision-making <p>Administrative</p> <ul style="list-style-type: none"> • Contribute to the day-to-day functions of the Office of Human Resources by performing tasks as necessary with an eye to improving service provision to staff and office efficiencies • Monitor and manage all requisitions, recommendations to hire, job postings and contractual obligations for hiring and transfers for the district • Serve as a resource and trainer for all projects assigned • Manage and implement new hire onboarding process • Provide support to the Director of Personnel and Professional Learning in the administration of negotiated employee agreements and employee relations • Manage recruitment, hiring, onboarding and personnel systems • Other duties as may be required by the Director of Personnel and Professional Learning 			

Terms of Employment/Work Year):

- 12-month employee, employee-at-will
- Benefit eligible
- Salary range: \$53,000-\$58,000

Date

11/13/2020

Chelmsford Public Schools

Job Description

Job Title:	Human Resources Coordinator	FTE:	1.0
Location:	Central Office	Reports to:	Director of Personnel and Professional Learning
Qualifications:			
<ul style="list-style-type: none">• High school diploma required, college degree preferred.• Demonstrated knowledge of school district structure, resources, and operation.• Demonstrated knowledge of and experience coordinating HR functions (including hiring, retirement/resignations, attendance management, leaves of absences, benefits, payroll research etc.) across departments.• Familiarity with Human Resources data systems (X2/ASPEN, MUNIS, SchoolSpring/TalentEd, TeachPoint, Frontline/ASEOP).• Working knowledge of Word and Excel, email, electronic calendars, databases, mail merge etc.• Demonstrated skill with project management• Excellent communication skills (written and verbal)• Ability to multitask, work independently• Attention to detail and deadlines• Demonstrated ability to contribute to a team			
Responsibilities:			
<ul style="list-style-type: none">• Coordinate the day-to-day functions of the Office of Human Resources across departments and schools by interfacing with staff and connecting staff and departments, as necessary, to address staff needs and requests.• Manage all types of requests made by staff, including maintaining timelines for deliverables while keeping employees informed of the progress of their requests.• Employment service verifications• Retirement processing and service/payroll research• Posting, hiring, onboarding• Benefits enrollment, management, and reconciliations• Responding to leaves of absence requests• Licensure monitoring and communications• Salary notifications and lane changes• Monitoring staff trainings• Data entry and maintenance• Online and in-person customer service• Timely and attentive communications both written and verbal• Other duties as may be required by the Director of Personnel and Professional Learning			
Terms of Employment/Work Year):			
<ul style="list-style-type: none">• 12-month employee, employee-at-will• Benefit eligible• Salary range: \$48,700			
Date	11/13/2020		

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: November 13, 2020

RE: Personnel Report October 2020

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

Personnel Report - October 2020

New Hires

Drew, Michael

ICTS Computer Technician
Central Administration
Effective date: 10/19/2020

Farnping, Jennifer

ABA Paraprofessional
Byam Elementary School
Effective date: 11/16/2020

Grossman, Stephanie

Interim Kindergarten Teacher
South Row Elementary School
Effective date: 11/02/2020

Murphy, Deborah

Paraprofessional
Byam Elementary School
Effective date: 11/02/2020

O'Donnell, Christopher

Communications and Media Director
Central Administration
Effective date: 11/02/20

Weeks, Larissa

Grade 2 Teacher
Byam Elementary School
Effective date: 10/19/2020

Zotos, Anastasia

Paraprofessional
McCarthy Middle School
Effective date: 10/13/2020

Resignations:

Bryant, Aaron

Paraprofessional
McCarthy Middle School
Effective date: 10/16/2020

Retirements:

Brennan, Vicky

Paraprofessional

South Row Elementary School

Effective date: 10/30/2020

Assignment Changes:

Tully, Alyce (formerly 0.5 Paraprofessional at Byam Elementary School)

ABA Paraprofessional

Byam Elementary School

Effective date: 9/28/2020

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 13, 2020
Re: Proposed FY2022 Budget Calendar / Timeline

As the administration prepares the Superintendent's Recommended FY2022 operating budget, I would suggest the following timeline to review the proposed budget:

Tuesday February 2, 2021 Superintendent provides FY2022 budget overview and recommendation.

Tuesday February 23, 2021 Public Hearing on the proposed FY2022 operating budget. This will be posted as a special meeting/budget hearing.

Note: Tuesday March 2, 2021 will be reserved for an additional budget hearing in the event of inclement weather.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 13, 2020
Re: Prioritization of FY2022 Capital Plan Requests

At the regular meeting of the Chelmsford School Committee on November 3, 2020, committee members and the administration had an initial discussion pertaining to priorities for FY22 capital plan requests. After discussion, below is a prioritized list of the projects totaling \$ 3.6 million to be submitted to the capital planning committee for consideration:

Priority	Amount	Project
1	\$ 598,758	School Security Upgrade - Provide access control, lockdown, panic, and intrusion systems and surveillance (CCTV and monitoring (on-site & off-site)) upgrade at Byam, Center, Harrington and South Row Elementary Schools.
2	\$ 597,156	School Security Upgrade - Replace existing door closure hardware with code-compliant locking devices and hardware at Byam, Harrington and Westlands Schools.
3	\$ 127,000	Replace lift on exterior of building at Parker Middle School.
4	\$ 75,900	Install a new kitchen hood, ductwork, and a code-compliant energy-saving variable speed demand kitchen hood control system at South Row Elementary School.
5	\$ 227,700	Perform a complete remodel of kitchen and food service preparation areas to include new equipment and furnishings at Westlands School.
6	\$ 30,360	Replace student bathroom toilet/urinal partitions at Center Elementary School.
7	\$ 12,144	Install VFD for RTU 18 at Chelmsford High School.
8	\$ 129,030	Clean existing ductwork and air distribution devices at Byam, Harrington and Westlands Schools.
9	\$ 29,184	Repair or replace broken and damaged VCT floor tile in the student cafeteria at Harrington Elementary School.
10	\$ 15,180	Replace hot water convector units at Westlands School.
11	\$ 3,416	Replace broken and damaged floor tiles in student bathrooms at Westlands School.
12	\$ 110,200	Renovate student lecture hall classroom at McCarthy Middle School.
13	\$ 155,610	Replace elevator at McCarthy Middle School.
14	\$ 325,000	Replace boilers at Chelmsford High School.
15	\$ 1,200,000	Replace basketball and tennis courts (street hockey too) at Chelmsford High School.
	\$ 3,636,638	Total FY22 Capital Projects

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

I recommend the school committee vote at the regular meeting of November 17, 2020 to submit the above referenced projects in priority order for consideration of funding in FY22 to the Capital Planning Committee.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 16, 2020
Re: Learning Model Update

On Friday November 6, 2020, the Massachusetts Department of Elementary and Secondary Education (DESE) released [updated guidance](#) on interpreting Massachusetts Department of Public Health (DPH) COVID-19 health metrics. A change in the color-coded metrics now considers the size of each community, positive COVID-19 cases per 100,000 residents, and the percentage of tests conducted in each community that are positive. The new color-coded metrics now designate each community in the Commonwealth as gray, green, yellow or red. Since implementing the new color-coded metrics, Chelmsford has been designated “yellow” in each of the last two weeks.

The recently updated DESE guidance also prioritizes in-person learning and emphasizes the following five points:

- 1) Districts are expected to prioritize in-person learning across all color-coded categories, unless there is suspected in-school transmission, in accordance with DESE's *Guidance on Responding to COVID-19 Scenarios*.
- 2) Districts and schools in communities designated gray, green, or yellow are expected to have students learning fully in-person, if feasible.
- 3) Schools in red communities should implement hybrid models, while maximizing in-person learning time for high-needs students.
- 4) In those communities with the highest COVID-19 caseloads and test positivity rates (e.g. currently, Chelsea, Lawrence, and Revere), DESE and DPH will work with local school officials to develop and implement customized strategies to reduce in-school health risks.
- 5) Fully remote instructional models should be implemented only as a last resort.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

The updated guidance from DESE has caused angst among many parents and staff in the district and I seek to clarify the affect the updated guidance will have on the Chelmsford Public Schools and our current learning models. First, parents and students who have elected to participate in the remote learning model for the 2020/21 school year will be able to continue with remote learning – a fully remote learning option will be available to our students for the entire school year. Second, the key words in DESEs second guidance point, “Districts and schools in communities designated gray, green, or yellow are expected to have students learning fully in-person, if feasible,” are “*if feasible.*” It is simply not feasible for us to return to full in-person learning in Chelmsford given 1) the agreement we reached with our unions to maintain 6 feet of social distancing in our classrooms, 2) the expectation of parents who selected the hybrid learning model for their child(ren) with the understanding we would maintain 6 feet of social distancing in our classrooms, and 3) the Commonwealth’s mandate to drastically reduce the number of riders on school buses thus enabling students to safely travel to/from school. Absent the ability to safely reduce the 6 foot social distancing requirement in our classrooms and ability to increase the number of students transported on our school buses to a more normal level, we simply do not have the space, staff and/or logistical ability (transportation) to return to full in-person learning in Chelmsford.

What we promised our parents and are in the process of following through on is allowing students to transition from one learning model to the other (hybrid / remote) from the model they selected to begin the 2020/21 school year. The learning model transitions will occur later this month after the Thanksgiving break. Overall, we have had a limited number of student’s desire to change learning models, signaling the models we are providing are working well for most of our students and families. Below are the number of students at this time requesting consideration for a change in learning model, based upon space availability in the case of hybrid learning:

School	# Students Remote to Hybrid	# Students Hybrid to Remote
Byam Elementary School	8	0
Center Elementary School	9	2
Harrington Elementary School	12	7
South Row Elementary School	5	5
Parker Middle School	10	4
McCarthy Middle School	18	28
Chelmsford High School	18	*

* Students have been transitioning to remote learning on an on-going basis since September 1, 2020.

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While it is not feasible for us to return to full in-person learning at this time given the programming and logistical constraints outlined above, we are in the process of examining ways to increase student in-person learning in the new year (after January 1, 2021) for those who selected the hybrid learning model. Two of the scenarios we are exploring include 1) maintaining the current A and B student cohorts, however lengthening the in-person time to a full school day. This would include providing lunch and returning to regular daily start and end times and 2) maintaining the current A and B student cohorts, however converting Wednesday each week to an in-person school day and alternating cohorts to receive 3 days of in-person learning one week, and 2 days of in-person learning the next (i.e. alternating Wednesday's). Our staff are currently reviewing these options and developing plans that take into consideration the programming and logistical elements involved with each scenario. We will be maintaining our current learning models and schedules through at least the new year; no changes will be made between now and the December holiday recess.

CHS Athletic Department Request

While difficult and under modification, Chelmsford High School (CHS) was able to complete the traditional fall sport seasons for the Cross Country Track, Field Hockey, Golf, and Soccer Teams. The Cheer, Football and Girls Volleyball teams practiced and will hopefully compete in the new "Fall 2" season at the end of February through early April. Girls Swimming did not practice, however will also hopefully compete in the "Fall 2" season at the end of February through early April.

While we are awaiting a decision on Winter sports and which teams may be allowed to compete under modification, the CHS Athletic Department requests consideration of additional staff support. Please see the following memo from CHS Athletic Director Danial Hart requesting a stipend position be authorized, in the absence of the CHS Athletic Department secretary position, to assist with the next three seasons during the 2020/21 school year. I support this request as funding is available and providing a stipend would be the most appropriate way to compensate such a position given the many unknowns with the COVID-19 pandemic and viability of sports seasons this year.

MEMORANDUM

To: Dr. Jay Lang, Superintendent of Schools
From: Dan Hart, CHS Athletic Director
Date: November 11, 2020
Subject: Creation of Seasonal Stipend Position for Assistant Athletic Director

The athletic department secretary is on an approved unpaid leave of absence for the 2020/21 school year. This being an unprecedented year, it is a challenge to be operating understaffed.

I would like to propose a seasonal stipend for an Assistant Athletic Director. This position would work after school and on weekends to assist with game and practice coverage. This position would also assist with administrative tasks such as payroll, transportation confirmation, event scheduling and provide general office assistance.

The competition schedules this year are set-up to have teams playing at multiple venues at the same time and will require contest managers and event staff at multiple locations. This position would allow us to have “built-in” coverage for events.

I suggest this position is seasonal due to the challenges the pandemic could present (canceled seasons, etc.). If the seasons play out, the Assistant Athletic Director would remain in that position from season to season for the 2020/21 school year.

I am proposing utilizing the available budget from the vacant athletic department secretary position as a funding source to provide for the stipend this year as follows:

- Winter Season: \$ 5,000.
- Fall 2 “Sandwich Season” \$ 5,000.
- Spring Season: \$ 5,000.

Creating this position would take away the need for adding a substitute secretary and would also save the department money on contest managers.

Ideally, the candidate for this position would be an aspiring Athletic Director, who has taken certification courses through the NIAAA. The individual should be proficient in computers and on-line applications (Google Suite), possess exceptional organizational skills, and have a background in athletics.

Sample Job Listing:

Position: Assistant Athletic Director - Seasonal Stipend

Chelmsford High School Athletic Department

Chelmsford High School is seeking a highly organized individual for the position of Assistant Athletic Director (Season Stipend). The successful individual will be asked to perform athletic department tasks such as, but not limited to, payroll, event scheduling, publishing schedules, coordinating/confirming event transportation, management of participant registrations, assisting with turf field rentals, and communicating with coaches. This position also requires game and practice coverage of Chelmsford High School athletic events. These events occur during weekday afternoon, evenings and on weekends.

Required Qualifications:

- Must possess a college degree
- Athletic experience (coaching, playing, event work, etc.)
- Ability to complete tasks assigned by the CHS Athletic Director
- Must pass background checks
- Must have a CORI FORM and FINGERPRINT SUITABILITY completed
- Knowledge of on-line applications (Google Sheets, Docs, Forms, Drive, etc.)
- Knowledge of or ability to be trained in MUNIS Online Payroll Software

Preferred Qualifications:

- NIAAA Certification (RAA)
- Athletic Department Experience

This candidate will report directly to the Chelmsford High School Athletic Director.

Please apply for this position via SchoolSpring and direct all inquiries to Mr. Daniel Hart, CHS Athletics Director at: hartd@chelmsford.k12.ma.us

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Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 16, 2020
Re: 2020/21 Inclement Weather (Snow Day) Procedure

The 2020/21 school year has been like no other. School districts were required by the Massachusetts Department of Elementary and Secondary Education (DESE) to prepare and submit in-person and remote learning plans to guide instruction depending on each community's ability to safely conduct in-person learning, given the COVID-19 pandemic. As our district provides families with two options (i.e. participation in either a hybrid or remote learning model), I have been receiving inquiries from parents, students and staff about the possibility of having "remote days" instead of no school and bumping the scheduled school day to the end of the approved school year calendar when inclement weather (snow, ice, etc.) requires a school cancellation.

To that end, DESE has also received inquiries from school districts about snow days this school year. Districts have asked whether it is permissible to schedule students for a remote learning day if schools are closed because of inclement weather or other emergency, instead of closing school and making up that time later in the school year. The DESE Commissioner of Education has determined that for this school year only (2020-2021), if there are days when schools must close because of inclement weather or other emergency, districts may choose whether to treat those days as "snow days" to be made up later or provide all students with remote learning on those days in a manner that is consistent with local plans. The decision will be made at the local level.

Chelmsford students who opted to participate in full remote learning are currently off-site and have been very successful in their schooling so far this year. For these students and staff, there is no significant difference between a regular or "snow day." Our students who opted to participate in hybrid learning have been receiving instruction remotely three days each week and have also adjusted quite well when they are remote. It makes sense to me to have the option of calling a "remote day" instead of a "snow day" and conducting a regular day of instruction remotely when schools must close because of inclement weather or other emergency. The main variable that may allow/disallow for this to occur is electricity. Many times, I must cancel school due to a loss of power and/or power lines being down making travel to and from school unsafe. If a significant portion of Chelmsford or our surrounding area where staff reside is

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without power, I will not be able to consider calling a “remote day.” It makes sense to have the ability to call a remote day an option, however it is not a given and students and staff must plan and prepare accordingly in advance for such a possibility.

As long as we continue with truncated (less than full) school days, “delays” or “early dismissals” will not be considered. It is simply not worthwhile to have students and staff report to school late or leave early given inclement weather conditions with an already reduced school day. We will either have a regular in-person school day or call for a remote learning day given weather forecasts, road conditions, or other emergencies. I am asking all students and staff to plan and prepare accordingly in the event of a forecast of inclement weather to ensure they have the materials needed to fully participate in remote learning in the event school is cancelled this winter. This means bringing home materials daily, and especially before weekends and school vacation weeks, for unknown/unanticipated weather conditions that may prompt me to call a remote learning day instead of an in-person learning day this winter.

If school is cancelled or a remote learning day for all is called this winter, the message will be communicated consistent with past practice as follows:

- An e-mail and telephone message will be sent to the primary contact number of each student and staff member in the district. This is a great time to verify the primary contact number in X2, our student/staff database, which you desire to be contacted is accurate. If no message is received, school is being conducted as usual that day;
- A message will be displayed on the Chelmsford Public Schools main webpage notifying the public of the status of school for the day. If no message is displayed, school is being conducted as usual that day;
- A message will be displayed on local television channels 4, 5, 7 and 25. If no message is displayed, school is being conducted as usual that day.

To allow parents and staff a little extra time to plan and prepare for a school closure (or this year the potential of a remote learning day), whenever possible I attempt to make an announcement the night before, when it is evident from the forecast that school will be impacted. This is not always possible and many times I need to wait until the early morning hours to make a decision for the district. Under these circumstances, I will endeavor to do so and make and announce a decision by 5:30 a.m. on a day school will be impacted.