



# Chelmsford School Department School Committee

## Notice of Public Meeting

Email Posting to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE: Tuesday November 5, 2019 TIME: 6:00 p.m. ROOM: Conf. Room 1**

**PLACE: CPS Central Administration Office ADDRESS: 230 North Road**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **CHAIR OPENING STATEMENT**

### **CONSENT AGENDA**

1. Approval of the minutes of the regular school committee meeting of October 15, 2019

### **CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS**

### **GOOD NEWS**

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

### **NEW BUSINESS**

1. Presentation: Spotlight on the Schools & Departments – South Row Elementary School & Science
2. Follow-Up Discussion: Public Forum: Multi-Year Strategic Plan – Tuesday October 22, 2019
3. FY21 Capital Planning
4. Update on MSBA Accelerated Repair Project: South Row Elementary School Roof
5. October 1, 2019 Student Enrollment Report
6. Student Activity Account Audit Reports: McCarthy and Parker Middle Schools
7. Approval of Conference and Field Trip Requests

### **REPORTS**

1. Liaison Reports

### **ACTION/NEW ITEMS**

1. Request for Reports & Updates

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

**EXECUTIVE SESSION:**

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

**ADJOURNMENT**

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
October 15, 2019  
Meeting Minutes**

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

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

**Call to Order**

6:00 p.m.

**Pledge of Allegiance**

**Chair Opening Statement**

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

**Consent Agenda**

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

**Mr. Moses motioned to approve the minutes of the regular school committee meeting of October 1, 2019. Ms. Newcomb seconded. Motion carries 5-0.**

**Good News**

Dr. Hirsch shared that The National Honor Society will be inducting new members tomorrow morning in the PAC. CHS civics classes will be attending the Edward M. Kennedy Institute for State Senate and will take part in a senate simulation. Harrington fourth grade students are focusing on the "recycling program" and will be working with "The Table of Plenty" and will be providing supplies for Harrington families in need. Sam Drazen, the person on whom the book *Wonder* is based, visited South Row and Center Schools with his presentations on "empathy". The presentations were well received. McCarthy Middle School had a successful "Family Fun Night". The McCarthy Frisbee nine-hole golf course has opened and is available to the public. Tomorrow night will be "Title One" night. Saturday is the South Row Pumpkin Fair. The Byam "Boo-Bash" is Saturday, October 19, 2019. On October 23<sup>rd</sup>, Parker will host a "Pizza and Pumpkin" night. The ELL night will be October 23<sup>rd</sup> at 6:30 at Harrington. McCarthy's "Project 300 Dining for Dollars" will be held at Brick House is October 24<sup>th</sup>. Center School is having a "Trunk or Treat" event on October 26<sup>th</sup> and Harrington's will be held on October 27<sup>th</sup>. Band night for grades five and 12 will be held on October 25<sup>th</sup>. Hundreds of band students will perform at half-time at the CHS football game. Grades four through 12 Stringfest will perform on October 26<sup>th</sup> at the PAC. Dr. Lang will be a judge this Saturday at The Chelmsford Dog Park's costume contest, which is called "Howl-o-ween"! Please join CPS Facebook, Instagram and Twitter.

## **CHS Student Representatives Announcements**

Sudeep stated that tomorrow there will be a FEMA meeting disseminating information on college financing for seniors at the PAC. October 22<sup>nd</sup> there will be a food clinic. Picture retakes are October 23<sup>rd</sup>. PSAT's will be this Saturday, October 19<sup>th</sup>. The ACT's will be held on the 26<sup>th</sup>. Stringfest and Homecoming will both also be held on October 26, 2019. All sports teams are doing well. Rehearsals for *Chicago* are going fine. The Dance Team is preparing for the Pep Rally. Student clubs have begun meeting and late busses are running as of this week.

## **Public Comments**

Cara Delleterra, of 11 Courtland Drive, expressed her concerns about literacy both nationally and specifically in Chelmsford based on recent MCAS scores. She is worried about the percentage of students not reading at grade level and teachers in the District who may not be trained in the current recommended reading curriculum. She is hoping the School Committee will investigate her concerns and will act on them.

## **New Business**

### **1. Introduction of Chelmsford Community Service Coordinator: Ms. Jennifer Melanson**

Ms. Melanson came to the table and spoke of her role in coordinating social services for the Town (including the public schools) and then connecting residents to the appropriate helpful services. She works out of Town Hall and holds "drop-in hours" on Tuesdays from 4 to 6 p.m. and Thursdays from 9 to 11:00 a.m. She will also schedule appointments and is planning being at the public library one Saturday a month. She is happy in this role and has been warmly welcomed by the community since her hiring in July.

### **2. Presentation: Spotlight on the Departments – Reading, ELL & Title 1 Services**

Ms. Kelly Rogers, Department Coordinator Reading, English Language Learners and Title 1 Services provided an update on the initiatives in her departments. Her detailed presentation was augmented by a slide show presentation which is included in tonight's agenda packet and provides highlights for all her departments. During her presentation, Ms. Kelly invited two CHS students to the table to share their experiences with the EL Mentor Program at the high school. Victoria and Davanshi spoke fondly of the program and the friendships that have been formed. Ms. Kelly was responsive to questions from The Committee. Ms. Santos spoke highly of the ELL Council and Ms. Kelly's involvement in it. The entire presentation may be viewed by watching tonight's meeting on Chelmsford Telemedia You/Tube.

### **3. Public Forum: Multi-Year Strategic Plan – Tuesday, October 22, 2019**

Dr. Lang said that the parent survey response has been good and that the survey was sent in Spanish to households who indicated that Spanish is the primary language spoken at home. The upcoming forum has been well publicized.

### **4. MASC Resolutions: MASC/MASS Joint Conference 2019**

Mr. Moses volunteered to be the delegate to the annual meeting. Ms. Newcomb is the alternate delegate. Nine resolutions will be voted on during the meeting.

**Mr. Moses motioned to approve MASC Resolution #1 Banning Polystyrene from Schools. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to approve the first part of MASC Resolution #2 regarding the elimination of MTEL and the MA Performance Assessment for Leaders. Ms. Newcomb seconded. 2 vote yes. 2 vote no. One abstention.**

**Mr. Moses motioned to approve the second part of MASC Resolution #2 that calls for the governance and licensure of professional educators to be vested in a board comprised of licensed educators. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to approve MASC Resolution #3 regarding school transportation. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #4. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #5, full funding of transportation costs for students in foster care and state care as part of the MASC resolutions. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #6, Universal Quality Pre-Kindergarten Access in Massachusetts. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #7, eradication of poverty among children in Massachusetts. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #8, access to menstrual supplies. Ms. Newcomb seconded. Motion carries 5-0.**

**Mr. Moses motioned to support MASC Resolution #9, charter school reform. Ms. Newcomb seconded. Motion carries 5-0.**

## **5. Academic Update: Next Generation MCAS 2019**

Dr. Hirsch provided a detailed presentation for tonight's meeting which includes specific information on accountability as recommended by DESE. Tonight's agenda packet includes a detailed slide show which illuminates this process and where Chelmsford Public Schools currently stand. To fully understand her presentation, it is advisable for you to watch this portion of tonight's meeting on Chelmsford Telemedia You/Tube.

## **6. FY20 financial Report – 1<sup>st</sup> Quarter (July – September 2019)**

Ms. Johnson-Collins included a memorandum in tonight's packet summarizing budget variances for the first quarter of FY20, with detailed data for The Committee. The data is included in tonight's agenda packet. Ms. Johnson-Collins complete presentation may be viewed on Chelmsford Telemedia You/Tube.

## **7. FY20 Recommended Budgets Transfers**

**Mr. Moses motioned to recommend the School Committee vote to approve the two listed FY20 local operating budget transfers for the Chelmsford Public Schools as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.**

## **8. FY21 Capital Planning**

Dr. Lang shared the projects he feels need to be carried over from FY20 forward because they were not completed. He rated these projects from one to ten based on what he feels the priorities should be and provided information on a spread sheet. Included in tonight's agenda packet are project details for all the proposed capital improvements. Each Committee member rated the ten projects based on what they felt the priorities should be. Dr. Lang updated the spreadsheet accordingly. A final vote will be taken at the meeting on November 5, 2019. That information will be shared with the Capital Committee.

## **9. Personnel Report: September 2019**

No action required.

### **Reports**

#### **1. Liaison Reports**

Ms. Newcomb shared that the SEPAC will be presenting a workshop on "Basic Rights". The Friends of Music will meet on Thursday. Mr. Doherty attended to CHS PTO at which the main topic was the "After Prom Breakfast". Dr. Lang and Mr. Moses will attend the Council of Schools meeting tomorrow night. Ms. Santos attended the McCarthy PTO meeting. Upcoming events are "Rock and Roll Bingo" and "McCarthy Idol". Harrington PTO has an upcoming walkathon and a "Trunk or Treat".

### **Action/New Items**

Ms. Newcomb would like to see updates for all the PTO web pages. She also raised the issue of the need for Epi Pens on the school busses. Dr. Lang will look in to this. Ms. Newcomb also feels that reading concerns should be the topic of an upcoming forum.

### **Public Comments**

Allison Barnes, of 104 Garrison Road, updated on SEPAC events. She has concerns also about the reading programs and support for students.

### **Adjournment**

**Mr. Moses motioned to adjourn at 10:01 p.m. Ms. Newcomb seconded. Motion carries 5-0.**

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

*Respectfully submitted by Sharon Giglio*

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee

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

Date: November 2, 2019

Re: Spotlight on the Schools & Departments: South Row Elementary School & Science

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Attached please find a PowerPoint presentation provided by South Row Principal Dr. Molly McMahon and Coordinator of K-12 Science Mr. Jon Morris in advance of the meeting presentation. I look forward to hearing the presentation and discussing the good work that is occurring at the South Row Elementary School and in Science, both at South Row and districtwide, with the members of the school committee.

*South Row  
Elementary School  
&  
Science Education  
in Chelmsford*

Chelmsford  
Public  
Schools  
K-12 Science  
Department

**Dr. Molly McMahon  
Principal**

**South Row Elementary School  
[mcmahonm@Chelmsford.k12.ma.us](mailto:mcmahonm@Chelmsford.k12.ma.us)**


**Jayson Ramalho  
Assistant Principal**

**South Row Elementary School  
[ramalhoj@Chelmsford.k12.ma.us](mailto:ramalhoj@Chelmsford.k12.ma.us)**

**Jon Morris**

**K-12 Science Coordinator  
Chelmsford Public Schools  
[morrisj@Chelmsford.k12.ma.us](mailto:morrisj@Chelmsford.k12.ma.us)**



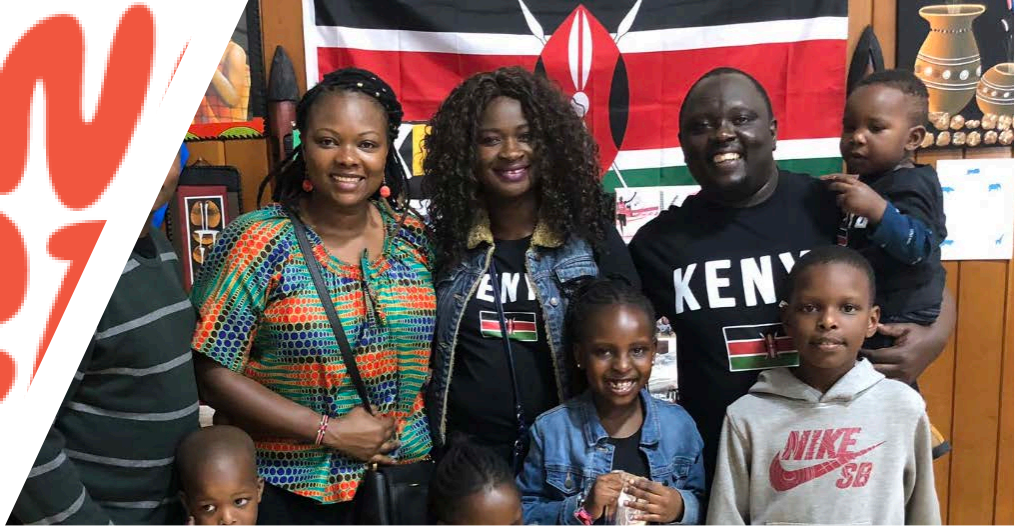


Overview of  
Tonight's  
Presentation

- South Row News
- Outdoor Classroom Work
- Science News

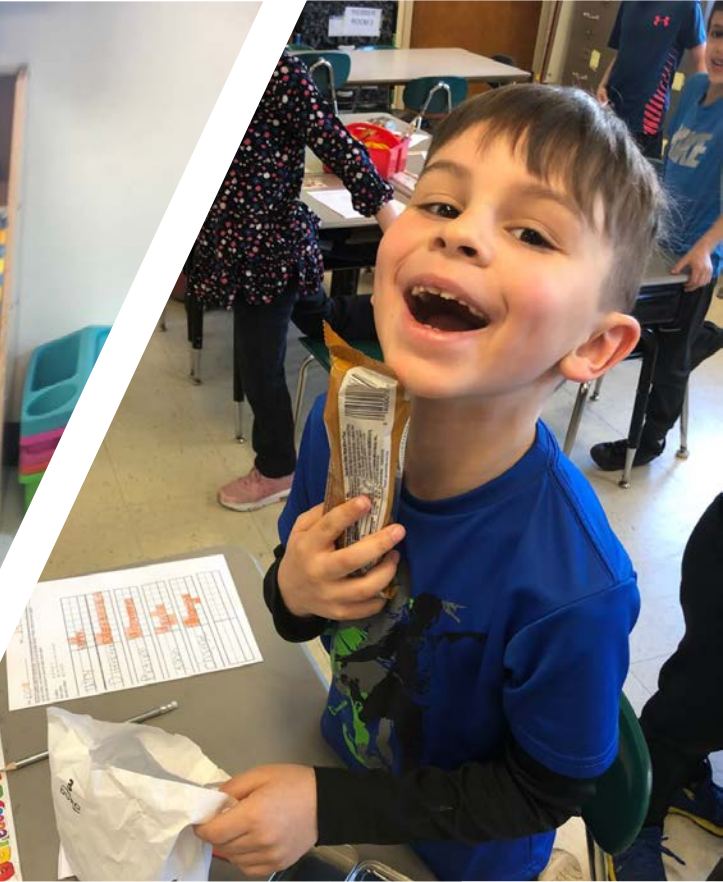


# 2CON STEP



## South Row

- Good teaching practice - connect previously taught information to new information...
- 2018-19 Visits from South Row
- Strive Program Update
- Spotlight
  - Science, iReady, Tier 2
  - Pilots - Breakfast, Second Step Data, Learning Walks
  - Events - International Festival, Science Fair



# Academic Goals - SIP & Other



**FOSS**



G Suite



South Row

- 1. iReady - technology & data collection - google suite, Chromebook carts = more blended learning**
- 2. Science - Third kit of implementation – Life Science**
- 3. Unofficial Goals of South Row - Attendance / Collaboration of special education and regular education / Learning walks among staff**

**ATTEND TODAY**  
ACHIEVE TOMORROW

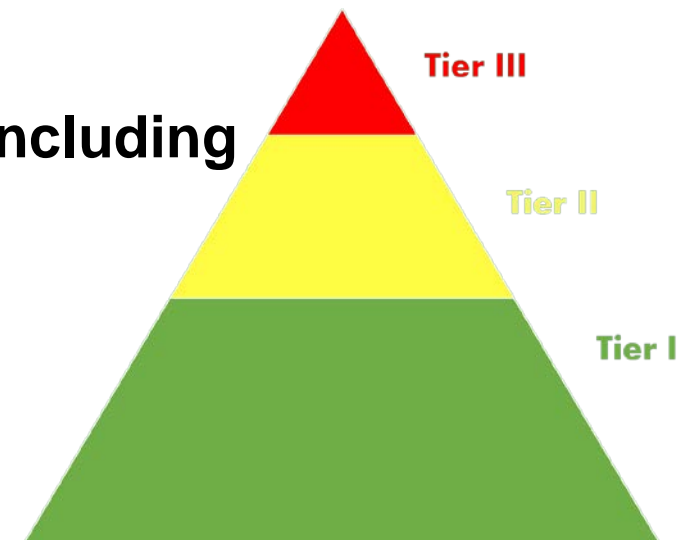


**ATTENDANCE WORKS**  
[www.attendanceworks.org](http://www.attendanceworks.org)

South Row

# Continuum of Social Skills Support

- **Tier 1 – Second Step / PBIS Passport, RRS Tickets**
- **Tier 2 – 2<sup>nd</sup> year (streamlined process for screening and identifying supports)**
  - **Need for data collection this year**
  - **Implementation more consistent**
  - **S’cool Moves PD as a support for ALL teachers to implement Tier 2 in their classroom**
  - **Process and structures in place**
- **Tier 3 – Higher level of support plans including BCBA consults / Strive**







## Testimonies of Students and Teachers

- **Mrs. Connolly**
  - Grade 2 Teacher with 2 students
- **Megan Curran**
  - Parent and coordinator of the outdoor classroom space
  - Enrichment Garden Group with 2 students

# Outdoor Learning Space / School Garden

*The intersection of good Science curriculum, social emotional well being & healthy living*



# Connection to Social Emotional Learning & Healthy Living

- **Environmental Stewardship**
- **The intersection of taking care of our environment, healthy eating and outdoor living**
- **The benefits of a school garden are innumerable and offer many curriculum connections for all grades and all subjects and can reinforce what the students are learning in the classroom with a hands-on, engaging, and relevant approach.**



# Facts About School Gardens

- Only 2% of children eat enough fresh fruits and vegetables. Research shows that children who participate in growing food are more likely to eat fruits and veggies and be more knowledgeable about nutrition. They are also more likely to continue healthy eating habits into adulthood...which can prevent chronic diet related diseases such as obesity, diabetes and heart disease.
- School garden programs not only promote healthy lifestyles in children, but have been shown to also improve children's behavior and performance at school and improve their attitudes and appreciation for the environment.
- Participation in a school garden teaches responsibility toward the students' community and helps develop stewards for the planet and future generations.
- Student's will be able to connect more with nature and learn to work as a group toward a common goal.
- They will work on their math and science skills
- Research shows that a school garden can also improve a student's social and emotional wellbeing.



## SOURCES

- <https://www.wholekidsfoundation.org/school-gardens>
- <https://masshort.org/school-garden-resources/>
- [https://kidsgardening.org/wp-content/uploads/2016/08/KG\\_BenefitsofSchoolGardens-2016.pdf](https://kidsgardening.org/wp-content/uploads/2016/08/KG_BenefitsofSchoolGardens-2016.pdf)





# What Have We Done?

- ***First grant was received!***  
***(Mass Agriculture in the classroom Grant)***
- **Tasks Completed so far:**
- **Two clean up days including South Row Community**
  - **New ramp was made for accessibility**
  - **Removal of excess trees and bushes**
  - **Grass was grown**
  - **Beds were cleaned out**
  - **Power washed walkways**
  - **weed removal put down**
  - **Restored the white bench and picnic tables**
- **Clipboards donated**
- **4 rain barrels donated**
- **Installation of raised beds**



What will we do next?

- Establish the growth of curriculum-related plants and vegetables
- Plant food in the raised beds
- Add a shade tent for grass seating
- Add solar lights for learning and use of this space at night events
- Enrichment Garden group continued work
- Paint the rain barrels
- Obtain one more bench for a full class set of seating
- Add a pollinating garden
- Add an outdoor storage container for gardening and classroom supplies
- Long term - possibility of a greenhouse?

Some ending  
thoughts from  
South Row...

“Unless someone like you cares  
a whole awful lot, nothing is  
going to get better. It’s not.”

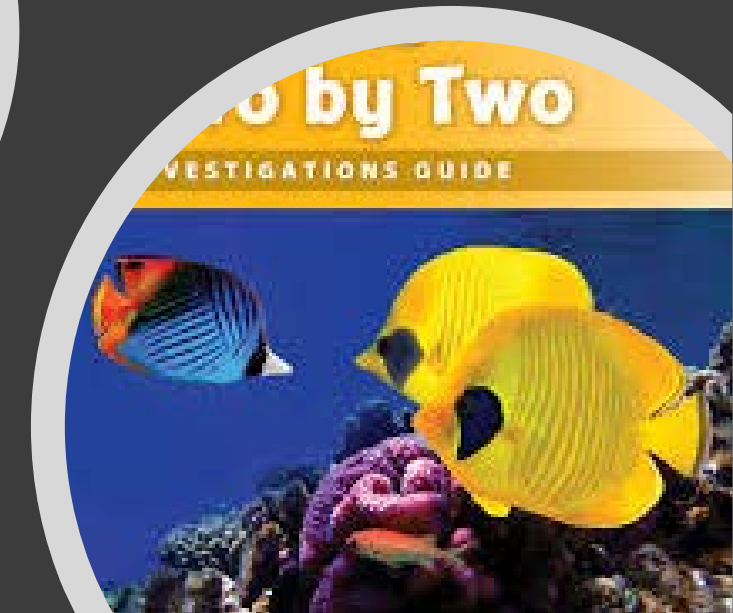
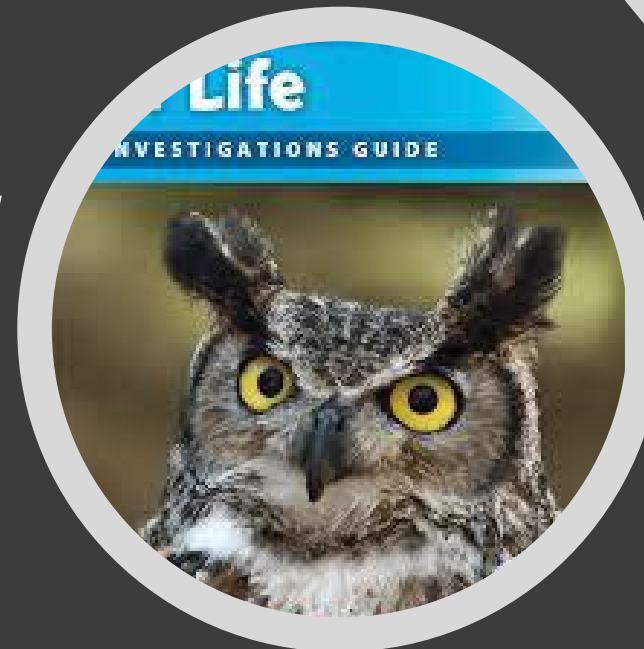
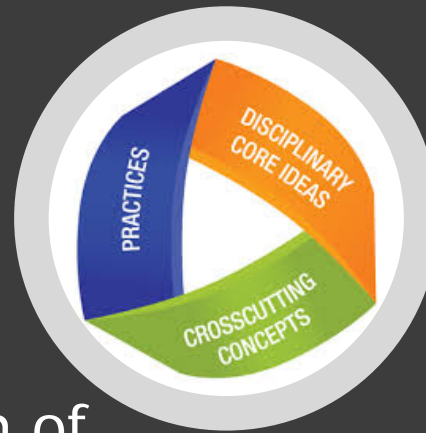
- - **Dr. Seuss**

“No one can do everything, but  
everyone can do something.”

- - **Max Lucado**

## ELEMENTARY SCHOOLS

- Digital Assessment
  - FOSSMAP Grades 3 & 4
- Summer 2019: Reflection and revision of each grade level's pacing guide
- Life Science Unit Rollout:
  - Animals 2x2, Plants and Animals, Insects and Plants, Structures of Life, Environments





## *Life Science Unit*

- *First hand Investigations in the Schoolyard*

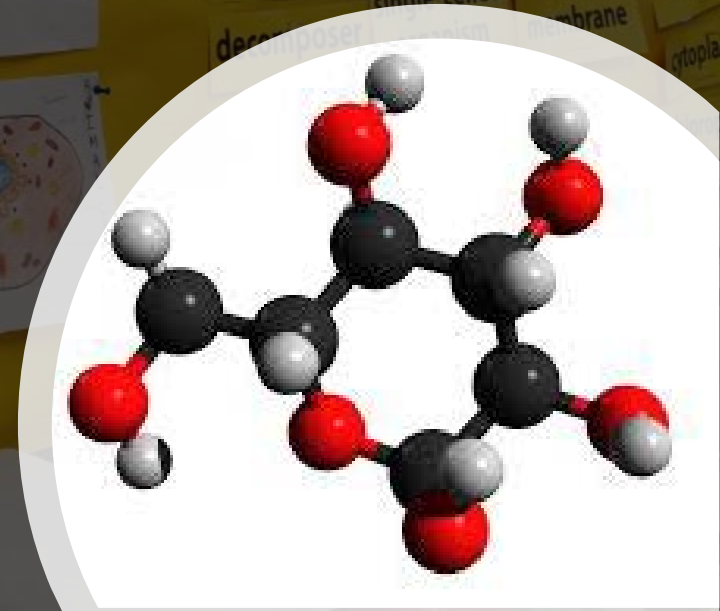
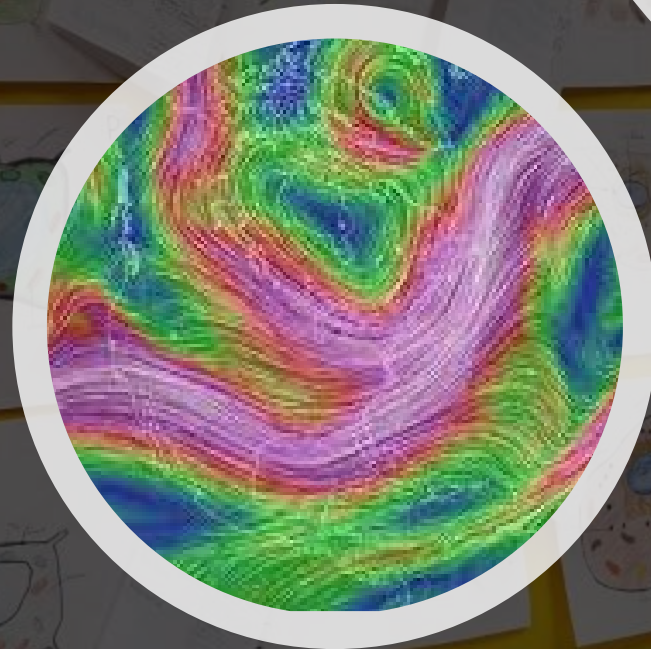
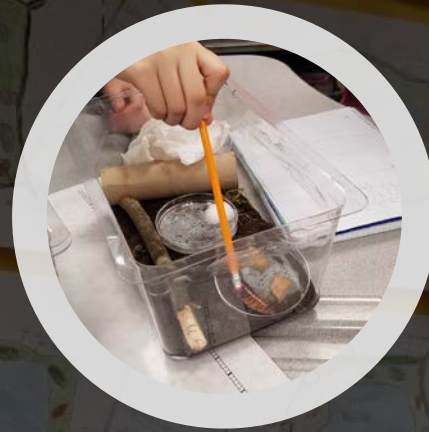
- Focus on the life cycles of insects in real time.
- Compare the structures and functions exhibited by each species to reveal patterns.
- Gain experience with the ways that plants and insects interact in feeding relationships, pollination, and seed dispersal with their own plants.





# MIDDLE SCHOOLS

- Meeting the demands of the MA 2016 STE Frameworks
- Pacing Guide Revisions
  - Grades 5-8
- FOSSMAP
  - Grades 5 & 6 exploration
- New Assessment Strategies





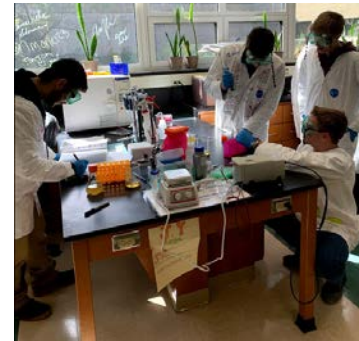
# CHELMSFORD HIGH SCHOOL

- Adopted Pearson *Miller & Levine* for Biology Courses
  - New pacing guide and syllabus Summer 2019
- Expanded Dual Enrollment with MCC (Chemistry)
- New course offerings and updates:
  - Biotechnology 2 Honors
  - AP Physics C
  - Increased digital fabrication with Industrial Arts Courses



# Biotechnology 2 Honors

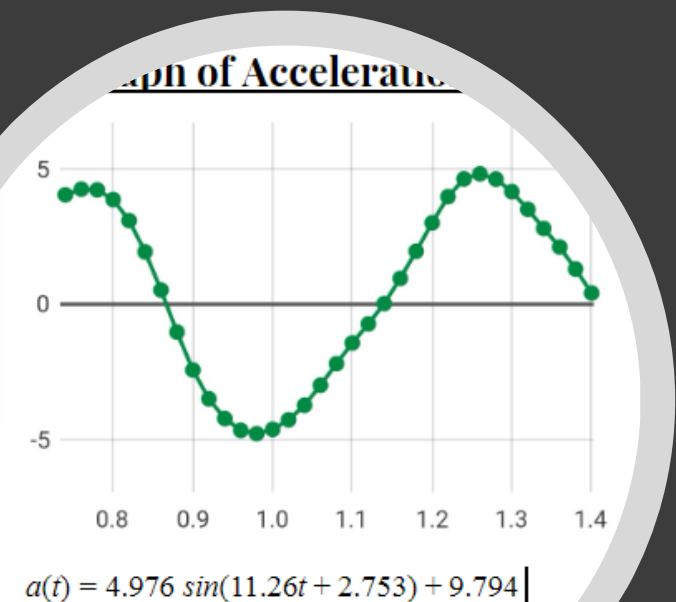
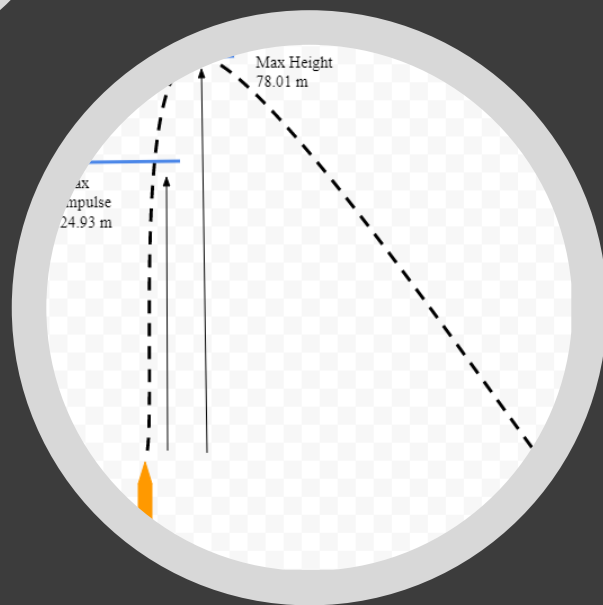
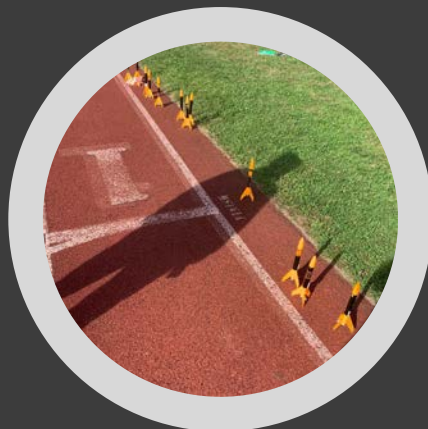
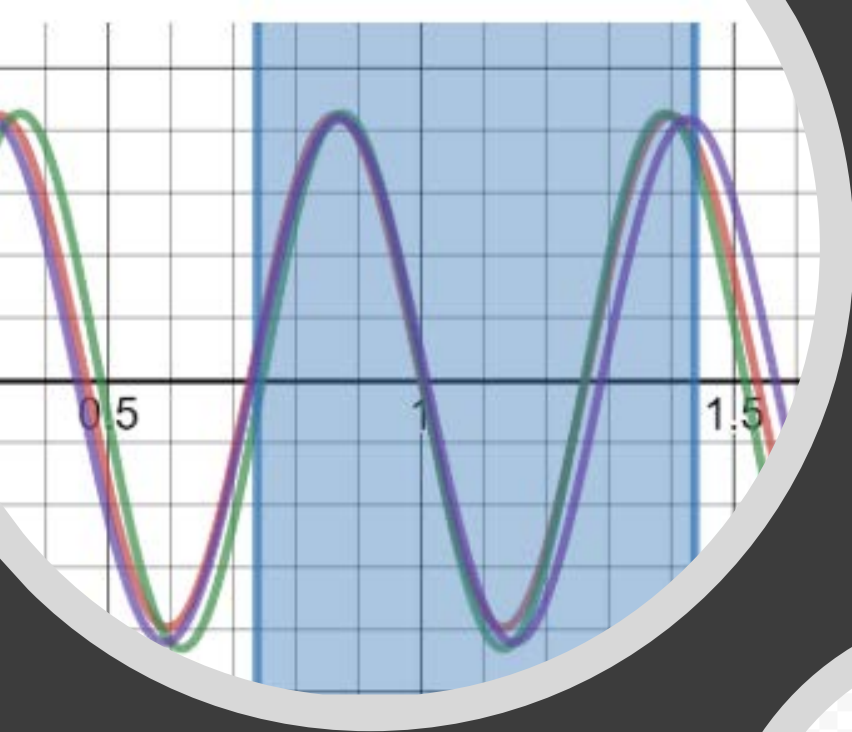
- Students have been able to:
  - Create their own competent cells.
  - Transform plasmids for different segments of a muscle protein.
  - Successfully induce expression of the protein, and harvest the cell culture.
  - Purify their protein and assessing its stability.
  - Sharing results through the model of a Graduate BioChemistry student.





## AP Physics C

- Students have been able to:
  - Incorporate concepts and skills from Calculus into previously learned Physics concepts.
  - Address a problem or topic, generate an investigation plan, and analyze acquired data.
  - Explore a variety of means to present investigation findings.



# Industrial Arts

- Addition of a second Shapeoko XXL CNC Machine
- Integration of a J-Tech Photonic 7W Laser
- Merging of Autodesk Suite into Architectural Engineering Courses



# What's Next in Science?



Identify

How will the new HS  
Biology MCAS  
assessment be scored?



Increase

Which options will best  
support our students with  
Dual Enrollment?



Explore

How can we best integrate  
Science across the  
curriculum?



Revise

How can we increase  
literacy skills in our Science  
courses?



Support

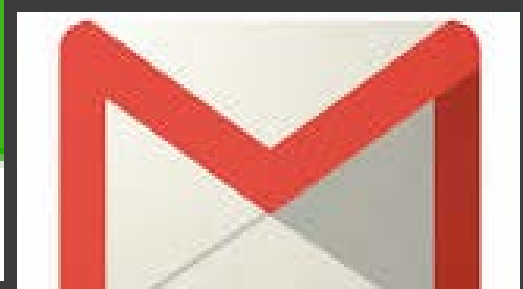
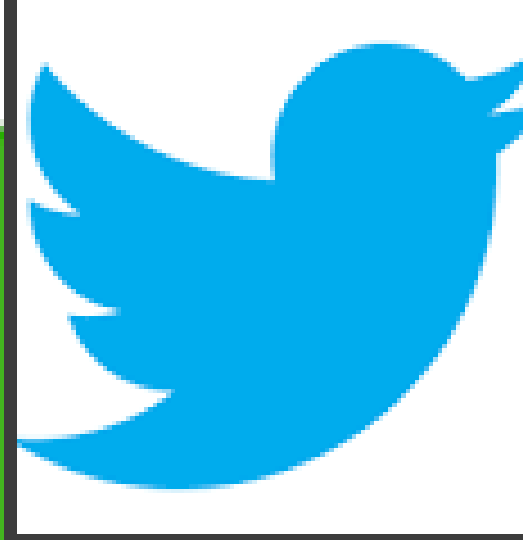
How does our 1:1 Initiative  
effectively integrate into each  
Science classroom

*I appreciate your time!*

[morrisj@Chelmsford.k12.ma.us](mailto:morrisj@Chelmsford.k12.ma.us)

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@chelmsfordsci



# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: November 2, 2019  
Re: Follow-Up Discussion: Multi-Year Strategic Plan

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On October 22, 2019, the school committee and administration hosted the first community forum to share information and receive input from parents, students and the general public on the strategic planning process. Attached are the compiled notes from the break-out groups for your review. I was pleased that over forty (40) parents and students joined us for the first public forum and provided feedback.

We are in the process of compiling and analyzing the results of the recent parent satisfaction survey. Schools are currently reviewing their data and I will be presenting the findings and recommendations at our next regular school committee meeting on November 19, 2019.

I met with the executive board of the teacher's union last week and discussed working with them to co-host focus groups/meetings of school staff in November and early December at each of our schools to solicit feedback and input on our current and future programming initiatives. I will also be meeting with the middle and high school administration this coming week to discuss soliciting input from students in the planning process. I will have more to report on student input after our meeting next week.

OVERARCHING QUESTION: Where in the document is the 1 to 1 initiative? What attention is paid to helping staff use Technology? → Emphasize PD on blended learning

## **OBJECTIVE #1 – Every Student Achieving Academically**

- How are cross-disciplinary experiences incorporated into curriculum? How do departments communicate with each other?
- Is project-based learning visible in this document? This group seems to think it should be.
- Can access to and focus on world languages be emphasized?
- Scheduling communication around programs
- Better website (food website)
- Wellness and nutrition
- Throughout all levels – how is the district meeting the needs (“stretching”) the higher achieving students?
- Enrichment – etc.
- Consistent use of the same on-line portal/resources
- Big idea: communication of academic and social initiatives to parents/community – parents feel communication is good once their child is in a program, but how do we know if the child needs the program?
- Glossary of terms
- Web pages organized more topically i.e. “How do I talk to my child about stress?” “What resources are available to help with time management?”
- Clear internal (school-student) lines of communication to request more help
- Well
  - o utilizing rubric/pacing guides
  - o supporting all students
- Tweak
  - o integrate cross-curriculum
  - o real world application
  - o new elementary reading balanced curriculum
- College Prep
  - o writing research
  - o AP credits
- Refresh
  - o How we talk to students regarding standards
  - o Like common language utilized at elementary level
- Greater exposure to electronic tools to mirror college and workplace
- Reassess program changes to address curriculum changes and whether we have the resources for all students
- Prepare students for current testing methods
- Vertical alignment K-12
- Ensure every student has access to higher achievements (ELL, gifted, special ed/disabilities)

**OBJECTIVE #2 – Student  
Supported in a Positive, Prosocial Learning Environment**

- Can we see more about Tier 2 and Tier 3 interventions and supports that are successful and impact students?
- How does our knowledge about individual student needs transfer from school to school? What are the action steps in this area?
- Have there been discussions about the incorporation of physical activity to support academics and SEL?
- More student mentoring opportunities – different students
- Continued support of tier system
- Data on behavior
- Communication
- Consider delayed start time for high school students
- Drawing whole family unit into the education process – to include social-economic diversity
- Evaluate effectiveness of Tier 1 and 2 systems in place – all levels
- Best practices of academic and SEL Instruction on embedded levels
- Establish best practices to support SEL
- Intervention blocks at middle school



# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: November 2, 2019  
Re: FY21 Capital Planning

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At the regular meeting of the Chelmsford School Committee on October 15, 2019, committee members and the administration had an initial discussion pertaining to priorities for FY21 capital plan requests. After discussion, below is a prioritized list of the projects totaling \$ 2.36 million to be submitted to the capital planning committee for consideration:

Priority	Amount	Project
1	\$ 188,392	Additional Funding Required to Complete FY20 Approved Kitchen Code/Upgrade Projects
2	\$ 270,837	School Security Upgrade - Chelmsford High School
3	\$ 122,928	School Kitchen Code Compliance Upgrade - Parker Middle School
4	\$ 669,332	Renovate Student Auditorium - McCarthy Middle School
5	\$ 110,200	Renovate Student Lecture Hall - McCarthy Middle School
6	\$ 641,355	School Kitchen Upgrade - Parker Middle School
7	\$ 156,354	School HVAC Ductwork Repair/Service
8	\$ 32,600	School Flooring Repair/Replacement
9	\$ 100,000	School Computer Network Firewall Upgrade
10	\$ 75,000	School Classroom Technology Upgrade
	\$ 2,366,998	Total

It is noteworthy that Town Meeting representatives voted favorably last week to repave and install new curbing in the front of Chelmsford High School totaling \$ 550,242. Therefore, this project is removed from the list of capital projects deferred from FY20.

I recommend the school committee vote at the regular meeting of November 5, 2019 to submit the above referenced projects in priority order for consideration of funding in FY21 to the Capital Planning committee.



# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee

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

Date: November 2, 2019

Re: Update on MSBA Accelerated Repair Project – South Row Roof

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The South Row Elementary School partial roof replacement project is progressing in the MSBA review process. The MSBA has assigned Jacobs Project Management (JPMCo) to serve as the Town of Chelmsford's Owner's Project Manager (OPM) for this project. Further, Russo Barr Associates, Inc. has been assigned to serve as the Designer for this project. The town and schools have had a few meetings with the OPM and Designer at this time to discuss the project and timeline. Town Manager Cohen and DPW Director Gary Persichetti have been in attendance representing the town while Director of Facilities Brian Curley and I have been attending representing the schools.

Contracts for the Schematic Design phase of this project have been executed by the town with both the OPM and Designer. Copies of these documents are available upon request. Town and school teams will be attending a training at the MSBA on Wednesday November 6, 2019 to review the Accelerated Repair Program guidelines and reimbursement process. After our meeting with the MSBA next week we will be able to provide a more detailed timeline of Schematic Design deliverables and dates for the construction document preparation, bidding, construction, and completion phases of this project. We are on target for construction to be initiated and completed over the summer of 2020.

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: November 2, 2019  
Re: October 1, 2019 Student Enrollment Report

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We supplied the Massachusetts Department of Elementary and Secondary Education (DESE) with our October 1, 2019 student enrollment data which has been certified by DESE. This enrollment information is the basis for the FY21 Chapter 70 state aid calculation. Based on the certified data supplied to DESE, I have prepared the attached spreadsheet displaying the overall district enrollment by grade level in the top section of the report and then further breakdown the enrollment by grade and school below in the sections that follow. For each of the elementary and middle schools I have incorporated the number of mainstream homerooms into the spreadsheet to produce an average class size for grades 1 through 8. I am working with Chelmsford High School to review the individual class rosters to produce a similar class size report for review with the upcoming FY21 budget deliberations. Highlights of the report are as follows:

### **Elementary School Level Highlights**

Average class size for our full day Kindergarten classrooms range between 19 and 22 students per classroom. At the 1<sup>st</sup> grade level, classrooms range between 20 and 24 students. At the second grade level, classrooms range between 20 and 23 students. At the 3<sup>rd</sup> and 4<sup>th</sup> grade levels, average class sizes range between 21 and 25 students in our four elementary schools.

### **Middle School Level Highlights**

Overall class size at the middle school grade levels is exceptionally good, averaging 22 to 25 students in grades 6 through 8 at both McCarthy and Parker Middle Schools.

This student enrollment data is important as we begin establishing desirable conditions and budget parameters for the FY21 budget development process in the new year.



Chelmsford Public School District  
 Student Enrollment Report  
 October 1, 2019

	Pre-K	KP	KF	1	2	3	4	5	6	7	8	9	10	11	12	SP	TOTAL
Chelmsford Public Schools	166	0	365	393	405	385	367	387	381	360	400	329	348	371	364	0	5021
McCarthy Middle School	0	0	0	0	0	0	0	192	195	181	227	0	0	0	0	0	795
# Homerooms:								8	8	8	10						
Avg. Class Size:								24.00	24.375	22.625	22.7						
Parker Middle School	0	0	0	0	0	0	0	195	186	179	173	0	0	0	0	0	733
# Homerooms:								8	8	8	8						
Avg. Class Size:								24.375	23.25	22.375	21.625						

# CHELMSFORD PUBLIC SCHOOLS

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## **Memorandum**

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

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

DATE: November 1, 2019

RE: Student Activity Account Audit Reports – McCarthy and Parker Middle Schools

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I'm writing to update you on the final audit reports of the McCarthy and Parker Student Activity Accounts. Attached please find the reports.

Our external auditor, Powers and Sullivan, audited both middle school student activity accounts in the spring of 2019. As presented with the audit of the high school student activity account last year, our plan is to request an audit of these accounts every other year. While the guideline is to audit the accounts once every three years, we recommend auditing the high school one year, both middle schools the following year, and then continue with this cycle. The audit will likely take place in the spring of each year, while the auditors are also on site for our annual end of year report audit.

While there were no financial findings, the auditors did have comments where our processes showed improvement with the implementation of an updated student activities guideline and procedures document from September of 2018. As you may recall, the document had not been updated since 2010. These documents will continue to be shared with the advisors and other staff to maintain our compliance efforts.

I will continue to present the student activity balances for all three schools on a quarterly basis as part of the regular quarterly financial review of the local budget and grant and revolving fund summary.

I'd like to thank our Business Office Financial Analyst Leanne Bolduc, as well as Principal McPhee and Principal Parks and their secretaries, Mrs. Pindara and Mrs. Loiselle, for all their work with the audit and the day to day work with the student activity accounts. The Town Treasurer's office as well as the Town Accounting department is also very supportive with their work with the bank, statements and general audit activity. I'd also like to thank this same team as well as the advisors for each club for their continued compliance on following the guidelines and procedures.

I'm available to address any questions. Thank you for the opportunity to provide this update.

***CHELMSFORD PUBLIC SCHOOL DISTRICT***

***REPORT ON APPLYING AGREED-UPON PROCEDURES  
IN RELATION TO THE MCCARTHY MIDDLE SCHOOL  
STUDENT ACTIVITY FUNDS***

***YEAR ENDED DECEMBER 31, 2018***

CHELMSFORD PUBLIC SCHOOL DISTRICT

REPORT ON APPLYING AGREED-UPON PROCEDURES  
IN RELATION TO THE MCCARTHY MIDDLE SCHOOL  
STUDENT ACTIVITY FUNDS

DECEMBER 31, 2018

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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE MCCARTHY MIDDLE SCHOOL STUDENT ACTIVITY FUNDS**

To the Honorable School Committee and  
Management of the Chelmsford Public School District  
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the McCarthy Middle School student activity funds for the period January 1, 2018, through December 31, 2018. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Chelmsford Public School District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in cursive script that reads "Powers &amp; Sullivan, LLC".

July 30, 2019

# ***Student Activity Schedules***

**SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS**

December 31, 2018

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**ASSETS**

Cash and cash equivalents..... \$ 50,518

**STUDENT ACTIVITY BALANCES**

Band..... \$ 6,809  
Chorus..... 1,615  
Cross Country..... 1,120  
Drama..... 19,634  
General Student Body Fund - Agency Account Interest..... 390  
General Student Body Fund - Principal Account Interest..... 112  
General Student Body Fund - Other..... 7,731  
Grade 5 Field Trips..... 3,517  
Grade 6 Field Trips..... 1  
Grade 7 Field Trips..... 3,195  
Orchestra..... 950  
Project 3000..... 1,227  
School Store..... 405  
Student Council ..... 2,669  
Year Book..... 1,143

TOTAL STUDENT ACTIVITY BALANCES..... \$ 50,518

**SCHEDULE OF ACTIVITIES - CASH BASIS**

YEAR ENDED DECEMBER 31, 2018

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Receipts:	
Student activities.....	\$ <u>87,478</u>
Disbursements:	
Student activities.....	<u>89,518</u>
Increase (decrease) in student activity balances.....	(2,040)
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>52,558</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	\$ <u><u>50,518</u></u>

**SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS**

YEAR ENDED DECEMBER 31, 2018

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
Band.....	\$ 10,828	\$ 14,950	\$ 18,969	\$ -	\$ (4,019)	\$ 6,809
Chorus.....	1,245	1,474	1,104	-	370	1,615
Cross Country.....	19	936	1,332	1,497	1,101	1,120
Drama.....	20,234	10,948	11,548	-	(600)	19,634
General Student Body Fund - Agency Interest.....	292	98	-	-	98	390
General Student Body Fund - Principal Interest....	59	53	-	-	53	112
General Student Body Fund - Other.....	12,173	5,743	10,185	-	(4,442)	7,731
Grade 5 Field Trips.....	159	9,686	6,328	-	3,358	3,517
Grade 6 Field Trips.....	(99)	2,823	2,723	-	100	1
Grade 7 Field Trips.....	2,550	7,553	6,908	-	645	3,195
Grade 8 Field Trips.....	(121)	2,344	2,223	-	121	-
Orchestra.....	1,619	5,749	6,418	-	(669)	950
Project 3000.....	(1,227)	4,229	1,775	-	2,454	1,227
Quebec.....	1,222	-	1,222	-	(1,222)	-
School Store.....	405	-	-	-	-	405
Spring Track.....	1,949	139	591	(1,497)	(1,949)	-
Student Council .....	(396)	11,975	8,910	-	3,065	2,669
Year Book.....	1,647	8,778	9,282	-	(504)	1,143
<b>Totals.....</b>	<b>\$ 52,558</b>	<b>\$ 87,478</b>	<b>\$ 89,518</b>	<b>\$ -</b>	<b>\$ (2,040)</b>	<b>\$ 50,518</b>

**SECTION II. – STEWARDSHIP AND CUSTODIAL RESPONSIBILITY****Checking Account Balance in Excess of Maximum**DESE Guideline

The Principal may request replenishment of the checking account to the maximum established balance by presentation of a fund request to the Town Treasurer, accompanied by invoices or other support for disbursements previously made from the checking account.

Agreed Upon Procedures

Review selected checking account bank statements to determine if checking account balances ever exceed amounts established by the School Committee.

Comment

School Committee did vote on a maximum balance of the checking account and, based on our review of the bank statements and the School Committee policy, we noted that the bank balances exceeded the maximum balances authorized in the School Committee vote for 10 out of 12 months.

It was noted that in late 2018 this process was updated by the School's business office and that procedures are now in place to comply with School Committee policies.

**SECTION III. – GENERAL OPERATING PROCEDURES****Bank Reconciliations**DESE Guideline

Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the Assistant Superintendent of Business Affairs, School Committee, student officers, and the Town Treasurer. Sign-offs must be performed by the preparers and reviewers.

Agreed Upon Procedures

Through inquiry, observations, and review of sample bank reconciliations, determine if bank reconciliations are prepared at least quarterly and sent to the appropriate parties for review; and that signoffs by both preparer and reviewer are included in the process.

Comment

Cash reconciliations between the School's Quick Book file and the bank statements were not documented between January 2018 and August 2018. In September 2018, the reconciliation process was updated to be completed by the District's school business office and these reconciliations were performed in compliance with established policies and procedures and DESE guidelines.

**Standard Deposit and Disbursement Forms**DESE Guideline

Standard forms should be used for deposits and disbursements whenever possible.

Agreed Upon Procedure

While gaining an understanding of the internal control process in place, determine if standard forms for deposits and disbursements are used.

Comment

We reviewed a sample of deposit and disbursement transactions and noted that from January 2018 through September 2018, the School was not utilizing standard forms. In October 2018, the School updated their established policies and procedures, and those policies and procedures were acknowledged and voted upon by School Committee. Since October 2018, these forms were being utilized for all deposit and disbursement transactions.

**SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS****School Deposits**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Determine if pre-numbered receipts are used.
2. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.
3. Determine if the funds were remitted by the principal's office to the Town Treasurer's agency account within one week.
4. Is the receipt accompanied by a school deposit slip?

Comments

We noted that all transactions selected for testing did not have pre-numbered receipts or tickets, student listings, and/or any other supporting documentation that indicated that who collected the funds. Because information regarding the funds collected was not maintained, we were unable to determine the timing between when the monies were collected and when they were turned over to the principal's office for deposit.

Out of the 25 receipt transactions that were selected for testing 23 did not have a standard deposit form and, as

such we were unable to determine if the funds were deposited within one week or when they were submitted to the Principal's office.

We noted that in October 2018, the District updated their policies and procedures and increased enforcement of any existing policies and procedures. This was evident in our testing however, for transactions processed at the end of the year, we noted that the District did not maintain pre-numbered receipts and/or another form of documentation indicating when the funds were received by the advisor. We recommend that the District implement procedures that provide an audit trail for the funds collected by the advisor prior to turning the funds over to the Principal's office.

## **SECTION V. – PURCHASING AND DISBURSEMENTS**

### **School Disbursements**

#### DESE Guideline

MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students.

#### Agreed Upon Procedure

Make a selection of disbursements to test. This sample population should be a representative sample of disbursements selected from the school check register. Upon determination of the samples to be testing, perform the following procedures on each sample:

1. Is the disbursement accompanied by a standard request form for disbursement signed by the advisor or student treasurer?
2. Was the disbursement approved by the Principal? How was the Principal's approval evidenced?
3. Is the disbursement charged against the prior student activity account?

#### Comment

An invoice selected for testing indicated that the District was overdue in paying numerous other invoices to the vendor.

There was a transaction recorded to reimburse a teacher for a purchase made from a vendor, where the vendor could have been paid directly out of the student activity account. We also noted that there were many reimbursements processed, and that there is no standard form to document a formal request for reimbursement. We recommend that the School mitigate purchases with personal credit cards. If reimbursement could not be avoided, we recommend that the employee timely submit a formal request for reimbursement in addition to the itemized receipts. We recommend that for any reimbursements that will total over \$1,000, prior approval of the Building Principal be received.

Of the 25 transactions we selected for testing, 21 did not have a standard disbursement form and therefore there was no evidence that the disbursement was approved by the Principal prior to purchase. We noted that in October 2018, the District updated their policies and procedures and increased enforcement of any existing policies and procedures. This was evident in our testing, and disbursements made at the end of the calendar year contained the completed support.



**SECTION VII. – STUDENT TRAVEL****Student Travel Documentation**DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip.

Agreed Upon Procedure

Test a sample of travel expenditures and determine that the travel is properly authorized, that there is a final accountability for all travel and there is documentation supporting all disbursements. Additionally, determine that travel expenditures are in accordance with School Committee policies.

Comment

In October 2018, the School formally adopted policies and procedures regarding student travel, and those policies and procedures follow DESE guidelines. Prior to October 2018, student travel forms were not always completed. A section titled “Trip Cost/Funding” was the part of the forms that were often left incomplete and not signed. Effective October 2018, these forms are completed and submitted to the School Business Office where they are reviewed for completeness and included with the related disbursement documentation.

**CHELMSFORD PUBLIC SCHOOL DISTRICT**

**REPORT ON APPLYING AGREED-UPON PROCEDURES  
IN RELATION TO THE PARKER MIDDLE SCHOOL STUDENT  
ACTIVITY FUNDS**

**YEAR ENDED DECEMBER 31, 2018**

CHELMSFORD PUBLIC SCHOOL DISTRICT

REPORT ON APPLYING AGREED-UPON PROCEDURES  
IN RELATION TO THE PARKER MIDDLE SCHOOL  
STUDENT ACTIVITY FUNDS

DECEMBER 31, 2018

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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES IN RELATION TO THE PARKER MIDDLE SCHOOL STUDENT ACTIVITY FUNDS**

To the Honorable School Committee and  
Management of the Chelmsford Public School District  
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the Parker Middle School student activity funds for the period January 1, 2018, through December 31, 2018. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Chelmsford Public School District and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

July 30, 2019

# ***Student Activity Schedules***

**SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS**

December 31, 2018

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**ASSETS**

Cash and cash equivalents..... \$ 53,127

**STUDENT ACTIVITY BALANCES**

Band.....	\$ 568
Chorus.....	894
Drama.....	23,465
General Student Body Fund - Agency Account Interest.....	144
General Student Body Fund - Principal Account Interest.....	72
General Student Body Fund - Other.....	783
Grade 5 Field Trips.....	1,156
Grade 6 Field Trips.....	732
Grade 7 Field Trips.....	1,429
Grade 8 Field Trips.....	10,051
Orchestra.....	3,007
School Store.....	368
Science- Plant Club.....	302
Show Choir.....	65
Student Council .....	8,829
Year Book.....	<u>1,262</u>
<b>TOTAL STUDENT ACTIVITY BALANCES.....</b>	<b>\$ <u>53,127</u></b>

**SCHEDULE OF ACTIVITIES - CASH BASIS**

YEAR ENDED DECEMBER 31, 2018

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Receipts:	
Student activities.....	\$ <u>113,171</u>
Disbursements:	
Student activities.....	<u>101,950</u>
Increase (decrease) in student activity balances.....	11,221
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>41,906</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	\$ <u><u>53,127</u></u>



**SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS**

YEAR ENDED DECEMBER 31, 2018

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
Band.....	\$ 693	\$ 11,746	\$ 11,871	\$ -	\$ (125)	\$ 568
Chorus.....	581	6,239	5,926	-	313	894
Drama.....	14,630	20,555	11,720	-	8,835	23,465
General Student Body Fund - Agency Interest....	19	125	-	-	125	144
General Student Body Fund - Principal Interest...	23	49	-	-	49	72
General Student Body Fund - Other.....	444	2,456	2,655	538	339	783
Grade 5 Field Trips.....	890	4,416	4,150	-	266	1,156
Grade 6 Field Trips.....	638	2,655	2,561	-	94	732
Grade 7 Field Trips.....	660	16,568	15,799	-	769	1,429
Grade 8 Field Trips.....	10,229	29,136	29,314	-	(178)	10,051
Math Group.....	538	-	-	(538)	(538)	-
Orchestra.....	589	9,149	6,731	-	2,418	3,007
School Store.....	602	-	234	-	(234)	368
Science - Plant Club.....	302	-	-	-	-	302
Show Choir.....	65	-	-	-	-	65
Student Council .....	10,791	6,167	8,129	-	(1,962)	8,829
Year Book.....	212	3,910	2,860	-	1,050	1,262
Totals.....	\$ <u>41,906</u>	\$ <u>113,171</u>	\$ <u>101,950</u>	\$ <u>-</u>	\$ <u>11,221</u>	\$ <u>53,127</u>

**SECTION II. – STEWARDSHIP AND CUSTODIAL RESPONSIBILITY****Checking Account Balance in Excess of Maximum**DESE Guideline

The Principal may request replenishment of the checking account to the maximum established balance by presentation of a fund request to the Town Treasurer, accompanied by invoices or other support for disbursements previously made from the checking account.

Agreed Upon Procedures

Review selected checking account bank statements to determine if checking account balances ever exceed amounts established by the School Committee.

Comment

School Committee did vote on a maximum balance of the checking account and, based on our review of the bank statements and the School Committee policy, we noted that the bank balances exceeded the maximum balances authorized in the School Committee vote for 8 out of 12 months.

It was noted that in late 2018 this process was updated by the School's business office and that procedures are now in place to comply with School Committee policies.

**SECTION III. – GENERAL OPERATING PROCEDURES****Bank Reconciliations**DESE Guideline

Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the Assistant Superintendent of Business Affairs, School Committee, student officers, and the Town Treasurer. Sign-offs must be performed by the preparers and reviewers.

Agreed Upon Procedures

Through inquiry, observations, and review of sample bank reconciliations, determine if bank reconciliations are prepared at least quarterly and sent to the appropriate parties for review; and that signoffs by both preparer and reviewer are included in the process.

Comment

The reconciliation process is completed by the District's school business office and these reconciliations are performed in compliance with established policies and procedures and DESE guidelines.

**Standard Deposit and Disbursement Forms**DESE Guideline

Standard forms should be used for deposits and disbursements whenever possible.

Agreed Upon Procedure

While gaining an understanding of the internal control process in place, determine if standard forms for deposits and disbursements are used.

Comment

We reviewed a sample of deposit and disbursement transactions and noted that from January 2018 through September 2018, the School was not utilizing standard forms. In October 2018, the School updated their established policies and procedures, and those policies and procedures were acknowledged and voted upon by School Committee. Since October 2018, these forms were being utilized for all deposit and disbursement transactions.

**SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS****School Deposits**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Is the receipt recorded to the proper subsidiary activity in the student activities' ledger?
2. Determine if pre-numbered receipts are used.
3. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.
4. Determine if the funds were remitted by the principal's office to the Town Treasurer's agency account within one week.
5. Is the receipt accompanied by a school deposit slip?

Comments

We noted that all transactions selected for testing did not have pre-numbered receipts or tickets, student listings, and/or any other supporting documentation that indicated that who collected the funds. Because information regarding the funds collected was not maintained, we were unable to determine the timing between when the monies were collected and when they were turned over to the principal's office for deposit.

Out of the 25 receipt transactions that were selected for testing, 21 did not have a standard deposit form. Additionally, for 4 of the transactions, we were unable to determine if the funds were deposited within one week as there was no support indicating when the funds were submitted to the Principal's office. For 1 transaction, the funds were not deposited within one week of being received by the Principal's office.

We noted one transaction where the deposit was accompanied with forms that reported the amount of cash collected, however the total per the form did not match the total deposited. We also noted several forms dated in 2017 that were deposited in January 2018, indicating that the funds were not deposited timely. We also noted one instance where funds collected for Cross Country were deposited into the General Student Body Account. We recommend that the District mitigate co-mingling funds collected for a specific purpose.

We noted that in October 2018, the District updated their policies and procedures and increased enforcement of any existing policies and procedures. This was evident in our testing however, for transactions processed at the end of the year, we noted that the District did not maintain pre-numbered receipts and/or another form of documentation indicating when the funds were received by the advisor. We recommend that the District implement procedures that provide an audit trail for the funds collected by the advisor prior to turning the funds over to the Principal's office.

## **SECTION V. – PURCHASING AND DISBURSEMENTS**

### **School Disbursements**

#### DESE Guideline

MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students.

#### Agreed Upon Procedure

Make a selection of disbursements to test. This sample population should be a representative sample of disbursements selected from the school check register. Upon determination of the samples to be testing, perform the following procedures on each sample:

1. Is the disbursement accompanied by a standard request form for disbursement signed by the advisor or student treasurer?
2. Was the disbursement approved by the Principal? How was the Principal's approval evidenced?
3. Is the disbursement charged against the prior student activity account?

#### Comment

There was a transaction recorded to reimburse a teacher for a purchase made from a vendor, where the vendor could have been paid directly out of the student activity account. We also noted that there were many reimbursements processed, and that there is no standard form to document a formal request for reimbursement. We recommend that the School mitigate purchases with personal credit cards. If reimbursement could not be avoided, we recommend that the employee timely submit a formal request for reimbursement in addition to the itemized receipts. We recommend that for any reimbursements that will total over \$1,000, prior approval of the Building Principal be received.

There was one reimbursement processed where the goods ordered were shipped directly to the teacher's personal residence. We recommend that all goods, whether purchased from a teacher's personal credit card or not, be shipped to the school directly.

Of the 25 transactions selected for testing, 2 did not contain proper support for the purchase (i.e. an invoice or itemized receipt).

Of the 25 transactions we selected for testing, 15 did not have a standard disbursement form and therefore there was no evidence that the disbursement was approved by the Principal prior to purchase. We noted that in October 2018, the District updated their policies and procedures and increased enforcement of any existing policies and procedures. This was evident in our testing, and disbursements made at the end of the calendar year contained the completed support.

## **SECTION VII. – STUDENT TRAVEL**

### **Student Travel Documentation**

#### DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip.

#### Agreed Upon Procedure

Test a sample of travel expenditures and determine that the travel is properly authorized, that there is a final accountability for all travel and there is documentation supporting all disbursements. Additionally, determine that travel expenditures are in accordance with School Committee policies.

#### Comment

In October 2018, the School formally adopted policies and procedures regarding student travel, and those policies and procedures follow DESE guidelines. Prior to October 2018, student travel forms were not always completed. A section titled "Trip Cost/Funding" was the part of the forms that were often left incomplete and not signed. Effective October 2018, these forms are completed and submitted to the School Business Office where they are reviewed for completeness and included with the related disbursement documentation.

## **Approval of Field Trip & Conference Requests**

- 1) Parker Middle School

7<sup>th</sup> Grade Students

Performance of "A Christmas Carol"

The Palace Theatre

Manchester, NH

- 2) Chelmsford High School

French III & IV Students

Canada Weekend Exchange Program

Quebec, Canada

May 22 – 24, 2020

# FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES  NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission:  CHS  PARKER  McCARTHY  
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

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

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

Faculty Trip Sponsor: 7<sup>th</sup> Grade - Sheila Kish Cell Phone: 978-339-3488

Grade, Group, Class(es) or Course(es): 7<sup>th</sup> Grade

Total Number of Students: 180 Number of Male      Number of Female     

Number of Students Assigned Per Chaperone:     

Total Number of Chaperones: 10 Number of Male      Number of Female     

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

Faculty/Chaperones (Names): Sheila Kish, Jean Kennedy, Barbara Mayotte, Amanda Noble,  
Jean, Erin Suchecki, Paul Wing, Chrissy Carlson, Cell Phone #:     

AS Betsy Sexton, Lauren Giordano, Jeff Parks, Victoria Carnevale, Mary Franette,  
Faculty/Chaperone with Epi-Pen Designation (Name): Lynn Haivener  
If applicable

Is a Nurse Needed? Yes  No

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

Reviewed by: [Signature] 9/12/19  
Signature of School Nurse Date

Event/Purpose of the Trip: To See the play "A Christmas Carol"

Curriculum Standard Addressed by Trip (Reason for the Trip)  
MA.8.L.7.1: Compare/Contrast a written story/drama to its stage version.

Destination: The Palace Theatre (      )       
Name of Facility Facility Telephone  
80 Hanover St. Manchester, N. H. 03101  
Facility Street Address City State

Nurse  Food Service  D. Phillips

**FIELD TRIP APPLICATION FORM**  
CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824  
Phone (978) 251-5100

Teacher Sub(s) Needed: 2  
YES  NO   
 Full-Day Sub(s)  
 Half Day Sub(s)  
needed for: AM / PM

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

School Requesting Permission:  CHS  PARKER  McCARTHY   
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 05 / 22 / 2020 If Overnight Trip, Return Date: 05 / 24 / 2020

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

Faculty Trip Sponsor: Veronica Gadbois Cell Phone: 978-328-8076

Grade, Group, Class(es) or Course(es): French III and IV

Total Number of Students: 23 Number of Male 4 Number of Female 19

Number of Students Assigned Per Chaperone: 11/12

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

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

Faculty/Chaperones (Names): Mairin Chagnon; Veronica Gadbois  
Cell Phone #: same as above

Faculty/Chaperone with Epi-Pen Designation (Name): Mairin Chagnon; Veronica Gadbois  
If applicable

Is a Nurse Needed? Yes  No

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

Reviewed by: Cheryl 10/2/19  
Signature of School Nurse Date

Event/Purpose of the Trip: \*See attached\*

Curriculum Standard Addressed by Trip (Reason for the Trip)



Destination: Ecole Secondaire Saint-Charles (418) 887-3418  
Facility Telephone  
Facility Street Address: 24 Avenue St Georges, St. Charles de Bellechasse, QC  
City State

Estimated Leave Time: 12:00 (a.m.) / p.m. Estimated Return Time: 9 a.m. (p.m.) GOR2TO  
MIDNIGHT

No. of Regular School Buses Needed:      No. of Wheel Chair Accessible Buses Needed:     

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

Bus Pick-Up Location (be specific) Main Entrance of CHS

Equipment Space Needed (such as music instruments): Yes      NO X

Equipment:       
Please indicate if bus space is needed for equipment. All equipment (athletic, music, or luggage) must be secured, must not obstruct the vision of the bus driver, and the bus aisle must be kept clear.

Meal Plans:     

**TRIP COST/FUNDING**

Price per Bus: \$ 5735.<sup>00</sup> Total Cost of Bus Transportation \$ 5735.<sup>00</sup>

Total Price of event \$     

Additional Costs Dinner Sat. 23rd \$ 625.<sup>00</sup>

Total Cost of Trip \$ 6360.<sup>00</sup>

School/Org. to pay for:       
Student paying \$ 255.<sup>00</sup> \*depending on # of participants per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: Veronica Godwin 10/21/2019  
Signature of Trip Sponsor Date

Approved by: [Signature] 10/21/19 [Signature] 10-22-19  
Signature of Dept. Head/Coordinator Date Signature of Building Principal Date

**If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone**



# Chelmsford High School

200 Richardson Road North Chelmsford, MA 01863

Phone: 978.251.5111 Fax: 978.251.5117

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

Stephen Murray, Principal  
John MacIsaac, Dean

Joshua Blagg, Dean  
Dr. Robert Lyons, Dean

21 October 2019

## Cultural and Linguistic Exchange Proposal

Dear Members of the School Committee,

This year, we would like to offer a cultural and linguistic exchange opportunity for the 10<sup>th</sup> grade 3H/3H2 French students. This trip to Québec, while fun for the students, offers even more authentic learning than takes place in the classroom. Our classes are conducted 90% in French; however, this experience would provide students with total immersion and the chance to see a French-speaking part of our world; therefore, connecting them to a greater community of Francophones. The proposal for the exchange is outlined in the attached sample itinerary. Our students have pen-pals from the school in Saint-Charles de Bellechasse and we will correspond with them via letters and video prior to their visit to our school and our visit to theirs. The teacher in Québec, Marie-Eve, and Veronica have worked together in the past to make this exchange a success and a great learning opportunity for our students.

Before making your decision, we ask that you reflect on this quote by Mark Twain:

*"Travel is fatal to prejudice, bigotry, and narrow-mindedness, and many of our people need it sorely on these accounts. Broad, wholesome, charitable views of men and things cannot be acquired by vegetating in one little corner of the earth all one's lifetime."*

On behalf of our students, thank you, in advance, for your consideration and support of this trip. We know first-hand what a profound impact an opportunity like this one has on our students.

Respectfully,

Mairin Chagnon

French Teacher, Chelmsford High

Veronica Gadbois

French Teacher, Chelmsford High

**Chelmsford Public Schools World Language Department**  
**Proposal for Quebec, Canada weekend exchange 2020**

**Partner school: Quebec**

Madame Marie-Ève Tremblay  
École secondaire Saint-Charles  
24, avenue Saint-Georges  
Saint-Charles-de-Bellechasse, QC, G0R 2T0  
Téléphone : (418) 887-3418  
Télécopieur : (418) 887-6212  
marieeve.tremblay@cscotesud.qc.ca

**Trip Leaders at Chelmsford High School:**

Veronica Gadbois ([gadboisv@chelmsford.k12.ma.us](mailto:gadboisv@chelmsford.k12.ma.us))  
Mairin Chagnon ([chagnonm@chelmsford.k12.ma.us](mailto:chagnonm@chelmsford.k12.ma.us))

**Other contact:**

Jess Nollet, World Language and Cultural Exchange Coordinator  
([nolletj@chelmsford.k12.ma.us](mailto:nolletj@chelmsford.k12.ma.us))  
Cell: 978-387-9592

**Partner school: USA**

Chelmsford High School  
200 Richardson Rd.  
Chelmsford, MA 01863  
(978)251-5111  
(978)251-5177

**Purpose of the exchange:**

The goal of this weekend exchange is to build a relationship with a partner school in Quebec, Canada, to further enrich and support the French language skills of our students in Chelmsford High School. In their French classes, they regularly interact with students in Quebec through video and writing assignments. By participating in this exchange, students will be able to connect in person with their Quebec partner, experience a typical Quebec home, and participate in authentic excursions to learn about the community and local culture.

**Exchange Program Details:**

Date of exchange #1: May 15- May 17, 2020

- Quebec students will travel by bus overnight on Thursday the 14th- spend the day at Chelmsford High School on Friday the 15th and attend after school activities with them.
- CHS student brings Quebec student home with them on Friday. Friday night is spent with the host family.
- Saturday- group excursion (CHS and Quebec students) together. Possible excursions:
  - Lowell mills (Adult= \$6.00, Student= \$3.00 each), canal tour, lunch in Lowell
  - Boston walking tour, Fanueil Hall on Saturday afternoon (take commuter rail?)
- Saturday night- stay at CHS host families' house
- Sunday- host family brunch at Chelmsford High School, Quebec students depart around noon

\* proposed trip to Québec on reverse \*

Date of exchange #2: Thursday, May 21st - Sunday, May 24th

- CHS students meet at CHS and travel overnight by bus to Quebec. They will spend Friday, the 22nd at Quebec school with their host student. Spend overnight with Quebec host family.
- Saturday the 23rd- group excursion in Quebec. Saturday night- Sugar Shack (students learn about maple sugaring)
- Sunday the 24th- brunch in the morning with host families and all students. CHS students depart by bus for home around noon/after lunch.

Estimated Leave Time: 8:30 (a.m.) / p.m. Estimated Return Time: 1:00 a.m. (p.m.)

No. of Regular School Buses Needed: 4 No. of Wheel Chair Accessible Buses Needed: \_\_\_\_\_

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

*(Col. Moses Parker Middle School)*

Bus Pick-Up Location (be specific) 75 Graniteville Rd. Chelmsford, MA 01824

Equipment Space Needed (such as music instruments): Yes \_\_\_ NO X\_\_\_

Equipment: \_\_\_\_\_

Please indicate if bus space is needed for equipment. All equipment (athletic, music, or luggage) must be secured, must not obstruct the vision of the bus driver, and the bus aisle must be kept clear.

Meal Plans: \_\_\_\_\_

**TRIP COST/FUNDING**

Price per Bus: \$ \_\_\_\_\_

Total Cost of Bus Transportation \$ \_\_\_\_\_

Total Price of event \$ 2292.00

Additional Costs \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost of Trip \$ \_\_\_\_\_

School/Org. to pay for: \_\_\_\_\_ \$ \_\_\_\_\_

Student paying \$ \_\_\_\_\_ per person for: \_\_\_\_\_ \$ \_\_\_\_\_

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor

Date

*Shiota [Signature]* 9/16/19

Approved by:

Signature of Dept. Head/Coordinator

Date

*Abbey [Signature]* Sept 13, 2019

Signature of Building Principal

Date

*[Signature]* 9-17-19

**If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone numb**

*please have all chaperones  
let their coordinators  
know about this!*