



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 6, 2018 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of October 16, 2018

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. Spotlight on the Schools: Center Elementary School
2. Announcement of Coordinator of Social Emotional Learning & Counseling Services
3. CHS Athletic Department Proposal: Boys Rugby – Spring 2019
4. FY2020 Capital Plan Prioritization
5. Naming of School Facility: Jack Fletcher Fitness Center at CHS
6. Permission to Post: School Nutrition Services – Driver
7. Updates: Ongoing Projects/Initiatives
8. 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.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
October 16, 2018
Meeting Minutes**

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

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

Mr. King opened the meeting at 6:00 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of October 2, 2018

Mr. Thomas motioned to approve the minutes of the regular school committee meeting of October 2, 2018. Ms. Newcomb seconded. Motion carries 3-0. Mr. Moses and Ms. Skaar who were not in attendance abstained.

Student Representatives

Kate reported that student mentors and mentees will meet this week. Early release day is Thursday. Sophomore guidance meetings will take place by house.

Clare stated that flu shots will be given at CHS on October 23, 2018. The "Financial Literacy Fair" will take place on October 24th. The Halloween dance for seniors is scheduled for October 27, 2018. The next flex block will take place on October 31st.

Good News

Dr. Hirsch reported that the new fitness center at CHS is almost complete. CHS received new digital manufacturing equipment that will link the robotics class, coding class and the fabrication class together. Many of our educators will attend MASS CUE at Gillette Stadium this week. Over 2,000 educators will be signing up for professional development workshops to take place on November 6, 2018.

The Chair shared that the public forum on School Safety which took place on October 9th was well attended and well received.

Public Comments

None.

New Business

1. Spotlight on the Departments: ELL, Reading & Title 1

Ms. Kelly Rogers, Department Coordinator English Language Learners, Reading and Title 1, shared her presentation and power point with all present. This presentation may be viewed in full on Chelmsford Telemedia/YouTube.

2. Update: 10 Year Capital Plan

Dr. Lang included a memorandum and detailed outline for the Chelmsford Public Schools 10-Year Capital Plan giving a time line of 1-3 years for high priority projects; 4–6 years for medium priority and 7–10 years for low priority projects. Please see the documents included in tonight's agenda packet for the details. The Committee will discuss and edit priorities during the upcoming meetings.

Mr. Thomas motioned to approve the top priority items for capital expenditures so that the administration can prepare as necessary for fiscal year 2020. Ms. Skaar seconded. Motion carries 5-0.

3. Establishment of 2018/19 Superintendent Goals

See Dr. Lang's memorandum and related documents found in tonight's agenda packet.

Mr. Thomas motioned to approve the superintendent's goals for 2018 and 2019. Ms. Skaar seconded. Motion carries 5-0.

4. Academic Update: Next Generation MCAS 2018

Dr. Hirsch's presentation and power point are included in tonight's agenda packet. To view her full presentation go to Chelmsford Telemedia/YouTube.

5. MASC Resolutions: MASC/MASS Joint Conference 2018

The complete information on the resolutions is found in tonight's agenda packet.

Resolution 1. Rejecting the Arming of Educators

Mr. Thomas motioned to accept resolution 1. Ms. Skaar seconded. Motion carries 5-0.

Resolution 2. Small and Rural Districts

Mr. Thomas motioned to accept resolution 2. Ms. Skaar seconded. Motion carries 5-0.

Resolutions 3. Elimination of the Federal Department of Education

Mr. Thomas motioned to accept resolution 3. Ms. Skaar seconded. Motion carries 5-0.

Resolution 4. Regional School Transportation

Mr. Thomas motioned to accept resolution 4. Ms. Skaar seconded. Motion carries 5-0.

Resolution 5. Reporting and Accountability Standards

Mr. Thomas motioned to accept resolution 5. Ms. Skaar seconded. Motion carries 5-0.

Resolution 6. Reproductive Health Education

Mr. Thomas motioned to accept resolution 6. Ms. Skaar seconded. Motion carries 5-0.

Resolution 7. Gender Identity Inclusive Athletic Participation Policy

Mr. Thomas motioned to accept resolution 7. Ms. Skaar seconded. Motion carries 5-0.

Resolution 8. Sports Wagering

Mr. Thomas motioned to accept resolution 8. Ms. Skaar seconded. Motion carries 5-0.

Resolution 9. Access to Information for Parents and Students Who are Clients of Special Education

Mr. Thomas motioned to accept resolution 9. Ms. Skaar seconded. Motion carries 5-0.

6. FY19 Financial Report – 1st Quarter (July – September, 2018)

The memorandum and supporting details are included in tonight's agenda packet and were presented by Joanna Johnson-Collins, Director of Business and Finance.

7. Ratification of MOA – CCA Recognition of Coordinator of School Nursing Services

Mr. Thomas motioned to authorize The Chair to implement the Memorandum of Agreement between the Chelmsford School Administrators' Association and the School Committee relating to Coordinator of School Nursing. Ms. Skaar seconded. A roll call vote was taken. Motion carries 5-0.

8. Personnel Report: September 2018

No action required

9. Updates: Ongoing Projects/Initiatives

Dr. Lang stated that the 2018/19 Employee Handbook has been posted to the district website and is password protected so only employees may access it.

10. Approval of Conference and Field Trip Requests

Mr. Thomas motioned to approve the Chelmsford High School International Relations Club request to attend the Model United Nations field trip to Brown University November 9 – 11, 2018, and the McCarthy Middle School eighth grade World History Trip to New York City on May 30 – 31, 2019. Ms. Skaar seconded. Motion carries 5-0.

Reports

1. Liaison Reports

Mr. Moses attended the Byam BSA meeting last week where lots of questions were asked about ALICE. This Saturday Byam will hold their annual "Boo Bash".

Action/New Items

Ms. Skaar is asking when the calendar committee will convene. Dr. Lang stated it will happen soon. She also has teachers asking where their "salary statements" are. Dr. Lang will check on this.

Dr. Lang stated that paraprofessionals have been hired to help out in the morning and afternoon at Center School with kindergarten.

Public Comments

None

Adjournment

Mr. Thomas moved to adjourn the Committee Meeting at 8:10 p.m. Ms. Skaar seconded. Motion carries 5-0.

Respectfully submitted by Sharon Giglio

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 2, 2018
Re: Spotlight on the Schools: Center Elementary School

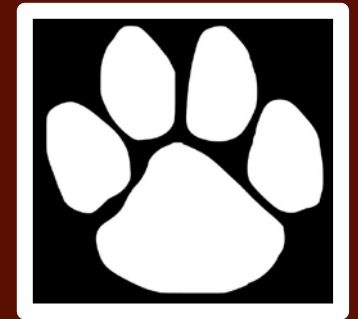
Attached please find a PowerPoint presentation provided by Principal Dianna Fulreader in advance of the meeting presentation. The presentation will focus on Center School's improvement goal of meeting the social emotional needs of students through the implementation of Tier 1 supports, PBIS, and the Second Step Program. Parent representatives, two students from the student council, and Center's PBIS coaches will share how each play an important role in meeting this goal. I look forward to hearing the presentation and discussing the good work that is occurring at Center Elementary School with the members of the school committee.



Center School



School Committee Presentation 11/6/2018



School Improvement Goal

In order to ensure that students' social and emotional learning needs are addressed the Center School will set up a comprehensive system of Tier 1 supports that promotes our school expectations of "Show your PRIDE by being Ready and Safe", using a PBIS framework and the Second Step Social Emotional Learning Curriculum.

SEL Core Competencies



Students



Staff



Caretakers



PTO/Caretaker Support

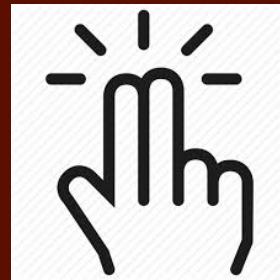
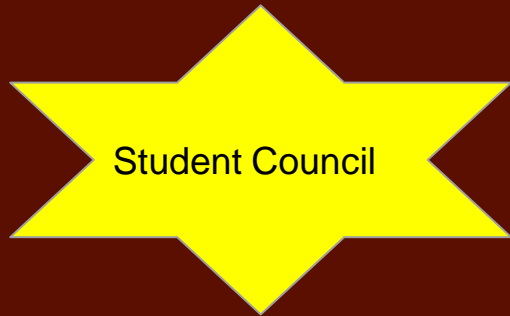
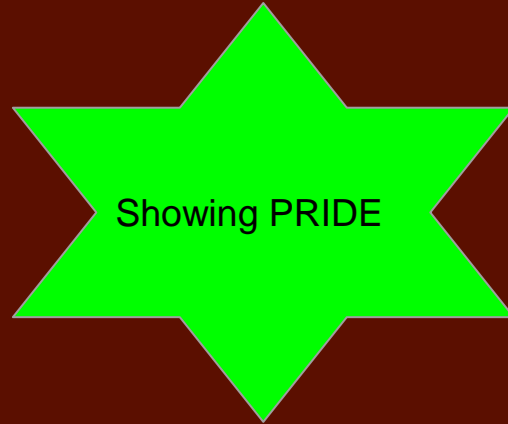
Home-School Connection

Enrichment



Center Community Book Club

Student Role



Break Areas

Second Step
<https://www.secondstep.org/>

Center Staff

SEL
incorporated
into learning!



Clear Expectations at Center!



BUS 23
WILL...

Be Ready

- Remember personal belongings
- Pay attention for bus stop

Use PRIDE

- Listen to Bus Driver
- Use kind words and actions

Stay Safe

- Hands, feet and objects to yourself
- Stay in seat
- Voice level 2



H

Hands by your
side



A

All eyes
forward



L

Lips zipped



L

Legs walking
safely

Voice Levels

4

Outside Voice

3

Presentation Voice

2

Conversation Voice

1





Whisper Voice

0

Silent

Clear Expectations at Center!

END OF RECESS EXPECTATIONS

	WHISTLE
	LINE UP
	QUIET
	WALK

Show your **PRIDE** by being **READY** and **SAFE**

BATHROOM EXPECTATIONS

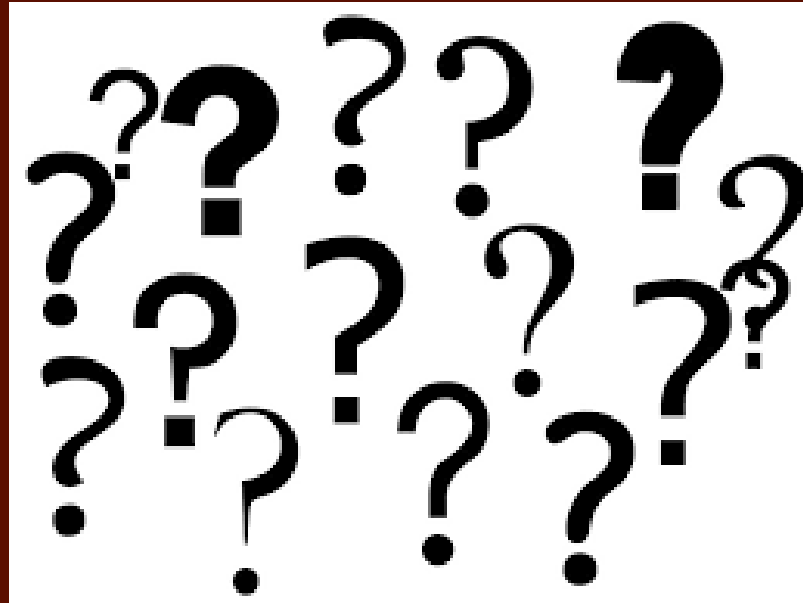
	GO
	FLUSH
	WASH
	LEAVE

Are you **READY** and **SAFE**?

Show your Center PRIDE by being Ready & Safe

	Classroom	Recess	Cafeteria	Hallway	Bathroom	Bus	Assembly
Show your PRIDE	<p>Listen while others are talking</p> <p>Use kind words and actions</p>	<p>Use kind words and actions</p> <p>Play fair and follow rules</p> <p>Include others</p> <p>Listen to adults</p>	<p>Use kind words and actions</p> <p>Listen to adults</p> <p>Include everyone at table</p>	<p>Lips are zipped (Voice level 0)</p>	<p>Give others privacy</p> <p>Keep bathroom clean</p> <p>Voice level 0</p>	<p>Listen to bus driver</p> <p>Use kind words and actions</p>	<p>“Give me 5”</p> <p>Listen when speakers are talking</p> <p>Show appreciation through clapping</p>
Ready	<p>Listen and follow directions</p> <p>Have appropriate materials</p> <p>Do your best</p>	<p>Share equipment</p> <p>Dress appropriately for the weather</p> <p>Line up with whistle</p>	<p>Voice level 2</p> <p>Clean up after yourself</p> <p>Gather your belongings to go</p>	<p>Hands by your side</p> <p>Eyes are forward</p> <p>Stay to the right</p>	<p>Flush the toilet</p> <p>Wash your hands</p>	<p>Pay attention for bus stop</p> <p>Remember personal belongings</p>	<p>Use the bathroom BEFORE assembly starts</p> <p>Sit down flat</p> <p>Voice level 0</p>
Safe	<p>Hands, feet, and objects to yourself</p>	<p>Keep hands and feet to yourself</p> <p>Use equipment as expected</p> <p>Seek adult help</p>	<p>Stay in your seat</p> <p>Eat only your own food</p> <p>Walking feet</p>	<p>Walking feet</p>	<p>Feet on the floor</p> <p>Use stalls and sinks as expected</p>	<p>Hands, feet, and objects to yourself</p> <p>Stay in seat</p> <p>Voice level 2</p>	<p>Hands, feet, and objects to yourself</p> <p>Stay in personal space bubble</p>

Questions



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 2, 2018
Re: Announcement of Coord. of Social Emotional Learning & Counseling Services

I am happy to inform you that Ms. Laraine Wilson has been selected as the new Coordinator of Social Emotional Learning and Counseling Services. Ms. Wilson currently serves as the Coordinator of Upper School Services at the Cotting School in Lexington, MA, a position she has held for the past 11 years. Prior to joining the Cotting School, she served as a Program Coordinator/Student Support Coordinator at a Partnership School with Boston College and served as a School Guidance Counselor in Hartford, CT. In her current role at Cotting, Laraine supervises and evaluates teachers and teaching assistants, working closely her staff to meet the educational needs of children with unique learning challenges such as communication disorders, physical disabilities and complex medical conditions. She supervises non-classroom staff to support the academic, social and emotional growth of her students. She also facilitates weekly problem-solving meetings with therapists, teachers and tutors for individual students. Laraine's role at the Cotting School has allowed her to continue to utilize her mental health training during times of crisis intervention while serving as a school building administrator.

Laraine's educational philosophy is child-centered and she sought to join a school environment where the adults understand themselves to be lifelong learners in an effort to constantly improve their teaching and therapeutic practices. Throughout her career, Laraine has had many opportunities to use data to inform curriculum and instruction decisions. As part of her Instructional Leadership Team work, she has guided the process of using student testing and performance data as well as staff survey feedback to guide instructional choices at her school. Laraine values diversity and believes that all children, staff and parents have the right to a safe, nurturing school environment where academic achievement is valued, supported and celebrated; I strongly feel she is the right fit for Chelmsford at this time.

Laraine will begin her new position in Chelmsford as Coordinator of Social Emotional Learning and Counseling Services on Monday December 3, 2018. Please join me in welcoming Laraine to the district.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: November 2, 2018

Re: CHS Athletic Department Proposal: Boys Rugby – Spring 2019

At the August 7, 2018 regular meeting of the school committee, the 2019/20 CHS student handbook was presented for review and approval. Among the recommended changes for the current school year was the addition of Boys Rugby as a sport at CHS beginning in the spring of 2019. If there is sufficient interest among the female student athletes at CHS, it may be considered as a sport beginning in 2020.

At the time of the student handbook review and approval, committee members had questions about this proposed new sport. Athletic Director Danial Hart has prepared the attached overview and will be present at the school committee meeting next week to present the proposal with a few interested students who participated in a *Learn to Play* Rugby activity last spring at CHS.

BOYS RUGBY

SPRING 2019



Information

Boys Rugby is proposed to be introduced as a spring sport in 2019 as an officially sanctioned MIAA program.

If approved, CHS Rugby will participate in the Commonwealth Conference against teams with similar experience.

The program will consist of a Varsity Team and potentially a Junior Varsity team if there is sufficient student interest.

Girls Rugby may be considered for the 2020 season if there is sufficient student interest. A Girls learn-to-play clinic will be advertised and offered this spring.

PROGRAM INFORMATION

Required Coaches:

- 1 Head Coach - Stipend of \$3,639 (Starting amount - equal to tennis stipend)
- 1 Assistant Coach - Stipend of \$2,255 (Will also oversee the JV program if conducted)
- Trainer

Proposed Funding:

- JVB Boys and Girls Lacrosse has been discontinued due to low student interest at Chelmsford High School and throughout the MVC. It proved increasingly difficult to field JVB teams and to create game schedules for play.
- The budgeted JVB Boys Lacrosse stipend is proposed to cover the Assistant Boys Rugby Coach stipend of \$2,255.
- The budgeted JVB Girls Lacrosse stipend (\$ 2,255) is proposed to offset a portion of the cost of the Head Boys Rugby Coach stipend of \$ 3,639 (\$ 1,384 short).

Equipment:

- USA Rugby will donate start-up equipment to our program. Students will have the option of buying head-protection (optional during play).
- Uniforms: Uniforms will be paid for through student fundraising.

Field Use:

- The CHS plateau (grass) field will be utilized for daily practice
- Either the CHS plateau (grass) field of CHS stadium (turf) will be utilized for matches

Schedules:

- 6 matches will be scheduled within the Commonwealth Conference
- 3 – 4 home (CHS) matches and 2 – 3 away matches
- Practice will take place daily

Transportation:

- 3 away matches maximum (regular season): \$ 347 Per Trip = \$ 1,041
- 2 away matches maximum (playoffs): \$ 347 Per Trip = \$ 694
- **Maximum Transportation Total = \$ 1,735**

Officials

- 4 home matches maximum – Varsity match official / match: \$ 88
- 4 home matches maximum – JV match official / match: \$ 62 (*if JV team is fielded)
- **Maximum Officials Total = \$ 600**

Participation:

- 25 participants (based upon “Learn to Play” numbers)
- If 3rd CHS sport, each member would pay \$ 200 activity fee
- **Total User Fees Collected = \$ 5,000**

CHS Boys Rugby – Spring 2019

Financial Breakdown

EXPENDITURES		REVENUE	
Coaches:	\$ 5,894.	User Fees:	\$ 5,000.
Transportation:	\$ 1,735.	Home Match Gate Receipts:	\$ 500.
Match Officials:	\$ 600.	JVB Lacrosse Coach Offset	\$ 4,510.
Total Expenditures:	\$ 8,229.	Total Anticipated Revenue:	\$ 10,010.
	Net Cost:		(\$ 1,781.)

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

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

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

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

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

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

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

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

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

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

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

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

Chelmsford Public Schools
5-Year Capital Plan
FY2020 - FY2024

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


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

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

Capital Improvement Program

PROJECT DETAIL

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


RECOMMENDED FINANCING

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

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

Capital Improvement Program

PROJECT DETAIL

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


RECOMMENDED FINANCING

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

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

Capital Improvement Program

PROJECT DETAIL

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


RECOMMENDED FINANCING

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

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL

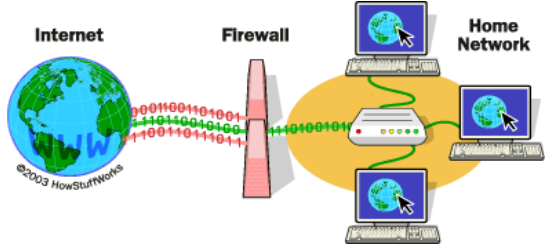
Project Title:	School Lighting Upgrade		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	<p>No capital funding is requested for school lighting upgrades in FY20. Funding is sought to replace the building mounted compact fluorescent scones with LED fixtures at Chelmsford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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL


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

RECOMMENDED FINANCING

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

Capital Improvement Program

PROJECT DETAIL

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

RECOMMENDED FINANCING

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

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: November 2, 2018

RE: Jack Fletcher Fitness Room Dedication

On June 15, 2010 the Chelmsford School Committee approved the naming of the previously refurbished weight room at Chelmsford High School (CHS) to be called the *Jack Fletcher Weight Room* after former teacher, coach and Athletic Director Jack Fletcher.

This summer, work began to update the weight room to a fitness center to accommodate the courses in the high school programs of studies for physical education, as well as for students, teams and staff to use beyond weight training. The work is now completed and the room is in use. Since the room was originally dedicated to Jack Fletcher, the faculty at CHS would like to rename the room to update the changes within the facility to the *Jack Fletcher Fitness Center*.

We are seeking a motion of the school committee to revise the name from the Jack Fletcher Weight Room to the Jack Fletcher Fitness Center at Chelmsford High School.

Once approval for a name change is granted, there will be a ribbon cutting ceremony to showcase the new fitness center and to honor the original naming rights to Jack Fletcher on November 19, 2018.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

CC: Nancy Antolini – Director of School Nutrition

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

DATE: November 2, 2018

RE: School Nutrition Services - Driver Job Posting (Part Time Hourly)

I would like to recommend a new part-time hourly position of School Nutrition Services - Driver. The following page includes the proposed job description.

This position is being recommended due to the enhancements to the school nutrition program which began this school year. The school committee approved these enhancements in June of 2018, which is preparing the meals for the elementary schools in-house at the Chelmsford High School Kitchen (Commissary) and delivering those meals to each elementary school. Historically, the lunches were prepared by an outside vendor and the vendor delivered the meals to each elementary school.

This position would be a part time hourly position and not eligible for health insurance benefits. The hourly rate has a range of \$14 to \$18 per hour. This position is funded from the food service revolving fund (501).

Thank you for your consideration.

Chelmsford Public Schools

Job Description

Job Title:	SCHOOL NUTRITION SERVICES - DRIVER	FTE:	PART-TIME HOURLY
Location:	CHELMFORD HIGH SCHOOL	Reports to:	DIRECTOR OF SCHOOL NUTRITION
Qualifications:			
<p>JOB SUMMARY</p> <p>The position of School Nutrition Services - Driver works with the School Nutrition Director and staff on loading of delivery vehicles and delivering meals to various school sites. This position requires the ability to prioritize work as necessary under fast paced conditions.</p> <p>EXPERIENCE:</p> <p>Valid current Massachusetts driver's license. Employees in this classification must maintain insurability and possess a satisfactory driving record.</p> <p>EDUCATION:</p> <p>High School Diploma or equivalency diploma (G.E.D.)</p> <p>ESSENTIAL DUTIES/SKILLS/ABILITIES:</p> <ul style="list-style-type: none"> a) Ability to drive van or truck for deliveries. b) Maintains a positive and helpful working relationship with all fellow employees and others he/she comes in to contact with on the job. c) Ability to work collaboratively and harmoniously with co-workers, school site staff and the public. d) Assists in the packaging of meals. e) Assists in the loading and unloading of transport vehicles. f) Possesses significant physical abilities including lifting, carrying, pushing and pulling. g) Maintains delivery routes in a transportation vehicle in a timely, safe manner. h) Ability to meet time schedules and perform work efficiently under fast paced conditions. i) Checks that items transported are accurately accounted for when delivered. j) Must be cognizant of vehicle function and operation. Reports any malfunctions or defects or needed service to the Director of School Nutrition. k) Ability to understand and carry out written and oral instructions. l) Work independently and have good organizational skills. m) Performs other related duties as assigned by the Director of School Nutrition in accordance with the District's policies and practices. 			
Terms of Employment/Work Year):			
10 months per year; non-affiliated; hourly position. Hourly wage range between \$ 14 - \$ 18 per hour.			
Date:	November 2, 2018		

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 6, 2018
Re: Updates: Ongoing Projects

1.) Acoustical Ceiling Tile Installation at Parker Middle School

The acoustical ceiling tiles have arrived at Parker Middle School and to date, three (3) classrooms have been outfitted with the new product. There is a noticeable difference in the completed rooms from the non-treated rooms. The building custodians will continue installing the ceiling tiles on the weekends when they are in the building for basketball. Mr. Curley anticipates having the remaining (12) classrooms completed by/over the Christmas break.

2.) School Holiday Vacation Week Contacts

Committee Member Newcomb has inquired about how to best direct parents to contact/connect with an appropriate administrator (or school contact) during school vacation periods when many of the school facilities are unstaffed. After discussing the matter internally, we will place/program a “pop-up” notification message on the CPS District website during school vacation periods informing the public who access the website that schools are closed for a specific recess period and if attempts to contact an administrator at their school(s) is unsuccessfully, to contact a number at the central administration office for assistance. A draft message is below for review:

The Chelmsford Public Schools will be on recess from Monday December 24, 2018 – Tuesday January 1, 2019. School staff will return and schools will re-open for classes on Wednesday January 2, 2019. If you require immediate assistance and have been unable to reach a staff member at your child’s school, please contact the Chelmsford Public Schools Administration Office at (978) 251-5100 for assistance.

Conference & Field Trips Requests

None