



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 December 1, 2020 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

The Chelmsford School Committee intends to conduct an in-person meeting on the date and time specified, however all public participation will take place remotely, not in-person. The meeting is not open to the public for in-person participation. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 5:00 p.m. on Tuesday December 1, 2020 to be recognized to provide remote public input under the public participation portion(s) of the agenda via a GoToMeeting link that will be provided.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of November 17, 2020

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

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

NEW BUSINESS

1. Update on CPS COVID 19 Health and Safety Protocol
2. Proposed 2021/22 School Calendar
3. Department and School Presentation Schedule: Spring 2021
4. Professional Development Opportunity: Diversity and Equity

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
November 17, 2020
Meeting Minutes**

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

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

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

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

The Chair announced the meeting is being reconvened after meeting in Executive Session earlier this evening.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of November 3, 2020.**

Ms. Newcomb motioned for The School Committee to accept the minutes of the regular school committee meeting of November 3, 2020. Mr. Doherty seconded. Motion carries 4-0 with Mr. Moses abstaining.

Good News

Dr. Hirsch announced that McCarthy’s Project 300 has begun. Perishable food items that you can donate may be placed in the boxes outside of McCarthy. The students appreciate the opportunity to participate and give back to their community. Sachi Badola of CHS is the winner of the virtual TAMI Awards October challenge for her musical theater solo of *What Baking Can Do* from the musical *Waitress*. CHS students collaborated with Billerica High School students on a voter registration drive with good results. Chelmsford has been selected by DESE to take part in their “Wellness Coaching Program” for free this year. The Wellness Advisory Committee, of which Ms. Santos is a member, will be provided with a coach to complete a wellness policy assessment, identify one to three wellness priorities and develop an action plan with evaluation methods.

Public Comments

None.

New Business

1. Appointment of Communications and Media Director: Christopher O'Donnell

Chris O'Donnell started about two weeks ago, and Dr. Lang is pleased to have him join the meeting tonight virtually. He shared his work experiences with the group and his hopes and plans for telling “the Chelmsford story” by sharing it and building relationships with media. He wants to highlight information on what is happening in the schools daily and share information on popular alumni. He wants to make the CPS website the “best news and information source” possible. Already, he has been working on social media to promote the schools. He looks forward to involving students in good public relations and communications, with the possibility of a future “public relations club” and create a one credit course on media and how to reach audiences. The new website is almost completely developed and should be fully operational by the beginning of January. Chris looks forward to his role in the district and to meeting people in person soon.

2. MCAS Administration 2020/21: Chelmsford High School

A memorandum on MCAS from Dr. Hirsch is included in tonight's agenda packet. MCAS testing did not take place last spring due to COVID. DESE is planning on MCAS being given this year in order evaluate competency for high school graduation. Any junior and seniors who have not taken MCAS will need to take the Legacy MCAS **in person** in January 2021. Sophomores will be taking the current math and ELA MCAS in the spring. Complete details are found in Dr. Hirsch's memorandum. Exact schedule information is forthcoming.

3. Proposed Human Resources Office Reorganization

Included in tonight's agenda packet is a memorandum from Cheryl Kirkpatrick, Director of Personnel and Professional Learning, detailing her proposal for reorganizing the HR office. She joined the meeting virtually to speak of the changes and the rationale involved. The work of her department involves the use and maintenance of numerous data systems and sharing these systems with other departments in the district. She believes her department requires a Systems Specialist to oversee efficient use of these systems and sharing of the data effectively with others in the district. She requests the creation of a Human Resource Coordinator. To do so she would like to allocate the resources in her department differently as per her memo. There will be no change to the payroll budget for the department. Since these are new positions, School Committee approval is required before they are posted.

Mr. King motioned to approve the proposed staff reorganizations in the Human Resources office. Mr. Moses seconded. Motion carries 3-2.

4. Personnel Report: October 2020

No action required.

5. Proposed FY2022 Budget Calendar

Dr. Lang shared the proposed dates for budget meetings. Dr. Lang and staff will work on the budget starting after Thanksgiving and he will meet with Town Manager Cohen in January. At the School Committee meeting on February 2, 2021, he will give the budget overview and his recommendation. The meeting on February 23, 2021, will be a working budget meeting. It is not known yet if there will be additional revenues coming from either the state or federal government to help with pandemic related costs.

6. Prioritization of FY2022 Capital Plan Requests

Included in tonight's agenda packet is an update from Dr. Lang on the capital plan prioritization base on discussions at last month's meeting. The ones listed at the bottom are not priorities for FY22.

Ms. Newcomb motioned that the School Committee vote at the regular school committee meeting of November 17, 2020, to submit the above referenced projects in priority order for consideration of funding in the FY22 to The Capital Planning Committee. Mr. Moses seconded. Motion carries 5-0.

7. Learning Model Update

Dr. Lang included a memorandum in tonight's agenda packet about guidance from DESE regarding moving to full in-school learning, if feasible. Right now, is not the time to bring back students to full in-person learning in Chelmsford. Agreements between staff and administration include a six-foot spacing between students. This distance is not possible in our buildings. Many families chose either the hybrid or remote learning model. Those who chose hybrid are comfortable with the six-foot distancing. Additionally, the restrictions on one student to a seat on the school busses makes transporting all students impossible. Dr. Lang assures families that the fully remote option will remain in place for this school year. Starting in the new year, the district may consider lengthening the school day back to the original number of hours prior to the pandemic. This would keep established cohorts in place. An additional full day may be added on alternating weeks. Conversations will have to be held with the unions and families and the COVID rate at the time will factor into these considerations. Dr. Lang will be sharing this information in this week's newsletter, to address families' anxieties.

Recently, building principals reached out to their families to see who would like to switch from their current learning model to the other (hybrid or remote). His memorandum details the numbers for each school. Most of these requests will be honored and will begin on November 30, 2020.

The athletic department at CHS is requesting a stipend position for an Assistant Athletic Director to help during the absence (unpaid) of the athletic secretary who is on leave. This would be helpful to Dan Hart if winter sports are approved and with the Fall 2 sports season starting this winter. Included in tonight's packet is a memorandum from Mr. Hart outlining the details of this request. Dr. Lang recommends approval of this request for this year only.

Ms. Newcomb recommends the committee approve the creation of a seasonal stipend position for an assistant athletic director. Ms. Moses seconded. A roll call vote was taken. Motion carries 5-0.

8. 2020/21 Inclement Weather (Snow Day) Procedure

Dr. Lang would like the district to be able to use snow days or delayed opening days as fully remote days for this school year. In the event of power outages there will be no school. If there is a delay or a no

school day, families will receive an email and a phone call based on the primary contact information (usually between 5 and 5:30 a.m.). Additionally, the banner on the CPS website will also contain the information. Information on closure will also be on the local TV stations 4, 5, 7 and 25.

Liaisons

Mr. Doherty met with the CHIPS PTO and they were planning school picture day for December 6th. Their "sock drive" is postponed until February. Ms. Newcomb met with the Association of Chelmsford Acapella. Their fundraising includes calendars which are coming out in December. They are competing in competitions remotely. There will be a virtual SEPAC meeting this Thursday and a Chelmsford Friends of Music meeting also virtually on Thursday. Ms. Santos shared that McCarthy Recycle Day which was held in collaboration with Center was a huge success! McCarthy's PTO will meet December 2nd and Harrington met recently. Fundraising is going well. Byam and Harrington will be running a gift shop for curbside on December 5th. ELLPAC met November 5th. Bylaws are in place and the board is fully staffed. The Chair will attend Center Schools PTO tomorrow night. Mr. Moses added that Byam will meet tomorrow night.

Action/New Items

The Chair and Dr. Lang are hoping to resume reports from schools and departments at regular meetings soon, even if it needs to be done virtually.

Public Comments

None.

Adjournment (7:38 p.m.)

Ms. Newcomb motioned to adjourn general session and convene to executive session to discuss strategy with respect to collective bargaining or litigation and not to return to open session. Mr. Moses seconded. Motion carries 5-0.

*Respectfully submitted,
Sharon Giglio*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 28, 2020
Re: Update to CPS Covid-19 Health and Safety Protocols

Our Coordinator of School Nursing Services, Peggy Gump, provided me with an update last week pertaining to a recent revision in the Department of Public Health's (DPH) required quarantine period for asymptomatic individuals who have been identified as a close contact to an individual that tests positive for Covid-19. The Chelmsford Board of Health has adopted this same revision, therefore the Chelmsford Public Schools will follow suit for consistency in calculating required quarantine periods and messaging. Below please find Ms. Gump's summary of the revision:

The new DPH regulations take effect November 18, 2020 and allow for asymptomatic close contacts to test out of quarantine after 10 days if they meet the following parameters:

- They have not had, and do not have, any symptoms of COVID;
- If they tested on day 8 of their quarantine period or later using a PCR test, and receive a negative test result; and
- They must monitor themselves for symptoms for the full 14 days. Any individual that develops symptoms should contact their local health care provider and be re-tested.

Districts are advised to follow the new guidelines as outlined by the DPH and their local Boards of Health. The Chelmsford BOH agrees and is recommending testing on day 8 for asymptomatic close contacts.

A close contact may choose not to test, and therefore would be required to quarantine for the full 14 days. If a close contact develops symptoms, they are advised to test, and if negative, will be required to complete a 14-day quarantine; if positive, it would be a minimum 10-day isolation.

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 28, 2020
Re: 2020/2021 School Calendar

Attached is a draft calendar for the 2020/2021 academic year for the school committee to review and approve at the regular meeting on December 1, 2020. I look forward to discussing this proposed calendar for the 2020/2021 school year with you at the next meeting.

CPS 2021 – 2022 ACADEMIC CALENDAR

AUGUST

25-26 New Staff Orientation
 30 No School (Staff Orientation)
31 Grades 1 – 9 ONLY
Kindergarten Orientation

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST Student Days: 1

SEPTEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER

1 All Students
 2 All Students
 3 No School
 6 No School (Labor Day)
 22 Half Day (Professional Day)

SEPTEMBER Student Days: 20

OCTOBER

11 No School (Columbus Day)
 19 Half Day (Professional Day)

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER Student Days: 20

NOVEMBER 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER

2 No School (Full Prof. Day)
 11 No School (Veteran's Day)
 18 Half Day **ELEMENTARY ONLY**
 24 Early Release (Thanksgiving Recess)
 25 No School (Thanksgiving)
 26 No School

NOVEMBER Student Days: 18

DECEMBER

1 Half Day (Professional Day)
 24 December Recess

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER Student Days: 17

JANUARY 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY

1 No School (New Year's Day)
 3 School Re-Opens
 11 Half Day (Professional Day)
 17 No School (Martin Luther King Day)

JANUARY Student Days: 20

FEBRUARY

9 Half-Day (Professional Day)
 21 February Recess
 28 School Re-opens

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

FEBRUARY Student Days: 15

MARCH 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH

3 Half Day (Professional Day)

MARCH Student Days: 23

APRIL

5 Half-Day (Professional Day)
 15 No School (Good Friday)
 18 April Recess
 25 School Re-opens

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL Student Days: 15

MAY 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

30 No School (Memorial Day)

MAY Student Days: 21

JUNE

21 Last Day for Students (Half Day)
 22 Last Day for Staff (Half Day)

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUNE Student Days: 16

Total Student Days: 186

Additional Staff Days: 2.5

(Total Includes Six Provisional Snow Days)

■ Professional Development
■ Last day Students June 22nd
■ Last day Staff June 23rd

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 30, 2020

Re: 2020/21 School Committee Presentation Schedule: Departments & Schools

Attached please find a schedule of the department and school presentations that will be made at the regular meetings of the school committee throughout the remainder of the 2020/21 school year. I have asked each department coordinator and school principal to provide a brief PowerPoint presentation highlighting a focus of their work this year and how they have handled learning in the hybrid/remote setting. I have found these presentations to be informative and highlight for the community the good work that is occurring in the departments and schools throughout the district.

School Committee Meeting Date	School	Department
December 15, 2020		Innovation Pathways Program at CHS
January 5, 2021	CHIPS Program	
January 19, 2021	Community Education Program	
February 2, 2021	McCarthy Middle School	Mathematics
February 23, 2021		Fine & Performing Arts
March 2, 2021	South Row Elementary School	Health & Physical Education
March 16, 2021	Byam Elementary School	World Languages & Exchange Programs
April 27, 2021	Center Elementary School	English & Social Studies
May 4, 2021	Parker Middle School	Science
May 18, 2021	Harrington Elementary School	ELL, Reading & Title I Services
June 1, 2021	Chelmsford High School	Business/Technology Programs



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: December 1, 2020

RE: Professional Development Opportunity – Anti-Racism

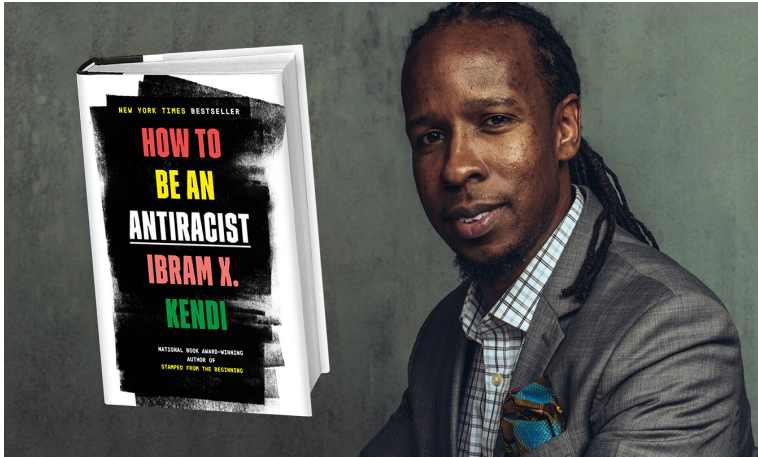
Each year the curriculum department, in conjunction with building administration, offers professional development opportunities for staff that are in alignment with our goals to address new concepts and/or initiatives within the district. Professional Development (PD) takes many forms including district professional days, college classes, and book groups on specific topics.

PD this year has had a heavy focus on remote learning due to the COVID-19 virus. As there have been multiple opportunities provided for technology-related PD and attaining success in our learning models, the focus is shifting to the other district and school-based PD opportunities that are equally important, including addressing anti-racism in our schools. Schools and departments have been reviewing curriculum materials to ensure that there is inclusion of all cultures and perspectives in our readings and assignments. In addition to this work, PD has been developed on anti-racism for teachers to access outside of their school and department work to gain perspective and apply to their teaching.

Our English Language Arts and History and Social Sciences Department Coordinators, Abbey Dick and Stephanie Quinn, have created a 10 PDP book group for teachers on anti-racism with activities, readings and discussions to provide new ways of thinking about and identify forms of racism. This PD opportunity is available for all teachers in the district. Attached please find the CPS PD flyer for this session. The curriculum department will continue to create additional PD opportunities in the area of anti-racism for the remainder of this school year and beyond.

Please feel free to reach out with any questions you may have about this or other topics.





CPS 10 PDP BOOK CLUB 2020-2021 GEN0321

BEING AN ANTIRACIST

GEN * Online District Book Club Fall/Winter 2020-2021**

Session Description

What is the difference between being “not racist” and being “anti-racist”? Participants in this book club will read the critically-acclaimed 2019 text *How to be an Antiracist*, by Dr. Ibram X. Kendi. The author weaves elements of historical context, cultural critique, and personal memoir, and the book results in a call to action to all who read it. Educators will read the book (provided), participate in structured discussions on Google Meet, and write a brief reflection on their thoughts.

**Please note that these 10 PDPs fulfills the requirements for re-certification only.*

Who: Pre-K- 12 Teachers

Where: Google Classroom/Google Meet

When: Online

First meeting: January 14 from 3:45-4:45 p.m.

Second meeting: February 25 from 3:45-4:45 p.m.

Third meeting: March 25 from 3:45-4:45 p.m.

**How: Sign up on X2
See directions below**

INSTRUCTOR:

**Abbey Dick and Stephanie Quinn
English and Social Science Coordinators
CONTACTS: dicka@chelmsford.k12.ma.us
quinns@chelmsford.k12.ma.us**



PD ACTIVITY REQUEST PROCESS

- Log into X2
- Change to Staff View
- Click on PD Top Tab
- Click on Offering Side Tab – Only current offerings show up in a list
- Check on the workshop/study group you want
- Go to Options – Submit Activity. Initiate “Workflow Sections” – Section box appears
- Follow screen prompts through 3 steps, and hit “Finish”
 - Search for your name with the magnifying glass. Click “OK”. “NEXT”
 - Choose course section. Click “FINISH”
 - Verify all data in correct. Click “FINISH”
- To ensure that you are done with this process, go to the TASK section on the PAGES tab. Pull down the CLOSE TASK menu. You will see your “PD ACTIVITY REQUEST” as completed request
- You will receive an email notifying you whether you are approved or denied by the course approver

