



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 3, 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 November 19, 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. SEPAC Communication: Recess
2. Presentation: Spotlight on the Departments – World Languages & Student Exchange Programs
3. Presentation: Mr. Roger Hatch – Chelmsford & MA State School Funding
4. Establish Working Committee – CHS Plateau Field Space Renovation
5. Approval of 2020/21 School Calendar
6. Recommended FY20 Budget Transfers
7. Public Forum: Multi-Year Strategic Plan – Discussion and Planning
8. Updates: Outstanding Matters
9. 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
November 19, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Secretary), Mr. Jeffrey Doherty and Ms. Donna Newcomb. Mr. Moses is absent tonight.

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 November 5, 2019

Ms. Newcomb motioned to approve the minutes of the last meeting on November 5, 2019. Ms. Santos seconded. Motion carries 4-0.

CHS Student Representative Announcements

Sudeep shared that term one grades were posted on November 8th. *Chicago* will be performed at the PAC on November 21 through the 23rd. A unified special education basketball game was played at CHS which “was amazing”! A dodge ball tournament will take place tomorrow.

Katrina added that Spirit Week will start this Thursday with “USA Day”. Friday students will wear sports shirts, while on Monday “Color Wars” will be held with each grade wearing a specific color clothing. Tuesday, November 26th is “pajama day” with the “Tiki Turn Up Dance” being held that night. Wednesday is “pep rally day”.

Good News

Dr. Hirsch stated that several CHS art students will be part of the UMASS Lowell Arts Exposition. Mr. King shared that former committee member Al Thomas was honored at the recent MASC Conference with a “Lifetime Achievement Award”.

Public Comments

None

New Business

1. Ratification of MOA: Chelmsford Federation of Teachers – Teachers and Nurses Unit

Mr. Paul Cohen, Chelmsford Town Manager, came to the table to be included in this vote. A copy of the agreement is included in tonight's agenda packet. Dr. Lang shared the highlights. This three-year contract MOA (retroactive to July 1, 2019) was ratified by the Teacher's Union.

Ms. Newcomb motioned to ratify the terms and conditions outlined in the recently negotiated Memorandum of Agreement between the Chelmsford School Committee and the Chelmsford Federation of Teachers – Teachers and Nurses Unit for a three-year contract effective from July 1, 2019, through June 30, 2022, as presented. Ms. Santos seconded. A roll call vote was taken. Motion carries 5-0.

2. Presentation: Chelmsford High School – Senior Capstone Experience

Principal Murray and the CHS Deans came to the table to present updates and an overview on the "Senior Capstone Experience". This five-week program for the end of the senior year at CHS could be: an internship; community service; a research paper or a research project. About 45 students of this year's senior class will be able to "pilot" this proposal. The detailed presentation and slide show may be viewed in its entirety by watching tonight's Committee Meeting via Chelmsford Telemedia You/Tube. This opportunity will benefit both students who are college bound as well as those who will begin careers after leaving CHS. Questions from the Committee were fully addressed.

Ms. Newcomb motioned to approve the pilot program of the "Senior Capstone Experience" from April 6, 2020, to May 19, 2020. Ms. Santos seconded. Motion carries 4-0.

3. Public Forum: Multi-Year Strategic Plan – Tuesday, December 10, 2019

This second session will be held at CHS in the cafeteria at 7:00 p.m. Dr. Lang suggested that a draft format for the forum be taken up at the next Committee meeting on December 3, 2019. Publicity will be increased for this gathering to allow all stakeholders to participate.

4. Multi-Year Strategic Plan: Parent Satisfaction Survey Results

Dr. Lang and Dr. Hirsch shared the survey results with the Committee and the viewing audience. Slides detailing the results of the 17 questions were also shared and are included in tonight's agenda packet. Parents expressed a desire for more feedback on how their child is learning: beyond the regular progress reports and report cards. Personal contact from the teaching staff would be appreciated, especially if the student's learning is declining. Parents were happy with their children being recognized for good behavior at the elementary schools. Dr. Lang feels that, although the middle schools and CHS do reward good behaviors, more could be done at those levels. Again, the middle schools and CHS could strive for more positive phone calls, emails and notes about their students. Dr. Hirsch shared information from the survey from spread sheets created for each question on a school by school basis. This data is also included in tonight's packet. Over all areas to be improved upon included the facilities, specifically the age of the buildings. Teachers and staff are "working well" according to survey results. The survey was taken by about 12 percent of parents. A new survey will be forthcoming around specific communication issues to provide more clarity on the modes of communication that work best for parents. Dr. Lang would like to see this also addressed at the upcoming December 10th forum.

5. Update: Middle School Standards Based Report Cards

Dr. Hirsch provided an update on the draft for the standards-based report cards for middle schools starting with grades five and six. The elementary schools are going into their fourth year of providing standards-based report cards. Standards-based grading provides clear information on: learning goals; assessments and better feedback. Clear benchmarks for the beginning, middle and end of the school year are articulated. Dr. Hirsch's presentation with accompanying slide show provides detailed information on the performance levels addressed as well as a sample report card. Professional development will be offered for teachers starting in the spring. To fully understand standards-based grading, please view Dr. Hirsch's detailed presentation on Chelmsford Telemedia You/Tube.

6. Update: NESDEC Enrollment Projection

Dr. Lang included a memorandum and spread sheets offering data on enrollment projections through the year 2029.

7. Vote: Authorize the Purchase of Additional Chromebooks – School Choice Funds

Bill Silver, Director of ICTS, included a memorandum requesting funds to purchase a second wave of Chromebooks for teachers of grade six and ten. Training will take place in the spring for these teachers since the current fifth and ninth grade students will be moving up to grades six and ten during the next school year and will be bringing their Chromebooks with them.

Ms. Newcomb motioned to authorize the purchase of additional technology devices totaling \$62,500 from the School Choice Revolving Fund. Mr. Doherty seconded. A roll call vote was taken. Motion carries 4-0.

8. Vote: Acceptance of Donation – Irwin Marine

Ms. Newcomb motioned to accept the gift from Irwin Marine not to exceed \$2,350 of equipment and materials to support the CHS science programming. Ms. Santos seconded. Motion carries 4-0.

9. Personnel Report: October 2019

No action required.

10. Updates: Outstanding Matters

Dr. Lang investigated and reported back on the question of Epi-Pens on school buses. All bus drivers are required by law to be able to administer an Epi-Pen, however, Epi-Pens are not stored on school buses.

PTO website links are in the process of being updated by Jodie Luksha, Director of Communications and Media.

The new rectangular rapid flashing beacons will be placed throughout the town at specified locations as articulated in Dr. Lang's memorandum.

Enrollment trends concerning grade eight to nine are detailed in the enclosed memorandum from Dr. Lang.

11. Approval of Conference and Field Trip Requests

Ms. Newcomb motioned to approve the McCarthy Middle School eighth grade field trip to New York City on May 28 – 29, 2020. Mr. Doherty seconded. Motion carries 4-0.

Reports

1. Liaison Reports

Ms. Newcomb reported that the Chelmsford Friends of Music will begin an online auction on November 29, 2019. Parker will be holding a craft fair on November 23, 2019. The Chelmsford Association of Acappella will be holding a poinsettia sale. SEPAC held a presentation by Byam School on inclusion in the elementary schools, which was well-done and well-received. On December 11th, they will hold a workshop on effective communication at CHS.

Ms. Santos shared that the Harrington PTO's "walkathon" raised a total of \$4,200. Harrington and Byam will host a "little shoppers" winter store on December 8, 2019, which will include a gingerbread house competition. The EL Council will meet on November 25th. There will be a guest speaker on services available to EL parents and students. During McCarthy's PTO meeting they spoke of the successful recycle day. Proposed grading changes were also discussed. This year's Project 300, which is student driven, netted over 23,000 cans which were donated to The Salvation Army!

Action/New Items

The school calendar for 2020/21 will be discussed at the December 3rd Committee meeting.

Chairman King stated that the MASC meeting earlier this month was a good one.

Public Comments

None

Adjournment (8:44 p.m.)

Ms. Newcomb motioned to adjourn the Committee meeting. Mr. Doherty seconded. Motion carries 4-0.

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

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: December 1, 2019
Re: SEPAC Communication - Recess

Attached please find materials supplied by Ms. Alison Barnes, president of the SEPAC, in advance of Tuesday evenings regular school committee meeting.

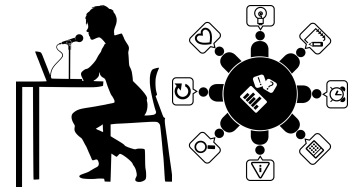
For your reference, the current school committee Wellness Policy (ADF) specifies under the Physical Education section that schools will “provide at least one daily recess period in Kindergarten through five which is not used as a punishment/reward.”



Recess Subcommittee Advisory

An advisory summarizing the findings on the subject of
removing recess as a punishment to the Chelmsford School Committee.

December 2019



Education in the 21st Century is data driven. Like all school districts in the Commonwealth, Chelmsford Public School prides itself on the use of data to drive big decisions, like district wide policies, as well as smaller decisions, like the use of formative assessments to check for student understanding during a lesson.

**When it comes to the benefits of recess the data couldn't be any clearer:
Children are worse off, on multiple levels, when recess is taken away from them.**

There are two sources of information when researching this topic:

- the medical community
- the educational community

Both communities are in complete agreement that recess is vital to student success and removing it from a child's day, for any reason, is detrimental to the development of the "whole child".¹ All educational literature that was researched for this article cited the research of the medical community as the foundation for their stance on recess.

Below is a closer look at views of the medical community:

THE CENTER FOR DISEASE CONTROL²

Benefits of Recess

Recess improves social and emotional development.
Recess improves memory, attention, & concentration.
Recess helps students stay on task in the classroom.
Recess reduces disruptive behavior in the classroom.

National Guidance for Recess

Minimum of 20 minutes a day for K-12 students.
Physical Education is not a replacement for recess.
Prohibit the exclusion of recess for disciplinary reasons or academic performance.
Provide staff who lead/supervise recess with professional development.

AMERICAN ACADEMY OF PEDIATRICIANS³

Benefits of Recess

Recess provides an unstructured break in learning.
The lack of structure in a break between cognitive tasks is crucial for "optimal cognitive processing".
Play at recess teaches valuable social skills like: negotiation, cooperation, sharing, problem solving, as well as coping skills like perseverance and self control.

Recommendations

Recess should be considered a child's personal time and not be withheld for academic or punitive reasons.
Recess contributes to the recommended 60 minutes of moderate to vigorous activity per day. This is a standard strongly supported by the AAP.

Recess Subcommittee

Families presented questions to CSEPAC and to the Chelmsford Special Education Parent Support Group (PSG) on removing recess as punishment or to complete classwork. Questions were raised with regard to:

- The purpose and success rate of modifying behaviors by removing recess
- How missing recess is communicated with families
- Who is allowed to take away recess and with what parameters

The subcommittee had 3 duties: (1) Research the function and purpose of recess removal as punishment, (2) Review current policies and practices, (3) Determine if recommendation can be given that are within district policies & support children's needs.

4 families were represented on the subcommittee, with students from 6 schools across the district. All 4 families had reports of their own child missing recess and had spoken with other families who had similar experiences. 27 families raised concerns and/or questions about removal of recess to the PSG. It is important to note, that this is an extremely small sample size. This is only active parents in PAC that participated in a subcommittee meeting and parents that have actively participated in the PSG, which is a very small subset since it is an online community. It may be safe to assume that these numbers are representative of a larger group. No principals reported that they have had this issue brought to their attention as of May 2019.

Respecting the Needs of Teachers, Staff, and Students

CSEPAC recognizes that there are times when a student will miss recess due to happenstance. Missing part of the school day could happen at any time and teachers, staff, and students should have autonomy to use their time as needed. Our recommendations are not intended to restrict support for students or time for teachers to assist students. However, if a teacher or staff person needs to change a student's schedule for the day, it is important that it is communicated with the parents. Changes in behavior or the need for additional academic support can be indicative of issues that need to be formally addressed. In order for a child's team to be fully supporting their needs, everyone on the team needs to know what is going on.

CSEPAC supports professional development opportunities. In the event that removing recess as punishment were no longer an option, it is likely that some teachers and support staff will need additional training. Different classroom management systems or practices that are in line with PBIS may need to be developed. Alongside PBIS training, CPS could look into the following resources for training:

- COLLABORATIVE PROACTIVE SOLUTIONS (CPS), by Dr. Ross Greene, CPS
- It's A Jungle (Gym) Out There: Tips for Managing Behavior For School Helpers, by Donna Shae & Nadine Briggs from Social Success Central
- Responsive Classroom

Supporting & Responding to Behavior, by George Segay, is part of the PBIS standards. Recess should be paired with a behavior plan or classroom behavior system already in place, like a reflection sheet. This practice would be for what are defined as "minor" incidents, which are described in detail in the publication. "Major" incidents are also defined with explicit examples. The purpose intending to be negative reinforcement, removing something to increase a desired behavior. It was noted that schools are at various points in implementing PBIS and may already have plans to include this in their school specific policies and teacher training.

The Importance of Recess for Children with Special Needs

"Children with disabilities are far more likely than their classmates to be disciplined, removed from the classroom, suspended, and even expelled."⁶ Many children with special needs suffer from cognitive or sensory fatigue. Research of benefits of recess support many of the areas children with special needs have deficits in. Removing recess from their day is in direct contradiction to research and recommendations from CDC and AAP.

Additional Information to Consider

It's important to note that currently 5 states in the US (MO, FL, NH, RI, AZ) have legalized recess as a time in a child's day that can not be intruded on by schools. An additional 7 states (IA, NC, SC, LA, CT, TX, VA) have passed legislation that requires 20-30 minutes of physical activity per day. And CT has a bill in their legislature that proposes their time extend to 50 minutes per day.⁴ Additionally, two bills sit on Beacon Hill calling for mandatory recess time for elementary kids.⁷

Bill S.330 is an Act relative to physical and social recess in schools. At this point, recess is not considered part of learning time. However, if Bill S.330 passes, then it would be. Currently, both the State Senate and House have referred the bill to the Joint Committee on Education. It was one of the bills brought to hearing on September 4, 2019. It may benefit CPS to sit ahead of that curve and implement the policy as stated in the bill.

Alternative Intervention Recommendations

Through the leadership of the current and past Superintendent as well as current and past School Committees, the CPS faculty and staff have some fantastic resources available to them. Each of these sources are common practice amongst school districts and are considered "best practice" among national educational leadership.

DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)⁷

The Chelmsford Public Schools DCAP offers a few different strategies that, at the very least should be exhausted prior to the consideration of the removal of a student's recess.

- Allow extra time for HW or other assignments.
- Offer an alternative setting (perhaps student is given the opportunity to complete school work at home or homework in school)
- Access to guidance counselor
- Use of PBIS reward system for positive behavior
- Provide strategic seating
- Allow for movement/sensory breaks

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)⁸

It's the understanding of the Chelmsford SEPAC that the Chelmsford Public Schools have adopted PBIS as its preferred intervention strategy for teachers. After extensive research, it became clear that the removal of recess is not a supported strategy of PBIS. We recommend that building principals continue to have autonomy to use appropriate PBIS based interventions for their school. Administrators, specialists, teachers, and support staff should collaborate standard responses to common scenarios so that there is consistency within each school. This includes protocol of communicating changes in schedule between teachers and staff and with parents/guardians.

Questions from the Subcommittee

- Is keeping a child inside and separated from peers during recess for a behavior no longer occurring considered an "exclusionary time out," "detention," or "time out?"
- Who is allowed to direct a child to a time out or restrict recess time?
- What are the current policies or recommendations for communication with parents with regard to discipline at school?
- What can be done when a teacher feels a child needs punishment? What supports can be put in place for the teacher, staff, or student?
- What breaks are available for high school students and how is that managed?
- How does "punishment" fit into the PBIS model?
- How would an aid or recess staff person know if a child had an accommodation to not have recess taken away?
- What options are available for students with anxiety or social deficits? Are there quiet or more structured activities available?
- How does a parent know if their child is receiving additional supports in the MTSS model or been brought up for discussion at an SST meeting?

- Do teachers, paras, and staff feel welcomed to CSEPAC workshops? What can CSEPAC do to support professional development?

Summary

All children need recess - no one more than the children Chelmsford SEPAC represents. Because of their disabilities, these students are more vulnerable to cognitive or sensory fatigue & thus more likely to act impulsively. This impulsivity is typically unexpected classroom behavior and, as such, that impulsivity can often lead to a punitive punishment of some sort - like the removal of recess. All children in CPS, but especially the children CSEPAC represents, need their elected officials to understand the holistic value of recess by supporting the elimination of "recess detention" as an option for punitive punishment.⁵

**"If kids do well when they can,
what do we (the adults) do when a child is clearly struggling to do well?"**

- Dr. Ross Greene

Recommendations

- Eliminate recess detention as punitive punishment
- Develop communication protocol between CPS and parents if recess time is reduced
- Continue development and implementation of PBIS standards as they relate to recess

Contributors: Alison Barnes, Cara Delletarra, Peter Malloy, Laura Miller

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2. Physical Activity During School: Providing Recess to All Students. (n.d.). Retrieved from https://www.cdc.gov/healthyschools/physicalactivity/pdf/Recess_All_Students.pdf.
3. Health, C. O. S. (2013, January 1). The Crucial Role of Recess in School. Retrieved from <https://pediatrics.aappublications.org/content/131/1/183>.
4. Shammass, B. (2019, March 7). Time to Play: More State Laws Require Recess. Retrieved from <https://www.edutopia.org/article/time-play-more-state-laws-require-recess>.
5. Bergland, C. (2015, June 15). Increasing Physical Movement Reduces Symptoms of ADHD. Retrieved from <https://www.psychologytoday.com/us/blog/the-athletes-way/201506/increasing-physical-movement-reduces-symptoms-adhd>.
6. Frost, P. (2019, January 17). Bill H.454 191st (Current). Retrieved from <https://malegislature.gov/Bills/191/H454/Cosponsor>.
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8. PBIS - In School. (2019). Retrieved from <https://www.pbis.org/school>
9. Greene, R. (2019). Lives in the Balance. Retrieved from <https://www.livesinthebalance.org/>

Contributing Articles

These were articles were read & they corroborated research from cited articles above

1. Bergland, C. (2015, June 15). Increasing Physical Movement Reduces Symptoms of ADHD. Retrieved from <https://www.psychologytoday.com/us/blog/the-athletes-way/201506/increasing-physical-movement-reduces-symptoms-adhd>
2. Dendy, C. Z., & M.s. (2019, September 9). Why Taking Away Recess Is a Counterproductive Punishment. Retrieved from <https://www.additudemag.com/the-right-to-recess/>
3. Hillman, C. H., Pontifex, M. B., Castelli, D. M., Khan, N. A., Raine, L. B., Scudder, M. R., ... Kamijo, K. (2014, October). Effects of the FITKids randomized controlled trial on executive control and brain function. Retrieved from <https://www.ncbi.nlm.nih.gov/pubmed/25266425>
4. Lewis, Katherine. (2015, July 24) Why Schools Over-Discipline Children With Disabilities. Retrieved from <https://www.theatlantic.com/education/archive/2015/07/school-discipline-children-disabilities/399563/>
5. Reilly, K. (2017, October 23). Is Recess Important for Kids? Here's What the Research Says. Retrieved from <https://time.com/4982061/recess-benefits-research-debate/>
6. Silver, L. (2017, August 16). No Recess for Recess. Retrieved from https://www.additudemag.com/benefits-of-recess-for-adhd/?src=embed_link

The Academic & Social Benefits To Recess

& Alternate Intervention Suggestions



Chelmsford Special Education Parent Advisory Council
Recess Subcommittee Presentation to CSEPAC
December 3, 2019



Presentation Overview

- Recess Subcommittee Purpose, Duties, and Demographic Information
- Benefits of Recess
- Chelmsford Public School Recess Policy
- CDC and AAP Recommendations on Recess
- Legislation Related to Recess
- CSEPAC Recommendations
- Alternative Interventions
- Additional Questions

Recess Subcommittee

Purpose

Families presented questions to CSEPAC and to the Chelmsford Special Education Parent Support Group (PSG) on removing recess as punishment or to complete classwork .

Questions were raised with regard to:

- The purpose and success rate of modifying behaviors by removing recess
- How missing recess is communicated with families
- Who is allowed to take away recess and with what parameters

Recess Subcommittee

Duties

Research the function and purpose of recess removal as punishment

Review current policies and practices

Determine if recommendation can be given that are within district policies & support children's needs

Demographic Information

4 families were represented on the subcommittee, with students from 6 schools across the district

All 4 families had reports of their own child missing recess and had spoken with other families who had similar experiences

27 families raised concerns and/or questions about removal of recess to the PSG

No principals reported that they have had this issue brought to their attention as of May 2019

BENEFITS OF RECESS

per the Center for Disease Control

- It improves social & emotional development
- It improves memory, attention, & concentration
- It helps students stay on task
- It reduces disruptive behavior in the classroom

BENEFITS OF RECESS

per the American Academy of Pediatrics

- It provides an unstructured break in learning.
 - This unstructured break is crucial for “optimal cognitive development”.
- It teaches valuable social skills like:
 - Negotiation
 - Coping
 - Cooperation
 - Sharing
 - Problem Solving

What is taken away when Recess is taken away?

- Improved ability to stay on task
- Opportunities to develop socially & emotionally
- Cognitive Development
- Improved memory, attention, & concentration
- Reduction in disruptive behavior in the classroom

CPS Recess Policy

per the Student/Parent Handbook

On page 21 of the Student/Parent Handbook under “Forms of Consequences” it states: “***A student might be required to serve detention at recess time...***”

DESE advisory 2016-1 states "Exclusionary time-out as a staff- directed behavioral support should only be used when the student is displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom. ***Staff-directed exclusionary time-out should not be used as a method of punishment for noncompliance, or for incidents of misbehavior that are no longer occurring.***"

RECOMMENDATIONS

per the Center for Disease Control

- 20min (minimum)/day for K-12
- PE is not a replacement (because its structured)
 - The AAP research points to unstructured play as the source of cognitive development
- Eliminate the removal of recess for disciplinary or academic reasons
- Provide recess staff with appropriate PD

RECOMMENDATIONS

per the American Academy of Pediatrics

- Recess needs to be considered a child's personal time and not be withheld for academic or punitive reasons
- Recess contributes to the recommended 60 minutes of moderate to vigorous activity/day that the AAP believes will help to curb childhood obesity

LEGISLATION

Several states have either passed legislation protecting recess or passed legislation protecting 20-30 minutes of physical activity

<u>LEGALIZED RECESS</u>	<u>LEGALIZED PHYSICAL</u>	<u>ACTIVITY</u>
1. Missouri	1. Iowa	6. Texas
2. Florida	2. North Carolina	7. Virginia
3. New Hampshire	3. South Carolina	
4. Rhode Island	4. Louisiana	
5. Arizona	5. Connecticut	

LEGISLATION

Continued

Bill S.330 is an Act relative to physical and social recess in schools. At this point, recess is not considered part of learning time. However, if Bill S.330 passes, then it would be.

Currently, both the State Senate and House have referred the bill to the Joint Committee on Education. It was one of the bills brought to hearing on September 4, 2019.

It may benefit CPS to sit ahead of that curve and implement the policy as stated in the bill.

WHAT CSEPAC RECOMMENDS

- Chelmsford Public Schools to eliminate the punitive punishment of taking away of all, or parts, of Recess. In other words, no teacher can use removal of recess as a tool in their classroom/student management protocol.

WHY CSEPAC BELIEVES IT'S IMPORTANT

- The Research is clear! All children need recess, for a multitude of reasons
- It could be argued that the group of students that needs Recess the most are the students CSEPAC represents.
 - Because of their disabilities, these students are more vulnerable to cognitive fatigue & thus more likely to act impulsively...which would likely lead to a punitive punishment like the removal of parts or all of recess...WHICH THE DATA SHOWS ONLY MAKES THINGS WORSE!

ALTERNATIVE INTERVENTIONS

- DISTRICT CURRICULUM ACCOMMODATION PLAN (DCAP)
 - This Federally mandated policy offers a few different strategies for teachers in lieu of removal of recess
- Allow extra time
 - specifically for HW
- Offer an alternate setting
 - Perhaps allow students to complete a certain # of problems in school the next day if HW is a struggle
- Access to a guidance counselor
 - Offer up a trip to the guidance counselor to a student who may be struggling behaviorally
- Provide strategic seating
- Allow for movement/sensory breaks
- Use of PBIS reward system for positive behavior

ALTERNATIVE INTERVENTIONS

continued

- POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)
 - Chelmsford Public Schools seem to have fully embraced PBIS amongst their elementary schools
- A suggestion of interventions would require 10-20 slides, full of different strategies
- Seeing as PBIS has embraced by each building, we defer to the building principals as to what the appropriate interventions would be for their staff.
- Perhaps this is a great time for building principals to collaborate on some common scenarios that require PBIS & what those interventions are
 - Missing, late, or incomplete HW
 - Classroom disruptions

ALTERNATIVE INTERVENTIONS

continued

- **COLLABORATIVE PROACTIVE SOLUTIONS (CPS)**

- Created by Dr. Ross Greene, CPS, is an empirically supported program that seeks to answer the question:

“If kids do well when they can, what do we (the adults) do when a child is clearly struggling to do well?”

- **It's A Jungle (Gym) Out There: Tips for Managing Behavior For School Helpers**

- Donna Shae & Nadine Briggs from Social Success Central have developed a workshop for recess aides, lunch aids, bus drivers and other helpers at school are faced with challenging behaviors.

- **Responsive Classroom**

- An evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness.

Additional Questions

from the Recess Subcommittee

Is keeping a child inside and separated from peers during recess for a behavior no longer occurring considered an “exclusionary time out,” “detention,” or “time out?”

Who is allowed to direct a child to a time out or restrict recess time?

What are the current policies or recommendations for communication with parents with regard to discipline at school?

What can be done when a teacher feels a child needs punishment? What supports can be put in place for the teacher, staff, or student?

What breaks are available for high school students and how is that managed?

How does “punishment” fit into the PBIS model?

Additional Questions

Related to Special Education

How would an aid or recess staff person know if a child had an accommodation to not have recess taken away?

What options are available for students with anxiety or social deficits? Are there quiet or more structured activities available?

How does a parent know if their child is receiving additional supports in the MTSS model or been brought up for discussion at an SST meeting?

Do teachers, paras, and staff feel welcomed to CSEPAC workshops? What can CSEPAC do to support professional development?

SUCCESS IS MORE LIKELY FOR ALL
WHEN KIDS ARE ALLOWED TO PLAY!



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: December 1, 2019

Re: Spotlight on the Departments: World Languages & Student Exchange Programs

Attached please find a PowerPoint presentation and supplemental information provided by Ms. Jessica Nollet, Department Coordinator for World Languages and Student Exchange Programs. I look forward to hearing Jessica's presentation and discussing the work that is ongoing in the district with respect to this subject area.

Chelmsford Public Schools

— World Language Department —
Update
December 3, 2019

Updates

1. Seal of Biliteracy
2. Cultural Exchanges
3. World Language Community Survey
4. Student and Visitor Exchange Program



Seal of Biliteracy

- Currently 21 seniors are registered
 - Spanish, French, Mandarin, Korean, Portuguese, Vietnamese, Hindi
- Exams Feb 6th and 7th at CHS
- Seal of Biliteracy or Seal with Distinction (affixed to diploma)



Cultural Exchanges

- Weekend exchange to Quebec in May 2020
- Proposal: Exchange with San Estanislao de Kostka school in Málaga, Spain
 - Host Spanish exchange students in September 2020, CHS students travel to Spain in February of 2021
- Sue Gauthier's Spanish 3 pen pal program



World Language Community Survey

Survey to parents, students, faculty

- 1,400 student responses
- 540 parent/guardian responses
- 149 faculty responses
- American Sign Language (ASL) and Mandarin Chinese were most requested



Host School Application

- Student and Visitor Exchange Program (State Department) to host students on an F-1 visa
- CHS application will be submitted by December break, 2019
- Potential State Department site visit in spring 2020





CHELMSFORD PUBLIC SCHOOLS

Jess Nollet, World Language and Cultural Exchange Coordinator

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee
From: Jess Nollet, World Language and Cultural Exchange Coordinator
Date: December 3, 2019
RE: Proposed cultural exchanges and student travel

In order to support the Chelmsford Public Schools' mission of educating all students and providing enriching experiences, in the following pages you will find proposals for a Spanish exchange with the San Estanislao de Kostka school in Málaga, Spain, as well as a student trip to Perú in 2021. Both of these experiences will provide Chelmsford High School students the opportunity to apply their Spanish language skills in an authentic context and develop more cultural awareness and perspective. Additionally, living with a Spanish host family provides an invaluable immersion opportunity.

Participating in a reciprocal language exchange will benefit the Chelmsford community by providing us with an opportunity to learn from other citizens of the world.

If you have any questions please feel free to contact me.



EXCHANGE PROGRAM IN MÁLAGA & TOUR OF ANDALUCIA



FEBRUARY 10 – 21, 2021*

12 DAYS / 10 NIGHTS

**Travel dates to be confirmed upon flight booking*



DAY 1: USA | SPAIN (Wednesday)

- Fly overnight to **Málaga**, Spain.

DAY 2: MÁLAGA (Thursday)

- *iBienvenidos a España!* Your **Forum Representative** will greet you at the airport.
- Transfer by private bus to your exchange school.
- Upon arrival, start your exchange program. While living with a host family, you will discover that Spanish is more than just a textbook language as you fully immerse into the daily life of your family and school community. You will attend school with your exchange partner, apply your language skills in real-life situations, and experience life as a true local.
- Dinner and evening with your host family.



DAY 3: EXCHANGE PROGRAM (Friday)

- Spend the day at school with you exchange partner.
- Afternoon activities and workshops may be organized at the school during your visit (*to be confirmed with your partner school*).
- Evening with your host family.

DAYS 4 - 5: WEEKEND WITH YOUR HOST-FAMILY (Saturday - Sunday)

- Spend the weekend with your Spanish family and exchange partner.



DAY 6: EXCHANGE PROGRAM (Monday)

- Spend the day at school with you exchange partner.
- Afternoon activities and workshops may be organized at the school during your visit (*to be confirmed with your partner school*).
- Evening and weekend with your host family.

DAY 7: MALAGA | SEVILLE (Tuesday)

- This morning after breakfast, meet your **Forum Tour Manager** and board your private bus to **Seville**, capital of Andalusia.
- Head to a vibrant **local market**, where you will get some of the best ingredients you need for the following **cooking workshop**. Before starting to cook, enjoy an Extra Virgin Olive Oil Tasting of different local and award-winning olive oils and some snacks like roasted almonds. You will then learn how to cook a delicious paella and a traditional gazpacho.





- This afternoon, take a **guided tour of Seville**. Begin at the **Real Alcázar**, a palace fortress with stunning examples of Mudéjar architecture. Visit the **Santa Cruz Quarter** and explore the narrow streets and alleys of the old **Judería** (Jewish quarter). End up your tour at the impressive **Plaza de España**.
- For dinner, sample some traditional **tapas** at a local restaurant.
- Night accommodation in Seville.

DAY 8: SEVILLE | GRANADA | MÁLAGA (Wednesday)

- This morning after breakfast, board your private bus to **Granada**.
- Meet your **local guide** and visit the magnificent **Alhambra**. Enjoy a guided tour through the Alcazaba (the fort), the Generalife (gardens), Charles V's Palace, and the Nasrid Palaces.
- Later explore the **Albaycín quarter**, across the gorge from the Alhambra. Walk up the calle de las teterías, lined with tea rooms, to the Mirador de San Nicolás. Enjoy the amazing view of the Alhambra palace and the Sierra Nevada Mountains in the distance.
- Return to Málaga for dinner and night accommodation with host families.

DAYS 9 & 10: EXCHANGE PROGRAM (Thursday - Friday)

- Spend the day at school with you exchange partner.
- Afternoon activities and workshops may be organized at the school during your visit (*to be confirmed with your partner school*).
- Evening and weekend with your host family.

DAY 11: SATURDAY WITH YOUR HOST FAMILY (Saturday)

- Enjoy your last day with your Spanish family and exchange partner.

DAY 12: DEPART (Sunday)

- Today, say a fond "*¡adiós!*" to your exchange partners and transfer by private bus to the airport for your flight back to the USA.

¡Hasta luego y buen viaje!





YOUR EXCHANGE PARTNER:

Colegio San Estanislao de Kostka

Av. Juan Sebastián Elcano, 185, 290017 Málaga

An exchange program is a once-in-a-life time opportunity for students to truly explore, understand, and dive deep into another culture and language! As students fully immerse into the life of their host family and school, they'll experience a type of personal growth and empowerment that can only happen in this unique setting. Students not only travel but host their exchange partners resulting in a lifelong bond between both students and families.

HOSTING A VISITING STUDENT

Your primary responsibility as a host family is to create a welcoming and safe environment for your visiting student. We encourage you to get to know your student and spend time with her/him both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. In addition to providing three daily meals for their visiting student, families also provide transportation for the Spanish students between their homes and the school. Prior to hosting, you will receive a profile form with information about your student.

SCHOOL EXCHANGE UNDERSTANDING

Your exchange is organized directly between your school and the partner school. Schools are responsible for the exchange program portion of the itinerary and for selecting and organizing host families. Forum is responsible for flight bookings, optional excursions not organized by the schools, insurance and collecting trip payments. In regard to the exchange partnership, Forum only serves to match the partner schools and advise the schools as they organize their program together. Forum cannot be held responsible for the components organized directly by the schools.

Teachers should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students differs between schools.

This is your tailor-made travel experience – you will not be combined with another group!

PRICE PER PERSON

20+ participants	\$ 2,010
15 to 19 participants	\$ 2,100
12 to 14 participants	\$ 2,190
10 to 11 participants	\$ 2,280

PAYMENT SCHEDULE

January 15 th , 2019	\$ 300
March 15 th , 2020	\$ 500
June 15 th , 2020	\$ 500
September 15 th , 2020	\$ 500
December 15 th , 2020	Balance

Monthly Payment Plan Available

PRICE INCLUDES:

- ✓ Round-trip airfare* from Boston to Málaga
- ✓ Departure taxes and airline fuel surcharges of \$545 per traveler
- ✓ Associated transportation costs while in Europe
- ✓ 2 nights multiple occupancy (3/4 students per room with private bath) in quality three-star hotels
- ✓ 2 Breakfasts / 1 Lunch / 2 Dinners (includes one beverage and a vegetarian option)
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on tour

EXCHANGE PROGRAM:

- ✓ Spanish host family stay with your exchange partner's family
- ✓ Meals with the host family (exceptions might apply)
- ✓ Classes and workshops during the exchange program (confirmed between the partner schools prior to departure)

PRICE DOES NOT INCLUDE:

- ✓ Meals not indicated in your itinerary
- ✓ Tips are at your discretion – these are standard guidelines:
 - Forum Tour Manager: 5 Euros per day, per traveler
 - Bus Drivers: 1 Euro per day, per traveler
- ✓ Rooming and Adult Supplements:
 - Twin Room Guarantee Supplement **\$40** pp/night or Single Room Guarantee Supplement **\$80** pp/night
 - Adult Activity Supplement **\$10** pp/day

NOTES

- *Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.
- **Forum Language Experience** has purchased the **Student Protection Plan** from Travel Insured International on behalf of all participants. **Cancel For Any Reason** is an available **option** that must be purchased at the time of trip deposit. ***CFAR is not available to residents of NY***
- Forum has quoted this package at an exchange rate of 1 Euro = 1.13 USD. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

Date of quote: September 16th, 2019 | Prices are valid until: First payment deadline | Your Forum Tour Consultant: **Anaïs Boschet**

Forum Language Experience, Forum by Prométour and Forum are all used interchangeably.
Forum Language Experience is a member company of Prométour Inc.
California Seller of Travel License number: 2061627-40

To Enroll go to:

<https://enrollmentbyprometour.com/travel/885/tk/wsHtr6>

The **enrollment deadline** for this trip is **January 15th**. All interested travelers must register with a **\$300** deposit by this date.

The process will take you about 10-15 minutes. It is as easy as 1,2,3:

- 1. Create an account** with Forum Language Experience
- 2. Verify & activate your account**
- 3. ENROLL** all travelers in your family wishing to participate

Please have the following information at hand:

- **Payment method** (*Forum Language Experience accepts credit / debit card, checks or money orders*)
- **Valid passport*** (*Don't have a passport yet? – Enroll now and enter passport details later*)

**Passports must be valid at least 6 months after your trip return date*

**Passport information must be entered no later than 3 months before departure. If you do not have a passport entered at that time, your trip may be cancelled. Forum cancellation fees will apply.*

If you do not have a passport we advise that you apply for it as soon you finish enrolling for your trip.

Don't forget you can make payments, review your traveler information, and view trip details by logging into your account.

Forum Language Experience has purchased the **Student Protection Plan** from Travel Insured International on behalf of all participants. If you would like to purchase the optional **Cancel For Any Reason** benefit, you must choose it at the time of enrollment, and the additional fee MUST be included with your first trip deposit. The total cost for this upgrade is **\$25.50**.

We look forward to providing you with the travel experience of a lifetime!

Customer Support | Forum Language Experience
2700 Adams Avenue, Suite 205, San Diego, CA 92116
Tel 888-282-0991 / 619-432-0249 - Fax 619-432-0261
Monday-Friday, from 8AM to 4:30PM PST
www.forumlanguageexperience.com



FORUM LANGUAGE EXPERIENCE

BOARD APPROVAL PACKET

Our openness for your protection



At Forum Language Experience, we believe in being open and transparent as a matter of business integrity.

By using the term "Forum," we refer to Forum Language Experience and all other companies of the Prométour Group.

As a Forum customer, you can count on the service and support of our four offices (San Diego, Malaga, Paris and Montreal), licensed and registered according to state / country laws, in providing you with the maximum consumer protection.

Registration of our outbound and receptive operations in United States

When you organize a trip through Forum from or within North America, your money is protected by the strict travel industry regulations of the State of California, including the requirement of scrutinized in-trust accounts and consumer protection surveillance.

- An extract of the regulations can be found in **Appendix 1**. A complete copy of the law and regulations can be found on the following website: <https://oag.ca.gov/travel/statute>
- You will find a copy of our valid Operating License in **Appendix 2**.

Registration of our outbound and receptive operations in Europe

When you organize a trip through Forum from or within North America, your money is protected

- **In Spain**, we are licensed under the following number: AN-29647- 2
- **In France**, we are licensed under the following number: IM 075 100096
- **In Canada**, we are licensed under the following number: Quebec 702379

General & Professional Liability Insurance

The general & professional liability insurance covering our operations and personnel is held by Steadfast Insurance Company. You may find a detailed copy of our insurance certificate in **Appendix 3**.

Please do not hesitate to contact us if you require more specific information. If we are unable to respond to your questions, our insurance brokers and/or our legal partners will be more than willing to provide an answer.

A handwritten signature in black ink, appearing to read "S. Myszkowski".






Stanislas Myszkowski

President

Tel: 1-888-282-0991 / Fax: 1-619-432-0261



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SAFETY PROTOCOL

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INTRODUCTION

This document has been compiled with the purpose of defining the Safety Protocol which is currently in practice within Forum. The Safety Protocol is undertaken to pro-actively enable all Forum personnel involved in the provision of a Forum tour to act with due care and diligence towards all aspects of safety.

INVOLVEMENT IN THE TOURISM AND TRAVEL INDUSTRY

- Annual participation at French Language conferences on French & Quebecois culture, held in the UK.
- Annual participation at Spanish Language conferences on Spanish & Latin culture, held in Spain.
- Annual participation at Teachers Language conferences held in the US.
- Annual participation at Teachers Language conferences held in Canada.



1. TRANSPORT

1.1 Missed / Cancelled / Delayed Flights or Connections

For the majority of destinations, we use reputable airline companies with multiple daily flights.

Before departure, the Group Leader will be informed of the procedure to follow in the event that a flight is missed, cancelled or delayed.

Usually the airline will put the group on to the next available flight, either directly at the desk at the airport or through intervention from our flight department.

The Group Leader should call our 24 hour Emergency Line to inform our staff of the situation, the revised boarding time, or to request assistance if revised seats have not been allocated; in this case the Flight Department will liaise with the airline, arrange new seats, and communicate back to the Group Leader.

The Forum operations team will be informed of any changes and will contact suppliers at the destination and attend to any modifications on the itinerary.

In the case that a Forum Tour Manager does not accompany the group for a transfer flight (e.g., a flight from London to Berlin), they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Forum team will inform the arrival destination Forum Tour Manager of the changes.

In the exceptional circumstance of a group traveling without any services of a Forum Tour Manager, the responsibility lies with the Group Leader. The Forum team will be available to assist when possible. If an activity is delayed or missed as a result of the plane issue, the Forum team will contact the appropriate suppliers to inform them.

A group will very rarely travel without a Forum Tour Manager; this is at the discretion of the Group Leader and not advised by our team.

1.2 Missed / Cancelled / Delayed Trains or Connections

In the event of missed, cancelled or delayed trains, the Forum Tour Manager will book seats on the next available train directly at the train station and pay for any additional costs before informing the appropriate suppliers of any changes to the schedule.

If there are no seats available and an overnight stay is required at the place of departure, the Forum Tour Manager will contact the Forum Operations Department and arrange accommodation.

In the case that a Forum Tour Manager does not accompany the group on a transfer by train (e.g., an overnight train from Madrid to Paris), they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Forum team will inform the arrival destination Forum Tour Manager of the changes.

In the exceptional circumstance of a group traveling without any services of a Forum Tour Manager, the responsibility lies with the Group Leader. The Forum team will be available to assist when possible. If an activity is delayed or missed as a result of the train issue, the Forum team will contact the appropriate suppliers to inform them.



For any changes regarding hotel bookings, the Group Leader should call the Emergency Line and the Forum Operations Department will arrange any amendments.

A group will very rarely travel without a Forum Tour Manager; this is at the discretion of the Group Leader and not advised by our team.

1.3 Missed / Cancelled / Delayed Coach or Bus

Prior to bus travel, the Forum Tour Manager will call to reconfirm the reservation the night before. The Manager will have the driver's name, cell phone number and an emergency telephone number for the bus company to communicate any changes or delays.

In the unlikely event of a bus not arriving, alternative arrangements will be made, either using another bus company approved by the Forum Operations Department or taking taxis, depending upon the group size and circumstances.

All changes will be confirmed with the appropriate Forum Operations Department, who will also be available for any assistance needed in finding and booking alternative transportation arrangements.

1.4 Lost or Late Luggage

For lost or late luggage, an official declaration must be made with the airline that will provide a reference number. The Forum Tour Manager will communicate with the airport staff to ensure they are aware of the group's schedule. The owner of the luggage must also provide their home address in case the bag(s) are not returned before departure.

Lost or late luggage during transit is covered under the travel protection plan package that Forum purchased on behalf of all participants on the trip.

If bags or items are left in a hotel or on a bus, the Forum Tour Manager must be informed and he/she will contact the supplier and arrange for the items to be returned. Please note this could incur a charge for the client.

1.5 European & North American Coach Companies

The Forum Operations Department will hire coaches from well-established, reliable companies. Forum will endeavor to select coach operators who belong to recognized industry bodies such as the American Bus Association (ABA).

All coach companies used will sign a contract in which they confirm that they comply with all national, local, trade and other laws. The contract will also stipulate a driver's hours, insurance coverage and vehicle age, which should not exceed a maximum of five years.

1.6 Seat Belts

All seats are equipped with seat belts on coaches in the UK, France, Spain, and Italy. Under European Union law, drivers and passengers must wear a seat belt in any seat fitted with one.

1.7 Driving Hours Regulations

All Forum itineraries and touring schedules are designed to comply with North American and EU driver's hours and regulations.



1.8 Breakdown

In the event of a mechanical breakdown, the priority will be to move the group to a safe place. All coach companies are insured for breakdowns and a repair service unit will be called to attend to the scene. Should the breakdown prove to be serious, then an alternative vehicle will be provided. The Forum Operations Department will maintain contact with the coach company and assist if necessary.

1.9 Sub-Contracting

Coach companies are contracted by Forum on the understanding that they do not subcontract to other companies unless this has been previously arranged.

1.10 Public Transport

The appropriate authority in each country regulates public transport, and in cities such as Paris, Madrid, Rome, Montréal, New York, etc. the metro is the standard mode of transportation for our groups. All travel on public transportation is overseen by a Forum Tour Manager and group chaperones.

1.11 Ferries

The ferry operators that we work with comply with independently set safety standards.

1.12 Airlines

Forum works with major international airlines such as American Airlines, Air France, British Airways, Continental Airlines, Delta Airlines, Iberia, KLM, Lufthansa, etc. all of whom comply with independent safety standards.

1.13 Rail Transportation

Rail transportation companies comply with the independently set safety standards of the countries through which the train travels.

2. SUPPLIERS – HOTELS, RESTAURANTS & ACTIVITIES

2.1 Accommodation Contract & Certification

Forum takes great pride in selecting hotel accommodation for groups. All bookings are made directly from our offices for destinations offered to the American, Canadian and European markets. Hotels contracted are of a minimum 2* (Europe) category & 3* (North America) category with private bathrooms. All hotels are pre-vetted for standard requirements such as local and national fire safety, hygiene standards, and appropriate insurance coverage.

Our hotel selection is reviewed on a yearly basis by Forum personnel and through the feedback we receive from our groups. Random on-site inspections are also conducted by Forum.

2.2 Accommodation Requested Directly by a Client

No accommodation will be provided if the hotel does not meet the same criteria and standards as detailed in 2.1.



2.3 Hotel Overbooked or a Problem with the Reservation

If Forum is aware of a problem before the group arrives at their hotel, our team will make alternative arrangements in a hotel of equal or higher quality. All efforts will be made to have the whole group lodged in the same hotel based on room availability and the Forum Operations Department will liaise with the Forum Tour Manager to advise any changes to the schedule.

If the problem arises when the group is checking in, the Forum Tour Manager will manage the situation with assistance from the Forum Operations Department. If the problem cannot be resolved immediately, the Forum Tour Manager will occupy the group as scheduled while the Forum Operations Department makes alternative arrangements and resolves the situation. Once the situation has been resolved the Forum team will inform parents of any changes in the accommodation. The Forum Tour Manager will inform any suppliers affected by the changes, for example amending the pick-up point with a coach company.

2.4 Reservations for Hotels, Restaurants & Activities

When the Forum Tour Manager receives the file for a group, they will check all reservations and sign to confirm all is in order. If a reservation has been cancelled, amended, or misplaced by suppliers, the Forum Tour Manager will obtain a new reservation directly or make alternative arrangements advising the Group Leader.

The Forum Tour Manager will contact each restaurant the day before to confirm the number of people in the group.

Normally a group will dine at several different restaurants while on tour, allowing participants to try a variety of local cuisine. In the unlikely case that a group takes their dinners at the hotel and the menu does not offer a range of choice, the Forum Tour Manager will make alternative arrangements, with the assistance of the Forum Operations Department.

2.5 Alternative Plans for Outdoor Activities Due to Weather

If an activity is affected by weather, the Forum Operations Department will provide the Forum Tour Manager with a list of alternative activities in the area, and he/she will propose an alternative activity to the Group Leader. Forum will pay for any additional entrance fees to a museum or tourist attraction. If the Group Leader would like the group to do an activity such as bowling, then participants may be expected to contribute to the additional costs.

2.6 Outdoor and Adventure Activities

Where outdoor and adventure activities are featured in a tour itinerary, Forum will hold on file the following:

- Details of instructor qualifications
- Details of company license and insurance

2.7 Last Recommendations

Prior to departure, each group is provided with a list of final recommendations for the tour. This document includes details for flight schedule, hotels, contact numbers for emergency services in destination country, travel insurance details, and packing and travel guidelines.



2.8 Tour Evaluations

All Group Leaders are provided with an evaluation form to complete upon their return and to be returned to Forum. All evaluation forms are reviewed by senior management and kept on file for future reference. Any services which are poorly rated will be brought to the attention of the appropriate department and action will be taken to either find a solution or an alternative supplier.

2.10 Emergency Information

Forum provides Group Leaders with a 24-hour emergency contact number which can be used from departure until return. The number is connected to an operator who will determine the nature of the call and where the group is calling from, and then contact the relevant staff on duty.

3. FORUM TOUR MANAGERS & SPECIALIZED LOCAL GUIDES

3.1 Selection of Forum Tour Managers

Forum Tour Managers are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. Candidates are assessed in the following categories:

- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Training and management during an emergency situation
- Previous employment references
- Language skills

Forum Tour Managers are with the group from arrival to departure and available 24 hours a day.

3.2 Selection of Specialized Local Guides

Specialized local guides are contracted for official sightseeing activities or guided tours and are regulated by and adhere to applicable laws, which govern the industry.

3.3 The Forum Tour Manager is Sick, Injured or Absent

If Forum is aware of an absent or ill Tour Manager before the group arrives at their destination, a replacement Manager will be contacted and all the details of the tour will be communicated and confirmed.

If a Tour Manager is not at the airport waiting to greet the group, the Group Leader should call the Emergency Line and arrangements will be made for an employee of Forum or a person contracted by Forum to accompany the group until a Forum Tour Manager can be assigned.

A Forum team member will contact the Group Leader regularly to ensure they are satisfied with the proceedings and changes.

If the Group Leader has any critical issues or major incompatibilities with their Forum Tour Manager, they should contact the Emergency Line and discuss the issue with Forum. If needed, Forum will assess the possibility to change a Tour Manager in agreement with the Group Leader, as the Tour Manager is paramount to the success and safety of a tour.



A replacement will be assigned and a Forum employee or contracted personnel will accompany the group in the case of a delay in assigning a replacement Tour Manager.

4. GROUP ISSUES – PARTICIPANTS & CHAPERONES

4.1 Passports, Visas and Travel Documents

Before a group departs, there are many checks and meetings held by the Tour Consultant and Group Leader to discuss details of the tour including the necessity for all participants to have valid passports and any necessary visas.

In the unlikely event of travel documents being incorrect or missing, an adult chaperone from the group should accompany the student through the formalities with the assistance of the Forum Tour Manager. The Group Leader will advise the parents.

4.2 Cancellation of a Participant, Chaperone or Group Leader

In the event of a cancellation, the Group Leader must inform the Tour Consultant or a Forum team member, so the Forum Tour Manager and in turn the suppliers can be informed and updated.

4.3 Group Leader Claims Something is Missing from the Itinerary

Two to three weeks before departure, a final itinerary will be sent to and approved by the Group Leader. The approved itinerary will then be sent to the Forum Tour Manager with all of the reservations and tour details.

The Forum Tour Manager and the Forum Operations Department will do everything to accommodate a request from the Group Leader on their itinerary. Any changes to the itinerary during the tour will be passed on to the Tour Consultant, who will contact the client if there need to be any financial adjustments.

5. EMERGENCY MEDICAL PROCEDURES

5.1 Illness or Injury

The safety of our travelers is our top priority that is why all our travel programs include a protection plan with Travel Insured International.

If a member of the group becomes ill or is injured, the Forum Tour Manager will take the child to a health clinic or hospital. The next step is to contact the insurance company as soon as possible, the contact details will be in the Forum Tour Manager's group file.

If a student participant becomes ill or is injured, an adult chaperone or the Group Leader must stay with the student. It is the responsibility of the Group Leader to advise a parent or guardian of the situation.

If an adult chaperone becomes ill or is injured, after the insurance company has been notified, they can determine the action they would like to proceed with.

If the Group Leader becomes ill or is injured and cannot resume their responsibilities, they must select an adult chaperone to undertake the Group Leader responsibilities.

In all cases, the Forum Tour Manager will contact the Forum Operations Department.



5.2 General Health

If a student participant is not feeling well or is in need of basic medical assistance such as pain killers, the Group Leader is responsible for ensuring the well-being of the participant unless they need to see a doctor – refer to procedure above.

6. GENERAL PROCEDURES

6.1 Conduct and behavior

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misbehavior, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take as far as contacting parents and dealing with any situations that arise.

If the Forum Tour Manager witnesses any problems with behavior from the students, they will inform the Group Leader immediately.

All groups generally have a minimum complimentary chaperone ratio of one to ten students. Normally chaperones are teachers from the school; thus, they know the students well and will assist the Group Leader with issues relating to conduct and behavior.

6.2 Valuables Lost or Stolen

In the event of a theft or loss of items or valuables, the Forum Tour Manager should be informed immediately. She/he will contact the police or appropriate local authorities, and a report will be logged at the nearest police station.

6.3 Parent Sending Money to Student

If a parent needs to transfer money to their child, the best way is through Western Union. Through the Emergency Line, information will be passed to the Forum Tour Manager and arrangements will be made for the child to collect the funds.

6.4 Documents Lost or Stolen

The Tour Consultant will recommend that before departure, the Group Leader take photocopies of all participant passports and transportation tickets. In the event of lost passports or visas, the participant(s) will be accompanied to the appropriate Consulate, and the Forum team will assist them until the situation is resolved.

7. SAFETY PROTOCOL PROCEDURES

7.1 Ensuring safety

Our internal risk and operations teams are staffed by executives with decades of experience in contingency planning. Additionally, our partnership with Travel Insured International allows travelers access to expert medical care while on tour. Lastly, our team works closely with the U.S. State Department, International SOS, and our offices abroad to evaluate global conditions and advise clients when substantive issues arise.



7.2 24-hour emergency support

The safety and security of our traveling students and teachers is our top priority. All groups that travel with us have access to our 24/7 emergency support line. This number is printed on the Forum travel documents that are given to all travelers.

7.3 Reaching a child in case of an emergency

The easiest and fastest way to reach a traveler is to call their Forum Tour Manager when on tour (the tour manager's phone number is included in the last itinerary and last recommendations package) or to call their host family in case of an immersion or exchange program. They can facilitate communication with the child or the child's Group Leader in case of an emergency.

7.4 Harassment

If there is a complaint between students, it will be the Group Leader's responsibility to communicate with the involved parties and decide on the action to proceed with, for example contacting the police. The Forum Tour Manager and Forum Operations Department will be on hand to support the actions decided by the Group Leader.

If a stranger is involved in an altercation or any form of harassment with a member of the group, it should be brought to the attention of the Forum Tour Manager who can assist the participant(s) in filing a complaint against the offender with the police. The Forum team will be on hand to support the necessary actions.

If a Forum Tour Manager is involved in an altercation or any form of harassment with a member of the group, it should be brought immediately to the attention of the Forum Management Team who can assist the participant(s) in filing a complaint with the police. Forum has a No Tolerance Policy regarding such events. This No Tolerance Policy is directly in line with our Forum Child Protection Policy.

8. TERRORIST AND HEALTH THREATS

Forum's top priority is to ensure the safety of our groups while traveling. If a terrorist attack or health threat occurs at a destination while a group is on tour, a Forum representative will contact the families of the travelers to inform them of the situation and confirm the well-being of their child / partner.

8.1 Terrorist attack in the country where our group is traveling

If a terrorist attack occurs in a country where one of our groups is traveling, Forum will follow the instructions and recommendations of The Ministry of Interior / Department of Homeland Security of the visited country. Forum Management regularly monitors the travel alerts issued by the Ministries of Interior in destination countries and the US Department of State.

Forum will also follow instructions of local government (Police and Health Department) that are based where the attack has occurred and the Secretary of State of the United States, to find out if recommended or not to repatriate the group back to the United States.

A Forum Manager from our nearest office of the attacked site will be mobilized to provide support and assistance to the group.



In the case in which it is not mandatory by order of Local and/or International Forces to repatriate the group back to their country, Forum will provide the group with the possibility to change their itinerary or, if they wish, they will have the option to return to their country.

Each event has a very particular protocol that local law enforcement usually follow: to assess the situation, to alert, to mobilize, to safeguard, to house and resupply, to evacuate, and to report.

The Forum Tour Managers are continuously informed of the processes to be followed in case of a terrorist attack:

RUN and find a safe place:

- First consider a route. Is it safe? Will it put the group in the line of fire?
- To act quickly and quietly
- Leave belongings behind
- Running is a far better option than to surrender or negotiate

HIDE in a safe place if running is not an option:

- When looking for a hiding place, avoid dead-ends and bottlenecks
- The best hiding place will be substantially protected from gunfire
- If you've locked yourself in a room, barricade yourself in and move away from the door
- Stay quiet and don't shout for help
- Turn phones onto silent and switch off vibrate

8.2 Isolation by phone after a terrorist attack in the country where our group is traveling

If phone service is not available after a terrorist attack, a Forum Manager will contact the Local Forces (Police and Health Department) to confirm the safety of the group.

A Forum Manager from our nearest office of the attacked site will be mobilized to provide support and assistance to the group.

8.3 Health emergency in a country

If there is a health emergency in a country where one of our groups is traveling, we will follow the instructions and recommendations of the Ministry of Interior of the country and the local and/or international health authorities. Forum monitors regularly the travel alerts issued by the Ministries of Interior in our destination countries, the World Health Organization, and the Center for Disease Control and Prevention regarding health concerns, including global or local disease outbreaks (Zika, Ebola, Chikungunya, etc.)

Forum will follow instructions of the local and international health authorities and the Secretary of State of the United States regarding whether it is recommended or not to repatriate the group back to the United States.

A Forum Manager from the nearest office will be mobilized to provide support and assistance to the group.

In the case in which it is not mandatory to repatriate the group to their country, Forum will provide the group with the possibility to change their itinerary or, if they wish, they will have the option to return to their country.

Each event has a very particular protocol that the Local Forces usually follow: to assess the situation, to alert, to mobilize, to safeguard, to house and resupply, to evacuate, and to report.



CHILD PROTECTION POLICY

CONTENTS

1. INTRODUCTION
2. YOUNG PEOPLE'S RIGHTS
3. GENERAL CONDUCT AND BEHAVIOR
4. GOOD PRACTICES FOR FORUM STAFF
5. RECRUITMENT PROCESS AT FORUM

"At Forum we believe that all children and young people traveling with us have a right to feel safe and protected at all times. We will support their rights, wishes and feelings and encourage an atmosphere of mutual respect."

1. INTRODUCTION

This policy sets out the guidelines and procedures to be followed in regards to child protection issues by all Forum Staff in the management of its Educational Tours, Homestay and School Exchange programs. This will ensure that every child involved in a Forum program is safe, comfortable, and able to participate in a relaxed, protective environment.

The following points support this policy:

- Everyone under the age of 18 will be considered a child.
- The child's welfare is the paramount concern.
- All children have the right to protection from abuse.
- All children should feel safe and secure while using Forum services and/or when in the care of its staff.
- All suspicions and allegations of abuse will be taken seriously, reacted to appropriately, and actioned without delay.
- Staff working with children have an understanding of the issues surrounding child protection and are aware of good practice in relation to working with young people.

*** Throughout this document reference will be made to "Staff" this also applies to Tour Consultants, Tour Managers, Specialized Guides and other contracted workers who provide services on behalf of Forum.

2. YOUNG PEOPLE'S RIGHTS

Children have the right to:

- Be safe
- Be happy, have fun, and enjoy their activities
- Participate on an equal basis in activities which are appropriate to their ability and stage of development
- Be treated with dignity, sensitivity, and respect



- Make comments and suggestions
- Make a complaint and have it dealt with through an effective complaints procedure
- Be afforded confidentiality where appropriate
- Have a voice in the running of their activity
- Be listened to
- Be believed
- Be acknowledged as an individual

Forum Staff have a duty to ensure these rights are upheld.

3. GENERAL CONDUCT AND BEHAVIOR

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misbehavior, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take, as far as contacting parents and dealing with any situations that arise.

All groups generally have a minimum ratio of one chaperone to ten students. Normally chaperones are teachers from the school, so they will know the students and will assist the Group Leader with issues relating to conduct and behavior.

4. GOOD PRACTICES FOR FORUM STAFF

This section outlines the guidelines that Staff should follow when working with children. In addition to tackling abuse, it is good practice to ensure that children feel safe and comfortable while engaging in activities. To this end, this policy also includes direction regarding issues such as bullying, name-calling and horse-play either between children or between adults and children. The more secure and safe children feel during a Forum program, the more likely they, and adults, are to realize that any form of child abuse is unacceptable.

This approach is based on the following supporting principles:

- Staff should be properly recruited and managed, and appropriate training should be made available
- The development of all programs should encourage and foster the empowerment of the child
- All activities which involve children should recognize the needs of the child and be child-centered
- Staff should ensure an environment in which children can enjoy their participation
- All adults have a responsibility to be aware of the child protection policy
- Staff should be mindful of the fact that children with disabilities may be more vulnerable.
- Positive adult-child interactions are characterized by: An open and encouraging atmosphere which recognizes young peoples' voluntary engagement in activities and shows an awareness of the child's autonomy. This is set in an atmosphere which promotes the protection and rights of children.

Those working with children should:

- Always be accessible to others when working with children
- Avoid situations where they and a child are completely unobserved
- Ensure that male and female staff jointly supervise mixed activities, where possible



Those working with children should never:

- Engage in activities which could be considered physical or sexually provocative
- Allow or engage in any form of inappropriate touching
- Allow inappropriate language to remain unchallenged, including remarks between children
- Make sexually suggestive comments to a child or in the presence of a child
- Allow allegations by a child to go unreported, unrecorded, or not acted upon
- Do things of a personal nature that a child can do for themselves

Child Protection Training

- Each new member of Staff will receive child protection training, without which, they will not be permitted to work unsupervised with children.
- Forum Tour Managers and Specialized Guides must receive training prior to taking up each new appointment or annually whichever is appropriate to their work schedule.
- Staff should undertake training on a three year cycle.
- Child protection training will be tailored to the department in which Staff is in contact with children.
- Managers are responsible for ensuring that copies of training material used within departments are available and that good practice are disseminated to others.

Staff Responsibilities

Where possible, Staff should avoid:

- Spending time with a child or small group of children away from others

Staff should not:

- Take children on a journey alone
- Use any form of physical force on a child
- Exercise undue influence over a child in order to obtain personal benefit or reward
- Engage in rough physical games
- Make sexually suggestive comments about, or to, a child in the context of physical activity
- Take physical measurements or engage in testing without the presence of another adult

Policy Review

This policy will be subject to an annual review, following a reported incident and/or changes in legislation whichever comes first.

5. RECRUITMENT PROCESS AT FORUM

Selection of Tour Managers

Forum Tour Managers are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. This assessment is divided into the following categories:



- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Management of emergency situation
- Previous employment references
- Language skills

Forum Tour Managers are with the group from arrival to departure and available 24 hours a day.

Selection of Tour Consultants

Forum Tour Consultants are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates have extensive work expertise in the travel industry and/or have vast personal or professional travel experience. Some Staff may also have a teaching background. Selection criteria are divided into the following categories:

- Number of years as a professional working in the travel industry
- Destination & geographical knowledge
- Previous employment references
- Language skills (English, Spanish & French required)

Forum Tour Consultants oversee all the details of your group. They address the group needs, concerns, requirements, and all questions from the first point of contact until the group returns home from their trip.



APPENDIX 1

STATE OF CALIFORNIA SELLER OF TRAVEL LAWS / REGULATIONS

§ 17550.1. Seller of travel

(a) "Seller of travel" means a person who sells, provides, furnishes, contracts for, arranges, or advertises that he or she can or may arrange, or has arranged, wholesale or retail, either of the following:

- (1) Air or sea transportation either separately or in conjunction with other travel services.
- (2) Land or water vessel transportation, other than sea carriage, either separately or in conjunction with other travel services if the total charge to the passenger exceeds three hundred dollars (\$300).

(b) Seller of travel does not include any of the following:

- (1) An air carrier.
- (2) An ocean carrier.
- (3) A hotel, motel, or similar lodging establishment where in the course of selling, providing, furnishing, contracting for, or arranging transient lodging accommodations and related services for its registered guests, it also arranges for transportation and does not directly or indirectly receive any money or other valuable consideration for arranging or providing that transportation.
- (4) A person or organization certified under Part 5 (commencing with Section 12140) of Division 2 of the Insurance Code, except such a person or organization shall comply with the registration and fee provisions of Sections 17550.20 and 17550.21 for each location at which air or sea transportation is sold either separately or in conjunction with other travel services.
- (5) A motor or rail carrier or water vessel operator holding the required permit, license, or other authority to operate from a state, federal, or other governmental entity.

(c) Notwithstanding any other provision of law, a reference in this article or Article 2.7 (commencing with Section 17550.35) to air or sea transportation or to an air or sea carrier, includes land or water vessel transportation, as described in subdivision (a), and a motor carrier or water vessel operator.

§ 17550.2. Advertise

"Advertise" means to make any representation in the solicitation of air or sea transportation, and includes communication with other members of the same partnership, corporation, joint venture, association, organization, group, or other entity.

§ 17550.3. Passenger

"Passenger" is a person on whose behalf money or other consideration has been given or is to be given to another, including another member of the same partnership, corporation, joint venture, association, organization, group, or other entity, for air or sea transportation, other travel services, or both, for that person.

§ 17550.4. Air carrier

An air carrier is a transporter by air of persons that operates under a certificate of convenience and necessity issued by the United States Department of Transportation or under the certification of a foreign government that is recognized by the United States Department of Transportation.

§ 17550.5. Ticket or voucher

"Ticket or voucher" means a writing that is itself good and sufficient to obtain the entire air or ocean transportation, or travel services, which the passenger has purchased.



§ 17550.6. Officially appointed agent

"Officially appointed agent" means an agent expressly appointed as such, without reservation, for a specified time period, in a written instrument executed by the principal or an authorized representative of the principal. The written instrument shall identify the current name, address, and telephone numbers of the principal and agent.

§ 17550.7. Participant in the travel consumer restitution fund

"Participant in the Travel Consumer Restitution Fund" is a registered seller of travel with its principal place of business in California, who does business with persons located in California, or is a registered seller of travel that does business in California, from one or more locations in California, and that meets the requirements of paragraph (16) of subdivision (e) of Section 17511.1.

§ 17550.8. Provider

"Provider" means the person or entity who actually provides any transportation or travel services.

§ 17550.9. Travel services

"Travel services" includes, but is not limited to, lodging, surface transportation, transfers, tours, meals, guides, baggage transfer, sightseeing, recreational activities, vehicle rental, or other travel-related services, however denominated, including, but not limited to, travel certificates, registration fees, and processing fees. "Travel services" does not include travel services rendered by providers of lodging such as a hotel, motel, or similar lodging establishment where the provider of lodging supplies only that service.

§ 17550.10. Travel certificate

"Travel certificate" means a writing that represents the holder is entitled to air or sea transportation or travel services, to a discount or reduced price for that transportation or those travel services, or to purchase that transportation or those travel services from a specified source, whether or not the holder is required to pay additional money or fulfill any requirements in order to utilize the certificate.

§ 17550.11. Adequate bond

(a) "Adequate bond" means a bond executed by an admitted surety insurer in an amount at all times no less than at least equal to the amount required to be held in a trust account pursuant to Section 17550.15 by any seller of travel in conjunction with such transportation, for the benefit of every passenger who sustains a monetary loss as a result of any violation of this article by a seller of travel or any failure by a seller of travel or by any official, agent, or employee of the seller of travel acting in the course or scope of his or her employment or agency. A seller of travel filing the bond shall maintain the bond in force in the proper amount as a condition of continuing to engage in business. The admitted surety insurer issuing the bond shall provide 30 days' written notice prior to cancellation or termination of the bond to the seller of travel filing the bond and the office of the Attorney General, Consumer Law Section. Cancellation of the bond shall not limit or exonerate the surety insurer from claims against the bond arising during the period it was in force.

(b) No passenger may recover upon the bond a sum greater than that which the passenger paid to the seller of travel, provided that this limitation shall not restrict a passenger from recovering sums greater than those paid to the seller of travel from sources other than the bond.

§ 17550.12. Repealed by Stats.1998, c. 924 (S.B.2175), § 5



§ 17550.13. Receipt of payment for air or sea transportation or other travel services; information which must be furnished to payor

(a)(1) A seller of travel shall not receive any money or other valuable consideration in payment for air or sea transportation or other travel services offered by the seller of travel unless at the time of or prior to the receipt of payment, the seller of travel first furnishes to the person making that payment written materials conspicuously setting forth the following information:

(A) The name and business address and telephone number of the seller of travel.

(B) The total amount to be paid by or on behalf of the passenger, amount paid to date, the date of any future payment, the purpose of the payment made, and an itemized statement of the balance due, if any.

(C) The name of the provider of the air or sea transportation, and the date, time, and place of each departure, or the circumstances under which the date, time, and place of departure will be determined.

(D) All terms and conditions relating to the air or sea transportation or travel services being purchased by the passenger, including cancellation conditions. An air carrier's or an ocean carrier's standard contract of carriage is not required to be disclosed prior to the seller of travel receiving any money or other valuable consideration.

(E) A clear and conspicuous statement that upon cancellation of the transportation or travel services, where the passenger is not at fault and has not canceled in violation of any terms and conditions previously clearly and conspicuously disclosed to and agreed to by the passenger, all sums paid to the seller of travel for services not provided will be promptly paid to the passenger, unless the passenger otherwise advises the seller of travel in writing, after cancellation.

(F) If the seller of travel is required by this article to have a trust account or bond, a clear and conspicuous disclosure stating: "California law requires certain sellers of travel to have a trust account or bond. This business has [a trust account] or [a bond issued by (company) in the amount of (\$X)]."

(G) If the seller of travel is a participant in the Travel Consumer Restitution Fund and the passenger, or the person making payment for the passenger, was located in California at the time of the sale of air or sea transportation or travel services, a clear and conspicuous notice of the right of the passenger, or the right of the person making payment for the passenger, to make a claim on that fund. The notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount which may be claimed.

(H) If the seller of travel is a participant in a Consumer Protection Deposit Plan that meets the criteria set forth in subdivision (b) of Section 17550.16, a clear and conspicuous notice of the passenger's right to make a claim on the plan. That notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount that may be claimed.

(I) If the seller of travel is a participant in a Consumer Protection Escrow Plan that meets the criteria set forth in subdivision (c) of Section 17550.16, a clear and conspicuous notice of the passenger's right to make a claim on the plan. That notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount that may be claimed.

(J) If the seller of travel is not a participant, a clear and conspicuous disclosure that the seller of travel is not a participant in the Travel Consumer Restitution Fund. That disclosure shall be made both orally and in writing.



(K) If the seller of travel is a participant in the Travel Consumer Restitution Fund and the passenger or any person who made a payment on behalf of the passenger for travel services is located in California, a clear and conspicuous disclosure made both orally and in writing that the transaction is covered by the Travel Consumer Restitution Fund.

(2) There is no violation of this subdivision if both of the following occur:

(A) Compliance was rendered impossible as a direct result of an unforeseen condition beyond the control of the seller of travel.

(B) The seller of travel obtains from each passenger, written acknowledgment that the passenger has not received disclosure of the terms and conditions required by this section.

(b) If a seller of travel offers, sells, provides, or distributes a travel certificate as defined in Section 17550.10 and any passenger payment is nonrefundable, in whole or in part, the seller of travel shall obtain the written acknowledgment of that limitation from the end user prior to, or at the time of, receipt of any money or other valuable consideration.

(c) Notwithstanding any other provision of this section, if money or other valuable consideration is received from a customer to whom the seller of travel has sold air or sea transportation within the preceding 12 months and the disclosures required by this section are substantially the same as the disclosures given in connection with the prior travel, the disclosures required by this section shall be made within five days of receipt of that money or other valuable consideration.

(d) Notwithstanding any other provision of this section, if money or other valuable consideration is received in payment for air transportation and the seller of travel is an officially appointed agent in good standing of the Airlines Reporting Corporation and forwards the amount paid, without offsetting or reducing the amount forwarded by any amounts due or claimed in connection with any other transaction, to the airline providing the transportation or to the Airlines Reporting Corporation, the disclosures required by this section with respect to that air transportation may be made orally.

§ 17550.14. Transportation or travel service not provided; return of moneys paid or written statement of disbursements; terms and conditions of refund upon cancellation; material misrepresentations

(a) The seller of travel has an obligation either to provide the air or sea transportation or travel services purchased by the passenger or to make a refund as provided by this section. The seller of travel shall return to the passenger all moneys paid for air or sea transportation or travel services not actually provided to the passenger, within either of the following periods, whichever is earlier:

(1) Thirty days from one of the following dates:

(A) The scheduled date of departure.

(B) The day the passenger requests a refund.

(C) The day of cancellation by the seller of travel.

(2) Three days from the day the seller of travel is first unable to provide the air or sea transportation or travel services.

As used in this section, "unable to provide" includes, but is not limited to, any day on which the passenger's funds are not in the trust account required by Section 17550.15 and subdivision (g) of Section 17550.21 or the funds necessary to provide the passenger's transportation or travel services have been disbursed other than as allowed by Section 17550.15 or subdivision (a) of Section 17550.16.



(b) If the seller of travel has disbursed the passenger's funds pursuant to paragraph (1), (2), (3), or (4) of subdivision (c) of Section 17550.15 and the disbursement is in full payment for the services or transportation purchased by the passenger, the seller of travel may, instead of providing a refund, provide to the passenger a written statement accompanied by bank records establishing that the passenger's funds were disbursed as required by those provisions and, if disbursed to a seller of travel, proof of current registration of that seller of travel. A seller of travel who is exempt from the requirements of Section 17550.15 pursuant to subdivision (a) of Section 17550.16 and who is in compliance with subdivision (a) of Section 17550.16 may comply with this section by maintaining and providing to the passenger documentary proof of disbursement in compliance with subdivision (a) of Section 17550.16, and proof of current registration of the seller of travel to whom the funds were disbursed, which registration shall note that the registered seller of travel either has a trust account in compliance with Section 17550.15, or is exempt from the requirements of Section 17550.15 pursuant to subdivision (b) or (c) of Section 17550.16. This subdivision does not apply to refunds subject to subdivision (c) or (d).

(c) If terms and conditions relating to a refund upon cancellation by the passenger have been disclosed and agreed to by the passenger and the passenger elects to cancel for any reason other than a seller of travel being unable to provide the air or sea transportation or travel services purchased, the making of a refund in accordance with those terms and conditions shall be deemed to constitute compliance with this section.

(d) Any material misrepresentation by the seller of travel shall be deemed to be a violation of this article and cancellation by the seller of travel, necessitating a refund as required by subdivision (a).

§ 17550.15. Sellers of travel; deposit of money into trust account; withdrawals; responsibilities; bond

(a) This section applies to a seller of travel as defined in Section 17550.1.

(b) The seller of travel shall deposit directly into a trust account in a federally insured bank, savings and loan association, or credit union 100 percent of all sums received from any person or entity, including, but not limited to, those payments made in cash, by credit card, or any other method of payment, for air or sea transportation for any person, or for any travel services offered by the seller of travel, and any refunds made by carriers or providers of travel services. This subdivision does not require that a seller of travel establish a separate trust account for each transaction.

(c) The seller of travel shall not in any manner encumber the corpus of the trust account and shall not withdraw money there from except as follows:

(1) In partial or full payment to the carrier for transportation, or to the provider of travel services, for the services or transportation purchased by the passenger.

(2) In partial or full payment to the carrier or provider of travel services if payment is made by wire transfer directly to an account of the Airlines Reporting Corporation, or by check or draft paid to the Airlines Reporting Corporation for the transportation or services contracted for by the passenger.

(3) Upon delivery of all tickets or vouchers necessary for the passenger to obtain from the carrier or provider of travel services the transportation or services purchased by the passenger, at which time the seller of travel may withdraw the portion of the sum paid by the passenger that is due the seller of travel as compensation for sale of the transportation or travel services to that passenger. Tickets or vouchers shall be deemed delivered if personally delivered, turned over to an independent third-party delivery service for regular delivery to the passenger at the address designated by the passenger on the next business day, or deposited in the United States mail with first-class postage prepaid.



(4) Upon full payment to the provider of transportation or travel services, directly to the trust account identified in the registration of another seller of travel to whom the funds are paid, or to another registered seller of travel whose registration states that the other registered seller of travel is exempt pursuant to subdivision (b) or (c) of Section 17550.16 from the requirements of this section, of the total amount that is required by the carrier or provider of transportation or travel services or other registered seller of travel in order to provide the transportation or services purchased by the passenger, at which time the seller of travel may withdraw from the trust account that portion of the sum paid by the passenger which is commission due the seller of travel for sale of the transportation or travel services to that passenger.

(5) To make refunds to the passenger.

(d) Subdivision (c) shall not prevent payment of the interest earned on the trust account to the seller of travel.

(e) The seller of travel shall serve as trustee of the trust accounts required by this article. If an individual person is the seller of travel, the individual person shall be the trustee; if the seller of travel is a corporation, partnership, limited liability company, or other legal entity, a managing partner or partners, or the chief executive officer of the corporation, or executive officer or manager of a limited liability company shall be the trustee. The trustee may designate in writing that an officer or employee may manage the trust account if that officer or employee is under the trustee's supervision and control, and the original of that writing is on file with the Attorney General's office.

(f) (1) Except as otherwise provided in this section, all trust accounts required by this article shall be maintained at a branch of a federally insured bank, savings and loan association, or credit union.

(2) The seller of travel shall file with the Attorney General an irrevocable agreement in writing allowing the Attorney General, a district attorney, or their representatives, upon written request, to examine and obtain copies of all business records, including, but not limited to, those related to the trust account wherever those records may be, and including, but not limited to, those records relating to any travel business account, or any account used for any travel business transaction, or account to which trust funds have been deposited. The statement shall indicate that the authorization remains in effect as long as the seller of travel, financial institution, or other custodian of records retains records.

(3) A seller of travel shall maintain all business records described in paragraph (2) for a minimum period of three years.

(4) The Attorney General may maintain an action for recovery of examination costs and expenses in any court of competent jurisdiction, and may recover his or her reasonable costs and attorney's fees as an item of costs, as provided for in paragraph (10) of subdivision (a) and paragraph (5) of subdivision (c) of Section 1033.5 of the Code of Civil Procedure. Costs and expenses for an examination under this section shall be paid for by the seller of travel if the Attorney General bills the seller of travel for those costs and expenses, provided that the examination shows that the seller of travel has failed to comply with any requirements of this chapter.

(g) Every seller of travel has a fiduciary responsibility with respect to all sums received for transportation or travel services.

(h) The following are deemed to be held in trust for passengers:



(1) All sums received by the seller of travel for transportation or travel services whether or not required to be deposited in an actual trust account and regardless of whether any of these sums were required to be deposited or actually were deposited in a trust account.

(2) All property with which any of the sums described in paragraph (1) has been commingled if any of these sums cannot be identified because of the commingling.

(i) Upon any judicially ordered distribution of any money or property required to be held in trust and after all expenses of distribution approved by the court have been paid, every passenger has a claim on the trust for payments made for transportation and other travel services not provided. Unless a passenger can identify his or her funds in the trust within the time established by the court, each passenger shall receive a proportional share based on the amount paid.

(j) The seller of travel is not required to comply with the direct deposit requirement set forth in subdivision (b) if all of the following apply:

(1) The payment is made by credit card.

(2) The seller of travel does not deposit, negotiate, or factor the credit card charge or otherwise seek or obtain payment of the credit card charge or the crediting of the amount of the credit card charge to any account over which the seller of travel has any control.

(3) (A) If the charge includes transportation, the carrier that is to provide the transportation processes the credit card charge.

(B) If the charge is only for services, the provider of services processes the credit card charge.

(k) In lieu of the trust account required by this article, an adequate bond as set forth in Section 17550.11 may be maintained by the seller of travel. Prior to the advertisement of transportation or services, or both, by the seller of travel, the seller of travel shall file a copy of that bond with the Attorney General.

FORUM

LANGUAGE EXPERIENCE

APPENDIX 2

STATE OF CALIFORNIA SELLER OF TRAVEL



State of California
DEPARTMENT OF JUSTICE

SELLER OF TRAVEL PROGRAM

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Suite 205
San Diego, CA 92116-1367

March 12, 2019

SELLER OF TRAVEL ACKNOWLEDGEMENT OF REGISTRATION

This letter acknowledges your registration as a Seller of Travel with the California Seller of Travel Program, Office of the Attorney General. Your registration number is:

2061627-40

Your registration is valid until **March 31, 2020**, and must be renewed before that time. A certificate of Registration as a Seller of Travel is enclosed which describes your registration type, shows your Registration Number, and your expiration date. **For more information regarding model disclosure language, go to the Seller of Travel website:** <https://oag.ca.gov/sites/all/files/agweb/pdfs/travel/disclosure.pdf>. Disclosures about Travel Consumer Restitution Corporation participation and the rights of consumers are required on all of your advertising and sales solicitation materials. Please refer to this website regarding the required use of your Registration Number and other required disclosures.

Based on the information you have provided this office, you have been registered as a Seller of Travel which is required to use a trust account. You must deposit all passengers' funds directly into the trust account(s) you have identified in your application, and make withdrawals only in compliance with Section 17550.15 of the Seller of Travel law.

Please use your registration number on all correspondence with this office.

SELLER OF TRAVEL PROGRAM
Office of the Attorney General

FORUM

LANGUAGE EXPERIENCE



State of California
DEPARTMENT OF JUSTICE

SELLER OF TRAVEL PROGRAM

300 South Spring Street, Suite 1702
Los Angeles, CA 90013
Telephone: (213) 269-6564
Facsimile: (916) 731-2118
E-mail: sellers.travel@doj.ca.gov
website: <https://oag.ca.gov/travel>

State of California Seller of Travel Certificate of Registration

Prometour, Inc.

Registration #: 2061627-40
Expires: March 31, 2020

This business is required to deposit
100% of all customer funds into a
business client trust account.

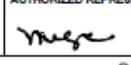
Registration as a seller of travel does not
constitute approval by the State of California.

FORUM

LANGUAGE EXPERIENCE

APPENDIX 3

CERTIFICATE OF INSURANCE

Client#: 443581		PROMEUSA					
ACORD		CERTIFICATE OF LIABILITY INSURANCE					
		DATE (MM/DD/YYYY) 04/01/2019					
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER Marsh & McLennan Agency LLC Marsh & McLennan Ins. Agency LLC PO Box 85638 San Diego, CA 92186		CONTACT NAME: Melissa Lugo PHONE (A/C No. Ext): 858-750-4537 E-MAIL ADDRESS: Melissa.Lugo@marshmma.com FAX (A/C No.): INSURER(S) AFFORDING COVERAGE INSURER A: Steadfast Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:					
INSURED Prometour USA Inc. 2700 Adams Avenue #205 San Diego, CA 92116		NAIC # 26387					
COVERAGES		CERTIFICATE NUMBER:					
		REVISION NUMBER:					
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	ADDL LTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			EOL030321303	04/02/2019	04/02/2020	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$50,000 MED EXP (Any one person) \$1,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMPROP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EOL030321303	04/02/2019	04/02/2020	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			EOL030321303	04/02/2019	04/02/2020	\$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER							
CANCELLATION							
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
AUTHORIZED REPRESENTATIVE 							
© 1988-2015 ACORD CORPORATION. All rights reserved.							
ACORD 25 (2016/03)		1 of 1		The ACORD name and logo are registered marks of ACORD		WSMZL	
#S4080904/M4080903							



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teacher's Tour Website

eftours.com/

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PERU: CUZCO, MACHU PICCHU & LAKE TITICACA

9 or 11 days | Lima | Sacred Valley | Cuzco | Puno | Extension to Paracas

From the shores of the Pacific Ocean to the banks of Lake Titicaca in Puno, immerse yourself in the natural splendor and rich history of Peru. This land has been home to some of the world's most ancient civilizations. You'll retrace the roots of the Inca Empire in Cuzco and at Machu Picchu, a destination like no other on Earth, while also exploring the Spanish Empire's reign in Lima.

EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: 4 sightseeing tours led by expert, licensed local guides; 1 walking tour



Entrances: San Francisco Monastery; Larco Museum; Korikancha Temple; Cuzco Cathedral; Sacsayhuaman Fortress; Machu Picchu; Ollantaytambo; Raqhi Temple; Boat excursion Lake Titicaca; *With extension:* Islas Ballestas boat cruise; Paracas National Park



weShare, our online platform that taps into each student's interests for a more engaging learning experience



All of the details are covered: Round-trip flights on major carriers; Internal flight; Comfortable motorcoach; 7 overnight stays in hotels (9 with extension); Breakfast and dinner daily



Sacred Valley



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

— MELISSA, TRAVELER

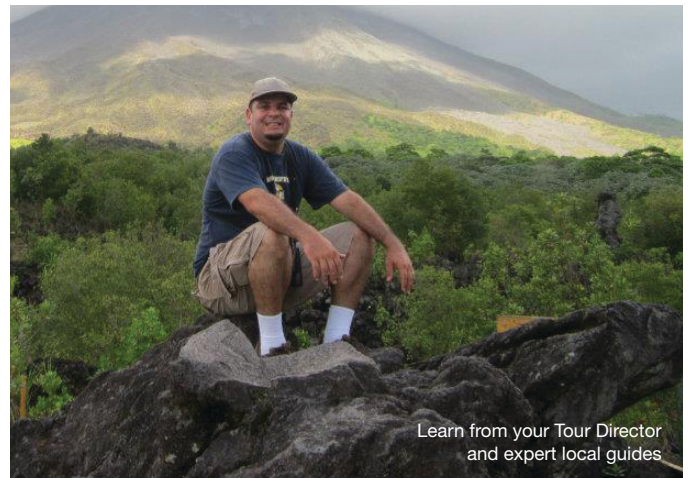


Via Twitter

CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at
eftours.com/

Your teacher's Tour Website



What you'll experience on your tour

Day 1: Fly to Peru

- Meet your Tour Director at the airport in Lima. Built on a coastal oasis at the foot of the Andes, Lima has served as Peru's capital since 1535. See vestiges of the city's rich colonial heritage, including the Government Palace, the Cathedral and the 17th-century San Francisco monastery. Prior to the Spanish conquest, the area was home to several Indian civilizations. You'll get a taste of contemporary Lima in the suburbs of San Isidro and Miraflores, which overlook the Pacific. At the Larco Museum, located in an 18th-century mansion built over a 7th-century pre-Columbian pyramid, you'll find the finest gold and silver collection from Ancient Peru, along with other outstanding examples of art and archaeological artifacts.

Day 2: Lima

- Take an expertly guided tour of Lima: Government Palace; Archbishop's Palace; City Hall; Lima Cathedral
- Visit the San Francisco Monastery
- Visit the Larco Museum
- Take a walking tour of Miraflores

Day 3: Lima | Cuzco

- Fly to Cuzco, the "navel of the Earth" and the former epicenter of a vast empire stretching from Colombia to Chile. Once you've adjusted to the altitude, journey to the exquisitely preserved canals and narrow streets of Ollantaytambo.
- Take an expertly guided tour of Ollantaytambo

Day 4: Sacred Valley

- Travel by train to Machu Picchu
- Visit Machu Picchu, the fabled "Lost City of the Inca" and one of the New Seven Wonders of the World. A 35-mile-long trail winds through desert, cloud forest and an orchid-filled jungle before reaching this UNESCO World Heritage Site. Archaeologists have yet to determine why the site, perched atop a mist-shrouded peak, was abandoned. See remnants of temples and terraces that have yet to reveal the true purpose of Machu Picchu—some believe only an elite Incan priesthood knew of its former existence. Your visit will consist of both a guided tour and free time to explore on your own.
- Return by train to Sacred Valley

Day 5: Sacred Valley | Pisac | Cuzco

- Travel to Cuzco by way of Pisac
- Free time to explore the Indian market in Pisac
- Take an expertly guided tour of Cuzco: Korikancha Temple; Cuzco Cathedral
- Visit the Sacsayhuaman Fortress

Day 6: Raqchi | Puno

- Visit Raqchi Temple
- Travel to Puno

Day 7: Puno

- Enjoy a boat ride on Lake Titicaca
- Visit Taquile and Uros islands
- Enjoy hiking and visiting native communities

Day 8: Lima | Depart for home

- Travel to Juliaca
- Fly to Lima, then depart for home

Day 9: Arrive home

✦ 2-DAY TOUR EXTENSION

Day 8: Travel to Paracas

Day 9: Paracas

- Enjoy an Islas Ballestas boat cruise
- Visit the Julio C. Tello Site Museum
- Take a walk through the desert to the Morón oasis

Day 10: Lima | Depart for home

- Visit Paracas National Park
- Transfer to Lima, and board an overnight flight for home

Day 11: Arrive home

Watching the sun set while looking over Incan Ruins in Peru. It was breath taking!

– JORDEN, TRAVELER



The itinerary was educational, creative, and perfectly paced. The sites were more amazing in person than I had ever dreamed. If you want to take a trip to a place that is vibrant, alive, and exhilarating, you can't go wrong with Peru.

– CAITLIN, GROUP LEADER



TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —

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Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER



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For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

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- **All of our educational tours feature experiential learning activities** and visits to the best sites.
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- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.



Education First

Tour Price Quote

Tour: Cuzco, Machu Picchu and Lake Titicaca

Prepared For
Patricia Sanchez

Prepared On
September 30, 2019

Tour Page
www.ef-tours.com/PML

Guaranteed Lowest Price

Price valid for travelers enrolled September 30, 2019 - September 30, 2019*

Student

\$3,474

or \$188 / 18 mos

Adult

\$3,924

or \$213 / 18 mos

Price Breakdown

Program Price	\$3,509
Global Travel Protection	\$165
Early Enrollment Discount	-\$200

*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at ef-tours.com/baggage. All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit ef-tours.com/bc.

Your travel details

Total Length
9 days

Departing From
Boston (MA)

Requested Travel Dates
Friday, April 16, 2021 - Saturday, April 24, 2021

Your Departure Date Range

<input type="checkbox"/> Earliest	<input checked="" type="checkbox"/> Requested	<input type="checkbox"/> Latest
Wed. Apr. 14	Fri. Apr. 16	Sun. Apr. 18

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An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.ef-tours.com/PML.

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Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

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Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

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Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at ef-tours.com/peaceofmind.

Your Tour Consultant



Josiah Lung
617-619-1839
Josiah.Lung@ef.com



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: December 1, 2019

Re: Chapter 70 School Finance & Pending Legislation Funding Analysis and Report

As previously reported in September, 2019, Joanna Johnson-Collins and I met and contracted with Mr. Roger Hatch, retired MA DESE school finance administrator, to work with the district to author a report detailing how the state funding formula (Ch. 70 aid) affects school finances in Chelmsford – historically, at the present time, and looking into the future – in light of the recently enacted legislation at the state level.

Mr. Hatch will be present at Tuesday evenings regular school committee meeting to present and share his report. I have invited Town Manager Cohen to join us for the presentation. After the presentation and question/answer period, we may discuss if the Committee feels it may be beneficial/valuable to have Mr. Hatch present any/all of his report to the Tri-Board at our meeting schedule on December 9, 2019.

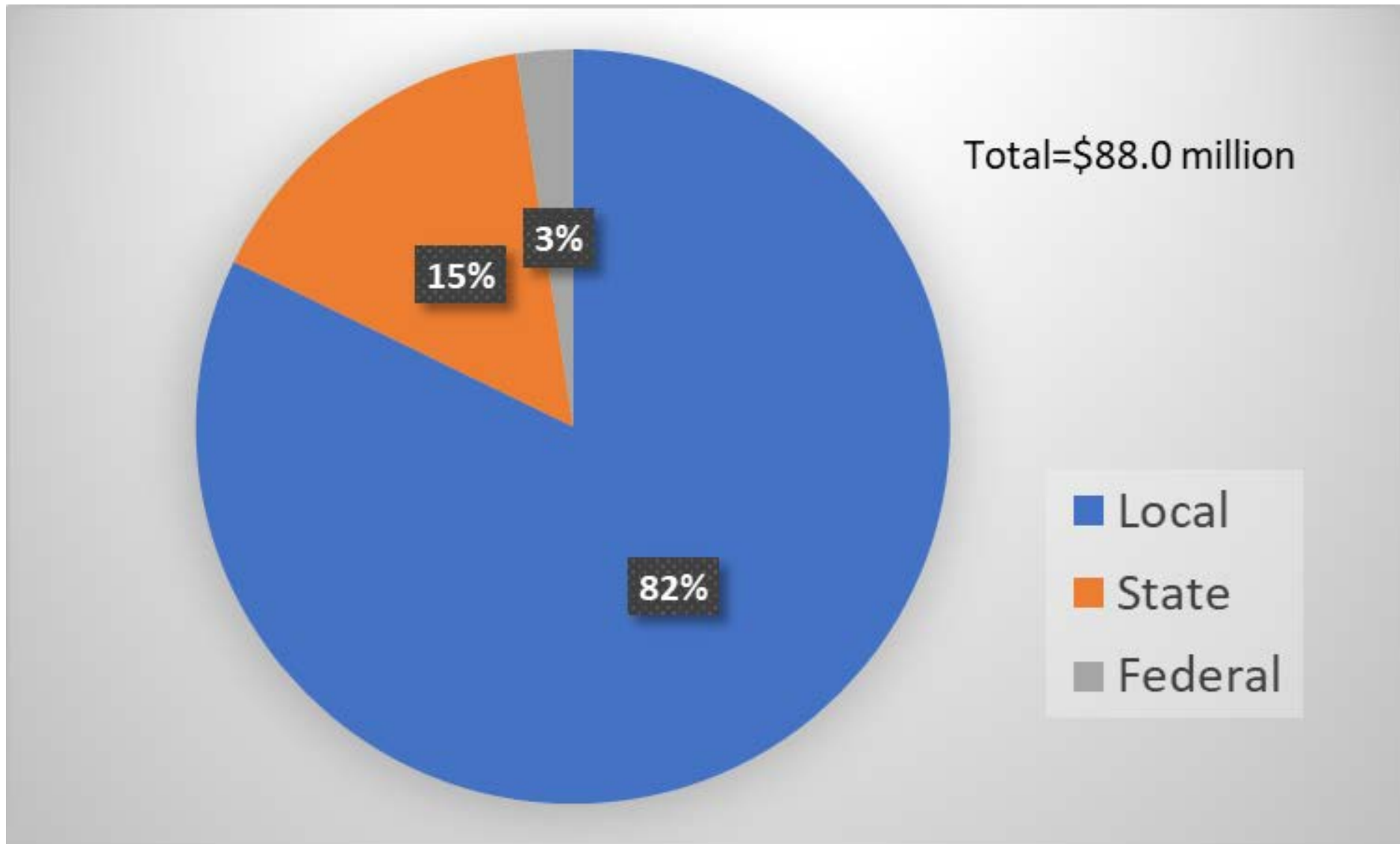
Chelmsford and State School Funding

Chelmsford School Committee

December 3, 2019

Roger Hatch, Retired Administrator ESE School Finance
rmhatch@verizon.net

Chelmsford District Revenue Sources FY19



Chelmsford Spends Below State Average on Every Function

FY18 Expenditures Per Pupil, Chelmsford and Selected Districts

LEA	District	Total FTE Pupils	Adminis- tration	Instructional Leadership	Teachers	Other Teaching Services	Prof Develop- ment	Instruct'I Materials & Tech	Guidance, Counseling and Testing	Pupil Services	Operations/ Maintenance	Insurance, Retirement Programs and Other	Total Expenditures
0009	Andover	6,079.2	\$440.52	\$1,074.95	\$6,896.81	\$1,886.01	\$219.78	\$293.81	\$615.28	\$1,317.80	\$1,531.28	\$2,600.23	\$17,985.83
0014	Ashland	2,854.5	\$517.04	\$692.95	\$5,763.47	\$1,118.25	\$68.33	\$336.18	\$676.38	\$1,369.56	\$874.44	\$2,154.74	\$14,469.60
0031	Billerica	5,049.2	\$350.44	\$862.69	\$6,562.58	\$1,494.82	\$152.48	\$346.58	\$663.44	\$1,430.87	\$1,334.04	\$2,896.51	\$16,564.97
0056	Chelmsford	5,261.3	\$472.40	\$731.98	\$5,858.96	\$1,077.57	\$25.78	\$469.34	\$389.74	\$1,501.48	\$877.29	\$2,319.25	\$14,953.95
0167	Mansfield	3,944.5	\$408.65	\$893.25	\$6,777.13	\$1,276.04	\$157.88	\$269.02	\$508.41	\$1,518.79	\$991.39	\$2,875.02	\$16,588.06
0171	Marshfield	4,231.0	\$502.84	\$894.16	\$5,967.35	\$1,332.41	\$290.01	\$219.77	\$452.79	\$1,063.88	\$877.18	\$1,585.33	\$14,009.66
0178	Melrose	4,200.2	\$476.36	\$796.91	\$4,549.63	\$1,038.84	\$190.41	\$205.05	\$341.78	\$1,152.23	\$860.86	\$2,204.15	\$12,327.21
0198	Natick	5,630.6	\$846.60	\$904.74	\$5,743.65	\$1,296.97	\$114.91	\$366.38	\$555.52	\$1,670.30	\$1,168.54	\$2,662.95	\$16,294.12
0211	North Andover	4,944.5	\$411.17	\$724.90	\$4,942.67	\$1,178.77	\$25.25	\$289.66	\$350.17	\$1,438.47	\$854.29	\$1,906.46	\$13,136.37
0212	North Attleborough	4,468.2	\$378.03	\$737.48	\$5,137.47	\$1,055.58	\$12.38	\$150.93	\$275.71	\$1,082.46	\$979.64	\$2,550.52	\$12,914.39
0271	Shrewsbury	6,379.0	\$326.96	\$741.50	\$5,251.59	\$1,537.12	\$222.94	\$402.87	\$360.81	\$1,426.31	\$830.13	\$1,889.15	\$13,792.11
0305	Wakefield	3,605.1	\$432.79	\$943.89	\$5,876.39	\$1,266.04	\$67.76	\$449.86	\$422.43	\$1,014.95	\$1,351.48	\$2,717.45	\$15,593.77
0326	Westford	5,149.1	\$339.40	\$901.60	\$6,011.33	\$1,167.98	\$54.35	\$373.43	\$475.53	\$1,423.96	\$1,185.33	\$2,071.23	\$14,806.40
0000	STATE TOTALS	986,707.6	\$562.11	\$1,046.09	\$6,180.45	\$1,324.26	\$156.90	\$488.00	\$504.49	\$1,628.73	\$1,197.93	\$2,824.40	\$16,464.74

Goal of the Chapter 70 formula

- To ensure that every district has sufficient resources to meet its foundation budget spending level, through an equitable combination of local property taxes and state aid.

Chapter 70 aid is determined in three basic steps

A district's Chapter 70 aid is determined in three basic steps:

1. It defines and calculates a **foundation budget**, an adequate funding level for each district, given the specific grades, programs, and demographic characteristics of its students.
2. It then determines an equitable **local contribution**, how much of that "foundation budget" should be paid for by each city and town's property tax, based upon the relative wealth of the community.
3. The remainder is funded by Chapter 70 **state aid**.

Local Contribution + State Aid = a district's Net School Spending (NSS) requirement. This is the minimum amount that a district must spend to comply with state law.

Key Factors in Chapter 70 Formula

Foundation Budget

- Enrollment
- Wage Adjustment Factor
- Inflation (3.75% for FY20)

Local Contribution

- Property value
- Income
- Municipal Revenue Growth Factor

These are externally-determined factors, not subject to school district decisions

Foundation Budget Review Commission Recommendations (2015)

- Raise cost estimates for employee benefits, special education, English Language Learner and Low Income (Economically Disadvantaged) Students
- Reforms partially phased in through state budget language
- FY18: benefits
- FY19: benefits and ELL
- FY20: benefits, special education, ELL, Low Income

Foundation Enrollment

- Counts kids the district is financially responsible for
 - Locally-enrolled residents
 - Choiced-out headcounts (but not low-income component)
 - Charter schools
 - Other tuitioned-out pupils (sped, non-resident voke)
- Does not include tuitioned-in pupils (choice, tuition)
 - EXCEPT for their low-income component

Chelmsford Foundation Budget FY20

	Base Foundation Components							Incremental Costs Above the Base						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Pre-School	----- Kindergarten ----- Half-Day	Full-Day	Elementary	Jr High/ Middle	High School	Voke	Sped In Dist	Sped Out of Dist	EL PK-5	EL 6-8	EL High	Low Inc EcoDis	TOTAL
Foundation Enrollment	151	1	377	1,896	1,188	1,538	0	190	50	129	34	22	759	5,076
1 Administration	29,680	197	148,201	745,329	467,010	604,597	0	515,488	140,566	11,663	3,215	1,624	39,663	2,707,231
2 Instructional Leadership	53,604	355	267,664	1,346,129	843,460	1,091,955	0	0	0	20,410	5,626	2,842	187,936	3,819,981
3 Classroom and Specialist Teachers	245,790	1,628	1,227,322	6,172,347	3,403,405	6,479,503	0	1,700,980	0	142,857	39,384	19,892	1,834,655	21,267,764
4 Other Teaching Services	63,038	417	314,783	1,583,098	714,045	769,579	0	1,588,182	2,147	20,410	5,626	2,842	0	5,064,167
5 Professional Development	9,720	64	48,560	244,253	165,913	208,268	0	82,054	0	5,830	1,607	812	89,009	856,090
6 Instructional Equipment & Tech*	35,468	235	177,107	890,703	558,099	1,156,038	0	71,406	0	14,533	4,007	2,024	13,601	2,923,220
7 Guidance and Psychological	17,884	118	89,311	449,160	374,604	607,929	0	0	0	8,747	2,411	1,218	74,293	1,625,674
8 Pupil Services	7,112	47	35,533	268,005	274,310	818,897	0	0	0	2,916	804	406	386,036	1,794,066
9 Operations and Maintenance	68,254	452	340,809	1,713,991	1,164,313	1,461,519	0	575,824	0	34,986	9,645	4,872	0	5,374,666
10 Employee Benefits/Fixed Charges*	78,427	519	391,609	1,969,535	1,270,905	1,488,559	0	641,218	0	31,974	8,815	4,452	295,881	6,181,894
11 Special Ed Tuition*	0	0	0	0	0	0	0	0	1,330,606	0	0	0	0	1,330,606
12 Total	608,977	4,033	3,040,898	15,382,549	9,236,063	14,686,843	0	5,175,152	1,473,319	294,326	81,141	40,983	2,921,073	52,945,359
13 Wage Adjustment Factor	100.3%	Foundation Budget per Pupi												
14 Economically Disadvantaged Decile	3	10,431												

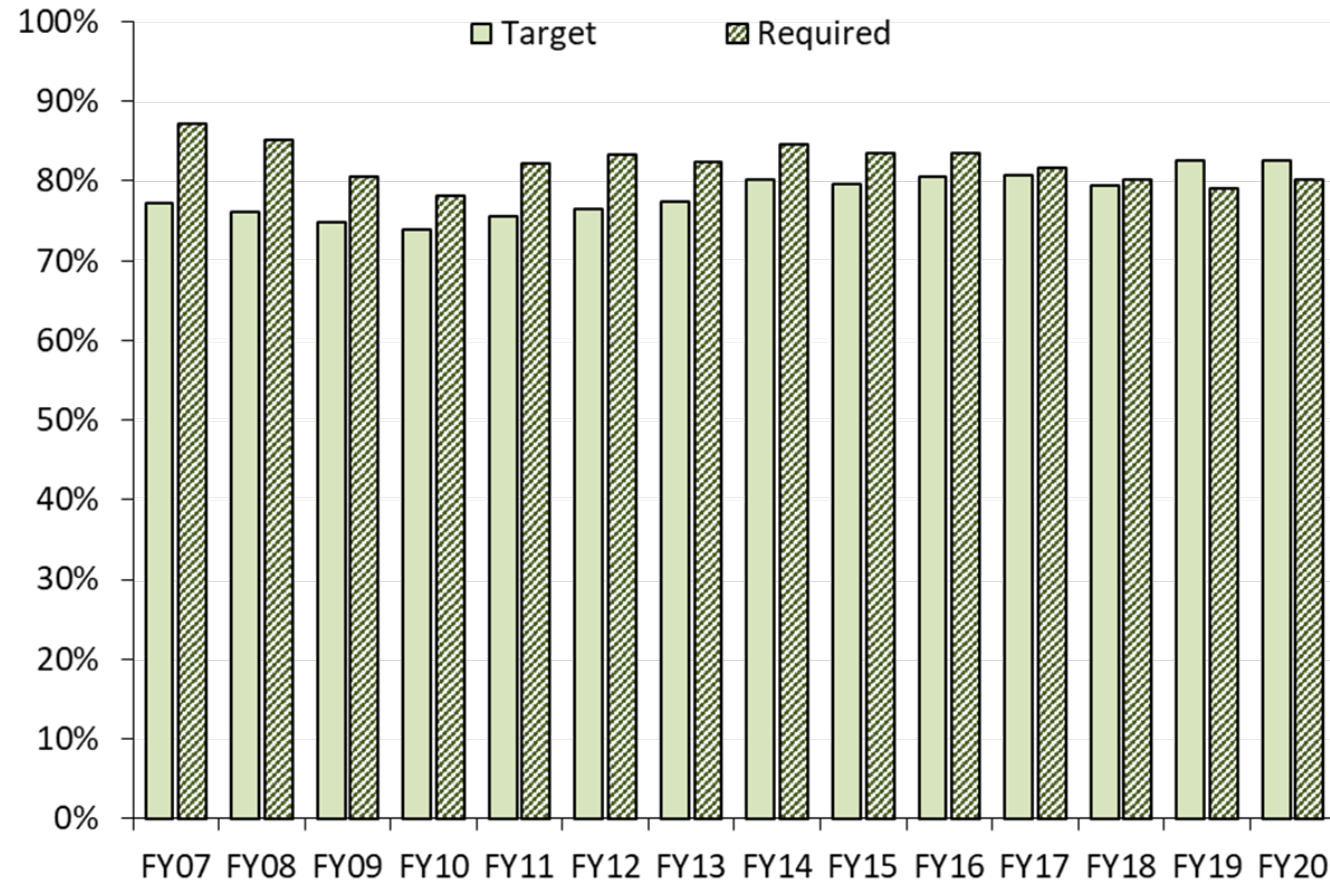
(State Avg \$12,008)

FY20 Required Contribution: Chelmsford (Town Total)

<u>Effort Goal</u>		<u>FY20 Increments Toward Goal</u>	
1) 2018 equalized valuation	5,849,923,100	13) Required local contribution FY19	42,772,646
2) Uniform property percentage	0.3456%	14) Municipal revenue growth factor (DOR)	4.18%
3) Local effort from property wealth	20,216,445	15) FY20 preliminary contribution (13 raised by 14)	44,560,543
		16) Preliminary contribution pct of foundation (15 / 8)	79.41%
4) 2016 income	1,870,365,000	<i>If preliminary contribution is above the target share:</i>	
5) Uniform income percentage	1.4981%	17) Excess local effort (15 - 10)	
6) Local effort from income	28,019,818	18) 100% reduction toward target (17 x 100%)	
7) Combined effort yield (3 + 6)	48,236,263	19) FY20 required local contribution (15 - 18), 90% fnd cap	
		20) Contribution as percentage of foundation (19 / 8)	
8) FY20 Foundation budget	56,116,757	<i>If preliminary contribution is below the target share:</i>	
9) Maximum local contribution (82.5% * 8)	46,296,324	21) Shortfall from target local share (11 - 16)	3.09%
10) Target local contribution (lesser of 7 or 9)	46,296,324	22) Added increment toward target (13 x 1% or 2%)*	427,726
		<i>*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%</i>	
11) Target local share (10 as % of 8)	82.50%	23) Special increment toward 82.5% target**	0
12) Target aid share (100% minus 11)	17.50%	<i>**if combined effort yield > 175% foundation</i>	
		Combined effort yield as % of foundation	
		24) Shortfall from target after adding increments (10 - 15 - 22 - 23)	1,308,055
		25) FY20 required local contribution (15 + 22 + 23)	44,988,269

Trends in Target and Required Contribution Percentages

**Target and Required Local Contribution Percentages:
Chelmsford, FY07 to FY20**



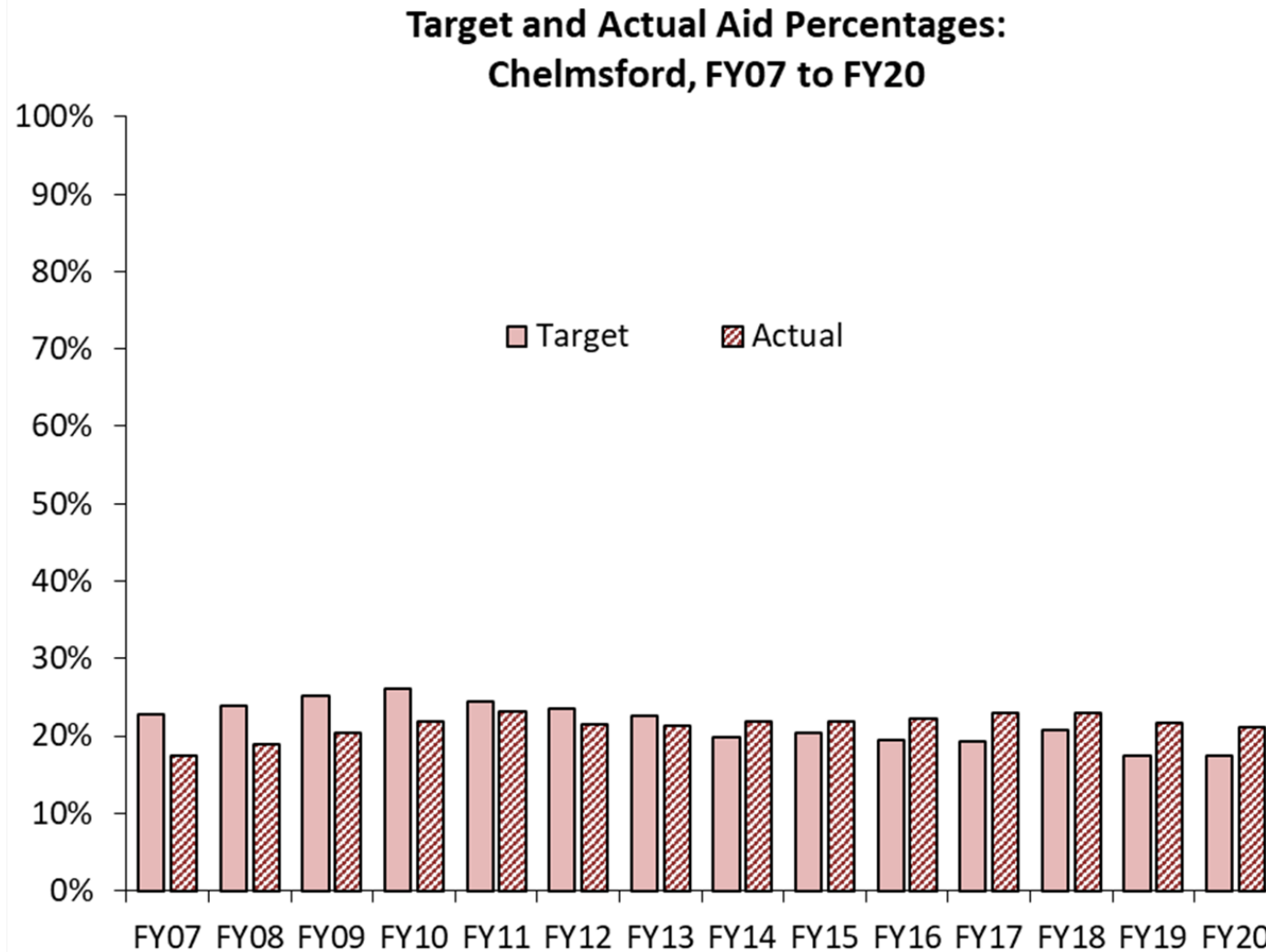
Regional Allocation: Chelmsford

56 Chelmsford	Chelmsford	Nashoba Valley	Combined Total for All Districts
<u>Prior Year Data (for comparison purposes)</u>			
1 FY19 foundation enrollment	5,094	198	5,292
2 FY19 foundation budget	50,869,628	3,225,390	54,095,018
3 Each district's share of municipality's combined FY19 foundation	94.04%	5.96%	100.00%
4 FY19 required contribution	40,222,347	2,550,299	42,772,646
<u>FY20 apportionment of contribution among community's districts</u>			
5 FY20 total unapportioned required contribution ('municipal contribution' sheet row 19 or 25)			44,988,269
6 FY20 foundation enrollment	5,076	186	5,262
7 FY20 foundation budget	52,945,359	3,171,398	56,116,757
8 Each district's share of municipality's total FY20 foundation	94.35%	5.65%	100.00%
9 FY20 Required Contribution	42,445,789	2,542,480	44,988,269
10 Change FY20 to FY19 (9 - 4)	2,223,442	-7,819	2,215,623

FY20 Chapter 70 Aid Calculation: Chelmsford

<u>Aid Calculation FY20</u>			<u>Comparison to FY19</u>				
				FY19	FY20	Change	Pct Chg
Prior Year Aid			Enrollment	5,094	5,076	-18	-0.35%
1 Chapter 70 FY19	11,047,148		Foundation budget	50,869,628	52,945,359	2,075,730	4.08%
			Required district contribution	40,222,347	42,445,789	2,223,442	5.53%
Foundation Aid			Chapter 70 aid	11,047,148	11,199,428	152,280	1.38%
2 Foundation budget FY20	52,945,359		Required net school spending (NSS)	51,269,495	53,645,217	2,375,722	4.63%
3 Required district contribution FY20	42,445,789						
4 Foundation aid (2 -3)	10,499,570		Target aid share	17.50%	17.50%		
5 Increase over FY19 (4 - 1)	0		C70 % of foundation	21.72%	21.15%		
Minimum Aid			Required NSS % of foundation	100.79%	101.32%		
6 Minimum \$30 per pupil increase	152,280						
Non-Operating District Reduction to Foundation							
7 Reduction to foundation	0						
Additional Aid Increment							
8 Hold harmless to FY20 House budget	0						
FY20 Chapter 70 Aid							
9 Sum of line 1, 5, 6, 8 minus 7	11,199,428						

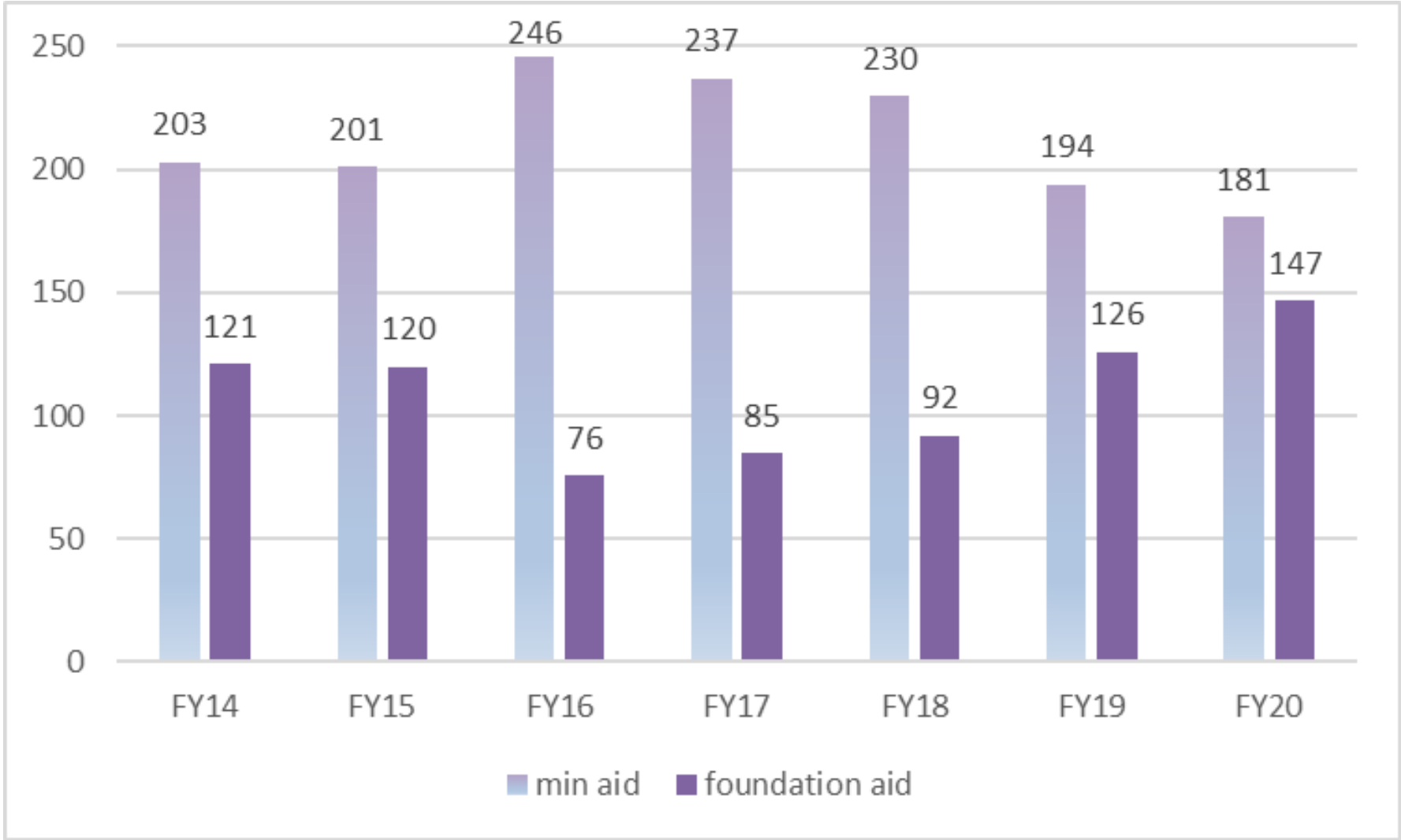
Trends in Target and Actual Aid Percentages: Chelmsford



Foundation Aid Increases

- To qualify for foundation aid increases, required net school spending is usually at or near 100% in the preceding year
- To get closer to 100%, a district's foundation budget must increase more than its required contribution.
- In FY20 147 of 318 operating districts qualify for foundation aid increases in excess of the \$30 minimum per pupil

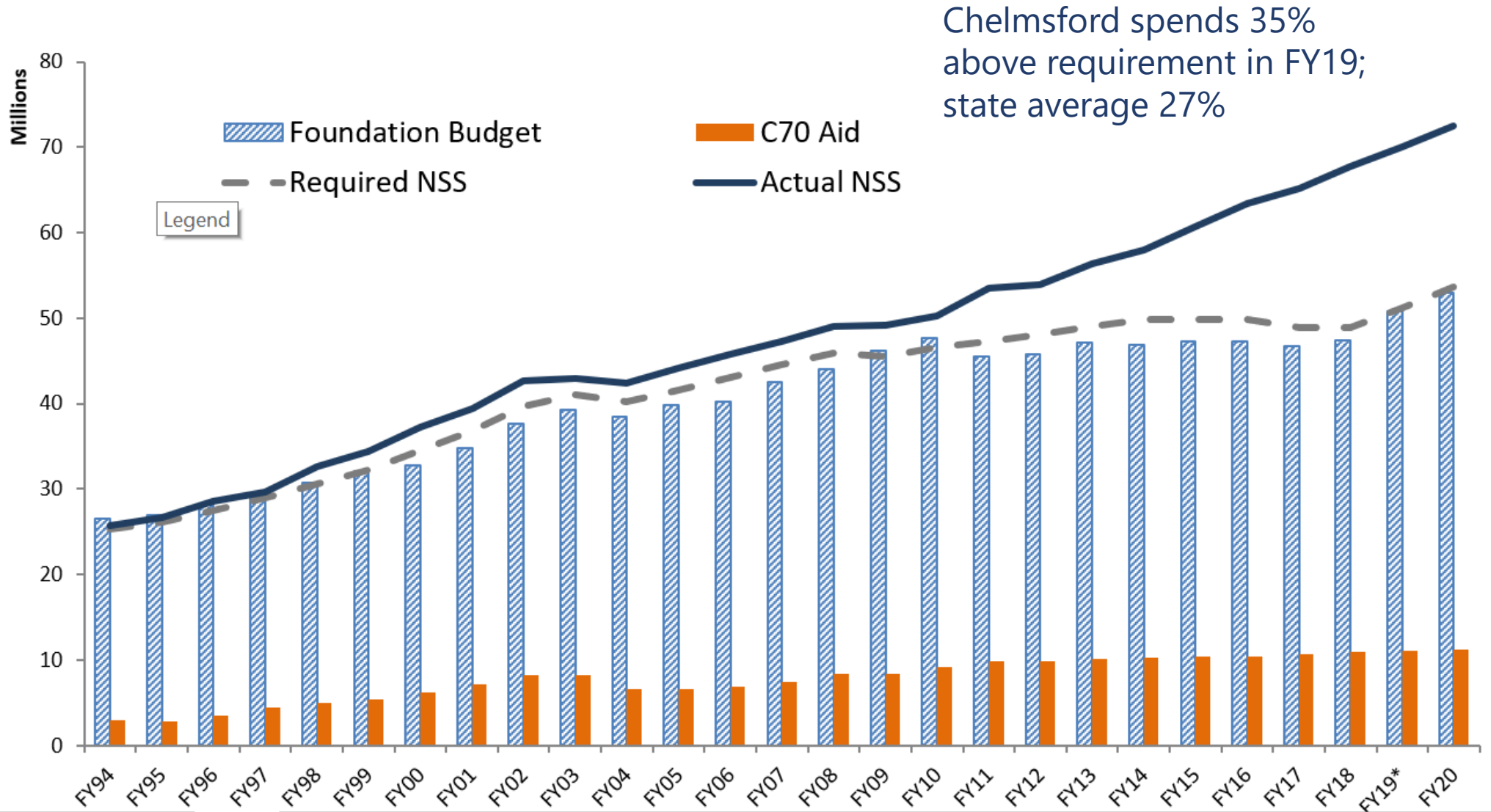
Foundation Aid vs Minimum Aid: Number of Operating Districts



	min aid per pupil
FY14	25
FY15	25
FY16	25
FY17	55
FY18	30
FY19	30
FY20	30

Long Term Trends in Chelmsford's Foundation, Aid and NSS

2000 Chelmsford



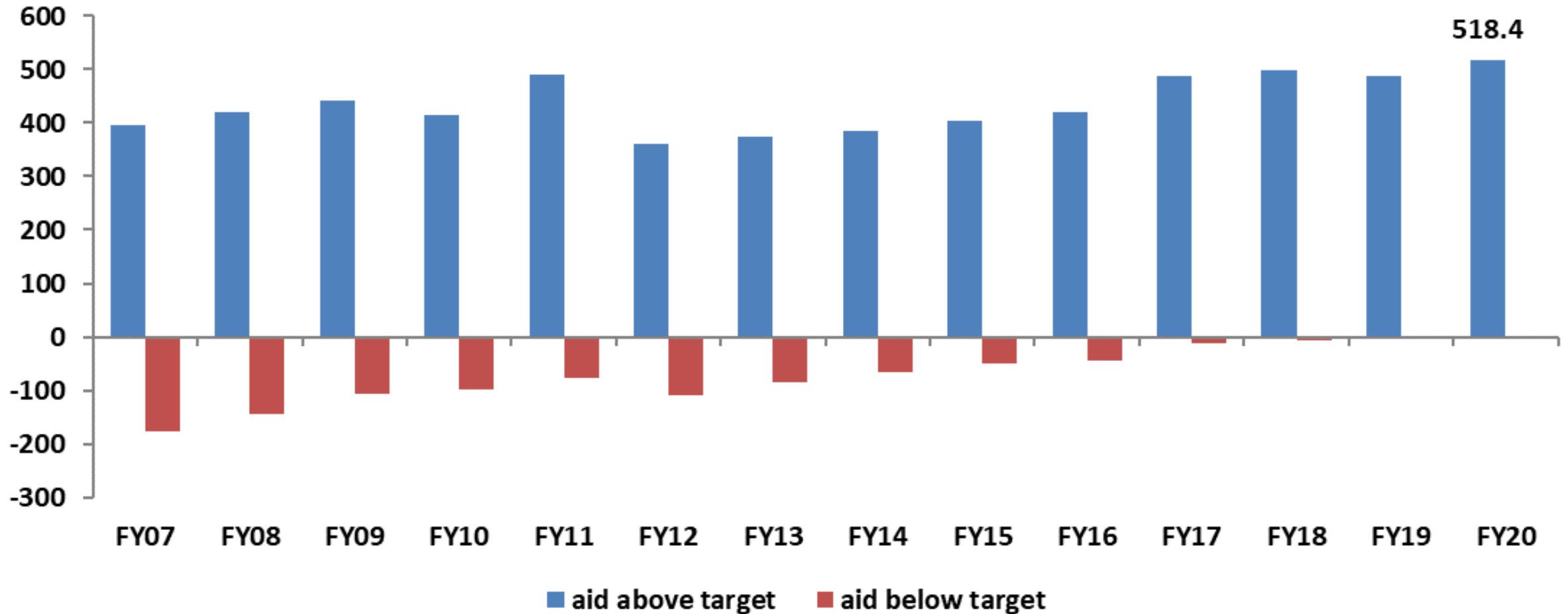
Shift to FDK in FY18 (FY19 c70) raised foundation significantly, and brought nss much closer to foundation, but didn't generate any new foundation aid.

Comparison to FY18

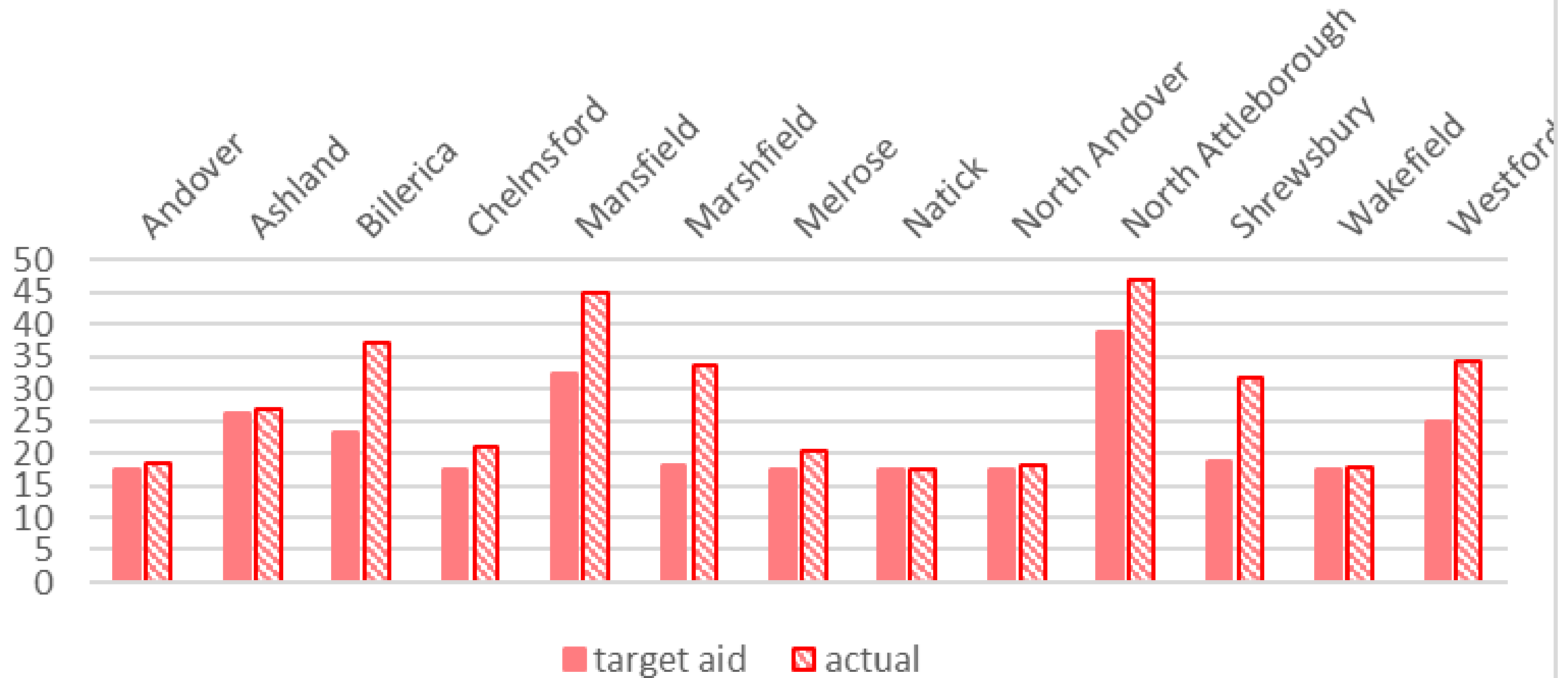
	FY18	FY19	Change	Pct Chg
Enrollment	4,932	5,094	162	3.28%
Foundation budget	47,405,594	50,869,628	3,464,034	7.31%
Required district contribution	37,968,938	40,222,347	2,253,409	5.93%
Chapter 70 aid	10,894,328	11,047,148	152,820	1.40%
Required net school spending (NSS)	48,863,266	51,269,495	2,406,229	4.92%
Target aid share	20.66%	17.50%		
C70 % of foundation	22.98%	21.72%		
Required NSS % of foundation	103.07%	100.79%		

Aid Above and Below Target, FY07 to FY20

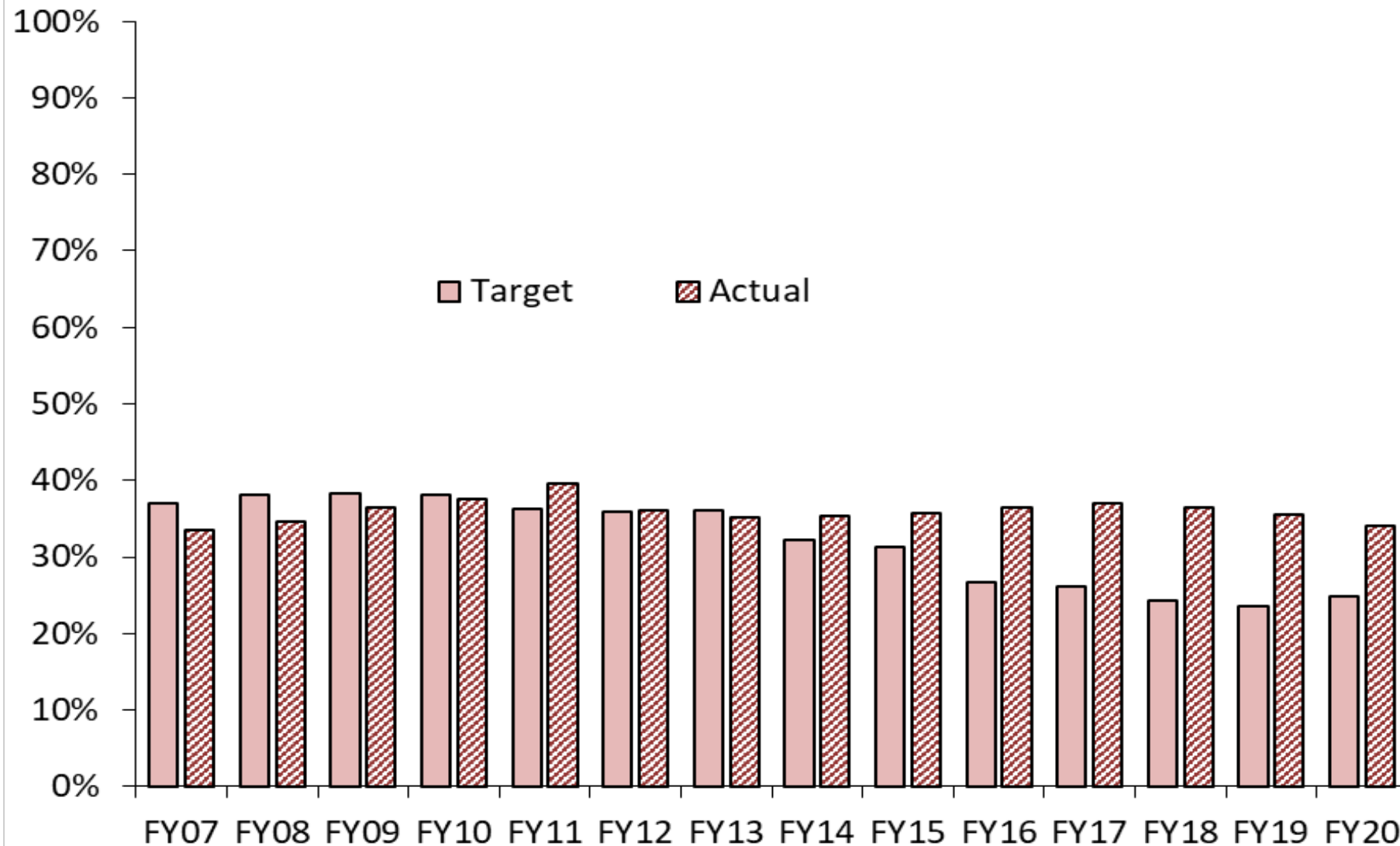
Statewide Totals (millions)



Target and Actual Aid as Percentage of Foundation Chelmsford and Comparison Districts



Target and Actual Aid Percentages: Westford



Chelmsford Has Greater Property Value and Income Than Westford

<u>Effort Goal</u>	Chelmsford	Westford
1) 2018 equalized valuation	5,849,923,100	4,774,432,100
2) Uniform property percentage	0.3456%	0.3456%
3) Local effort from property wealth	20,216,445	16,499,712
4) 2016 income	1,870,365,000	1,478,766,000
5) Uniform income percentage	1.4981%	1.4981%
6) Local effort from income	28,019,818	22,153,299
7) Combined effort yield (3 + 6)	48,236,263	38,653,010
8) FY20 Foundation budget	56,116,757	51,383,347
9) Maximum local contribution (82.5% * 8)	46,296,324	42,391,261
10) Target local contribution (lesser of 7 or 9)	46,296,324	38,653,010
11) Target local share (10 as % of 8)	82.50%	75.22%
12) Target aid share (100% minus 11)	17.50%	24.78%

Westford has a higher student/population ratio

	us census pop 2015	foundation enrollment 2020 (includes vocational)	public students pct of population
Chelmsford	35,147	5,262	15.0
Westford	23,831	4,918	20.6
state	6,794,422	939,683	13.8

Westford 7th highest
in state

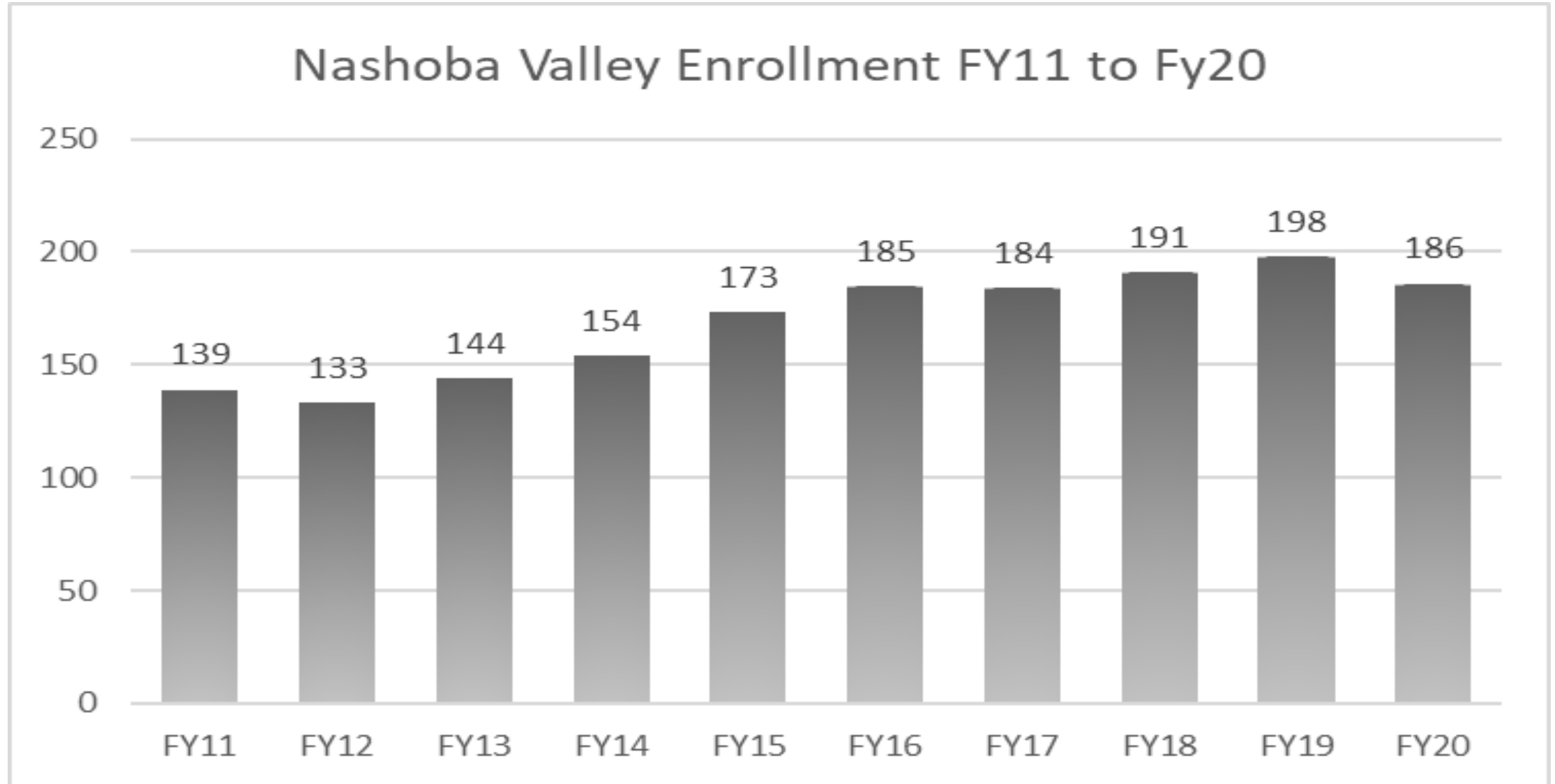
Student Opportunity Act

- Estimated increase of \$1.4 billion in aid above what otherwise would have been distributed
- Implements Foundation Review recommendations
- Seven-year phase-in beginning in FY21
- Out of district sped transportation added to Circuit Breaker
- Circuit Breaker threshold tied to inflation, not foundation
- Charter reimbursement increases/but tuition increases too
- More district reporting on how aid is used

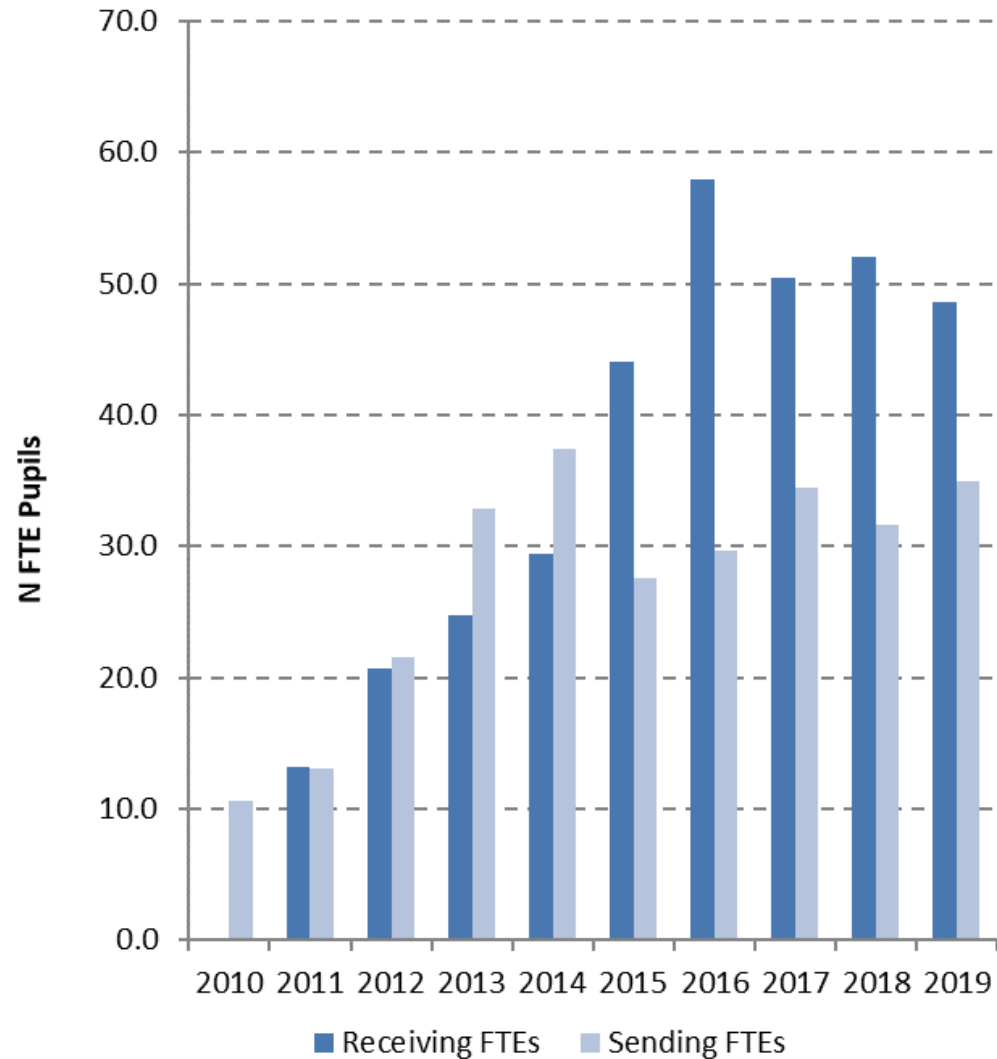
Student Opportunity Act Projections for Chelmsford: Required Contributions Cover Most of Foundation Increase

			-----published-----			
		roger	ESE	mbpc	mbpc	ESE
	Actual	SOA	SOA	promise act	promise act	SOA
	FY20	FY21	FY21	FY21	FY26	FY27
Foundation budget	52,945,359	54,694,310	55,352,012	55,502,110	68,068,467	68,080,534
Required district contribution	42,445,789	44,116,447	44,577,225	44,817,686	56,062,975	56,166,440
Chapter 70 aid	11,199,428	11,352,188	11,351,708	11,397,932	12,718,828	12,265,388
Required net school spending (NSS)	53,645,217	55,468,635	55,928,933	56,215,618	68,781,803	68,431,828
Target aid share	17.50%	17.50%		17.50%	17.50%	
C70 % of foundation	21.15%	20.76%	20.51%	20.54%	18.69%	18.02%
Required NSS % of foundation	101.32%	101.42%	101.04%	101.29%	101.05%	100.52%

Chelmsford Students at Other Districts

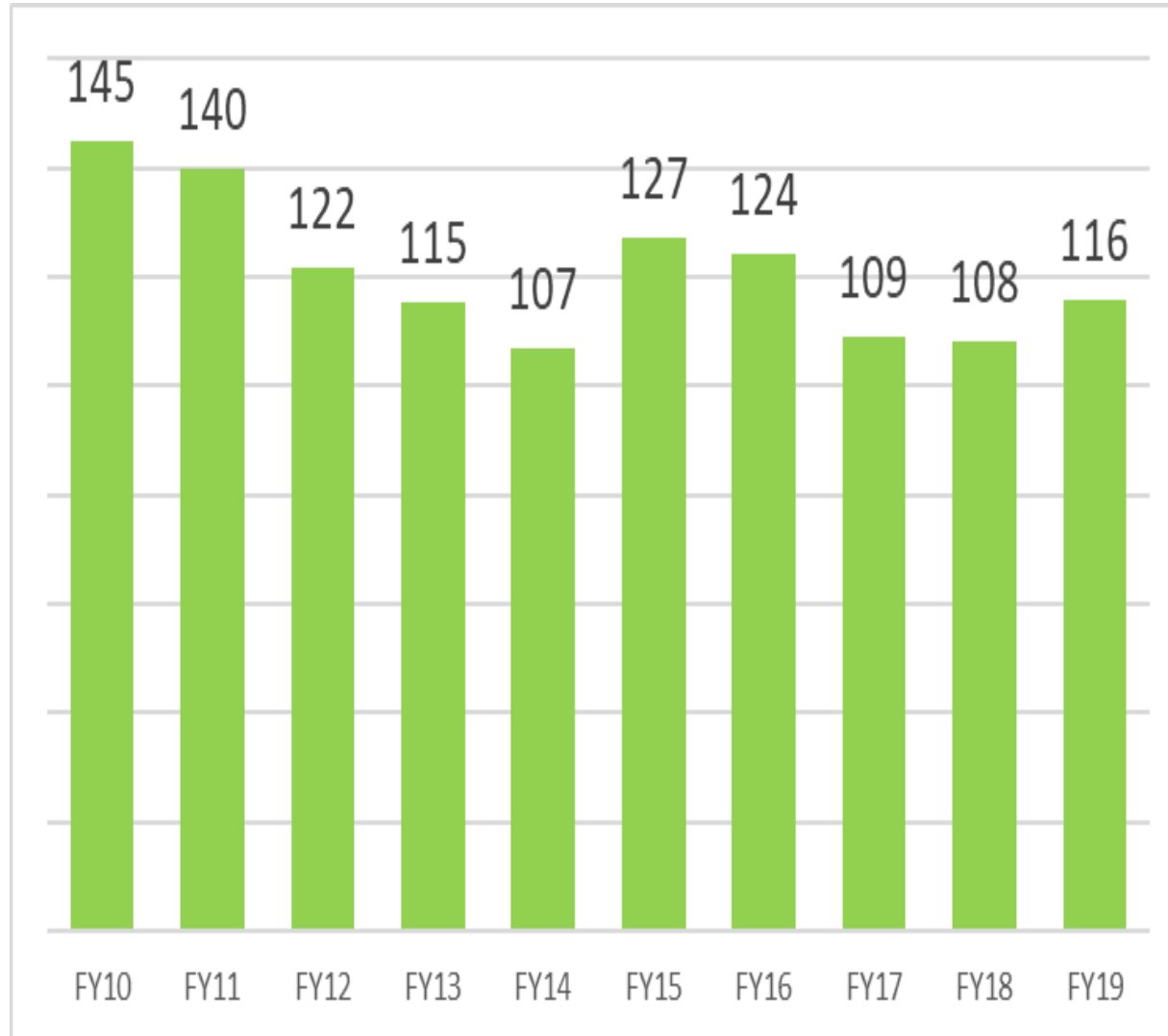


Chelmsford School Choice: Receiving and Sending



Receiving		FY19
31	Billerica	3.0
79	Dracut	1.0
160	Lowell	40.0
301	Tyngsborough	2.0
326	Westford	1.6
735	North Middlesex	1.0
Sending		
79	Dracut	1.0
97	Fitchburg	1.0
301	Tyngsborough	1.1
326	Westford	16.5
725	Nashoba	2.0
3901	Mass. Virtual	1.5
3902	TEC Virtual	11.8

Chelmsford Students at Charter Schools



Charter School	FY19 FTE
ADVANCED MATH AND SCIENCE ACADEMY	1
INNOVATION ACADEMY	102
LOWELL COMMUNITY	6
LOWELL MIDDLESEX ACADEMY	1
PIONEER CS OF SCIENCE	2
COLLEGIATE CS OF LOWELL	4

ESE School Finance and Chapter 70 web page

Start

Chapter 70 Program - S

lake yamanaka japan - Bing

www.doe.mass.edu/finance/chapter70/

School Finance and District Support

Accounting & Auditing ▾

Chapter 70 Program

Charter Schools

Circuit Breaker

Educational Collaboratives

DESE Budget

Grants/Funding Opportunities ▾

Nutrition Programs

Regional Districts

School Buildings

School Choice

School Finance Regulations

Spending Comparisons ▾

Chapter 70 Program

The Chapter 70 program is the major program of state aid to public elementary and secondary schools. In addition to providing state aid to support school operations, it also establishes minimum spending requirements for each school district and minimum requirements for each municipality's share of school costs.

Chapter 70 Legislation & Regulation

- Legislation
- Regulations
- Compliance With Net School Spending Requirements
- Retiree Health Insurance and Section 260 of the FY'15 State Budget
- Chapter 70 district profiles

The on-line Chapter 70 database shows, for each school district, yearly spending and state aid totals in comparison to the foundation budget. Trend data is available for each year going back to FY93.
- Chapter 70 Trends in Aid and Local Contribution

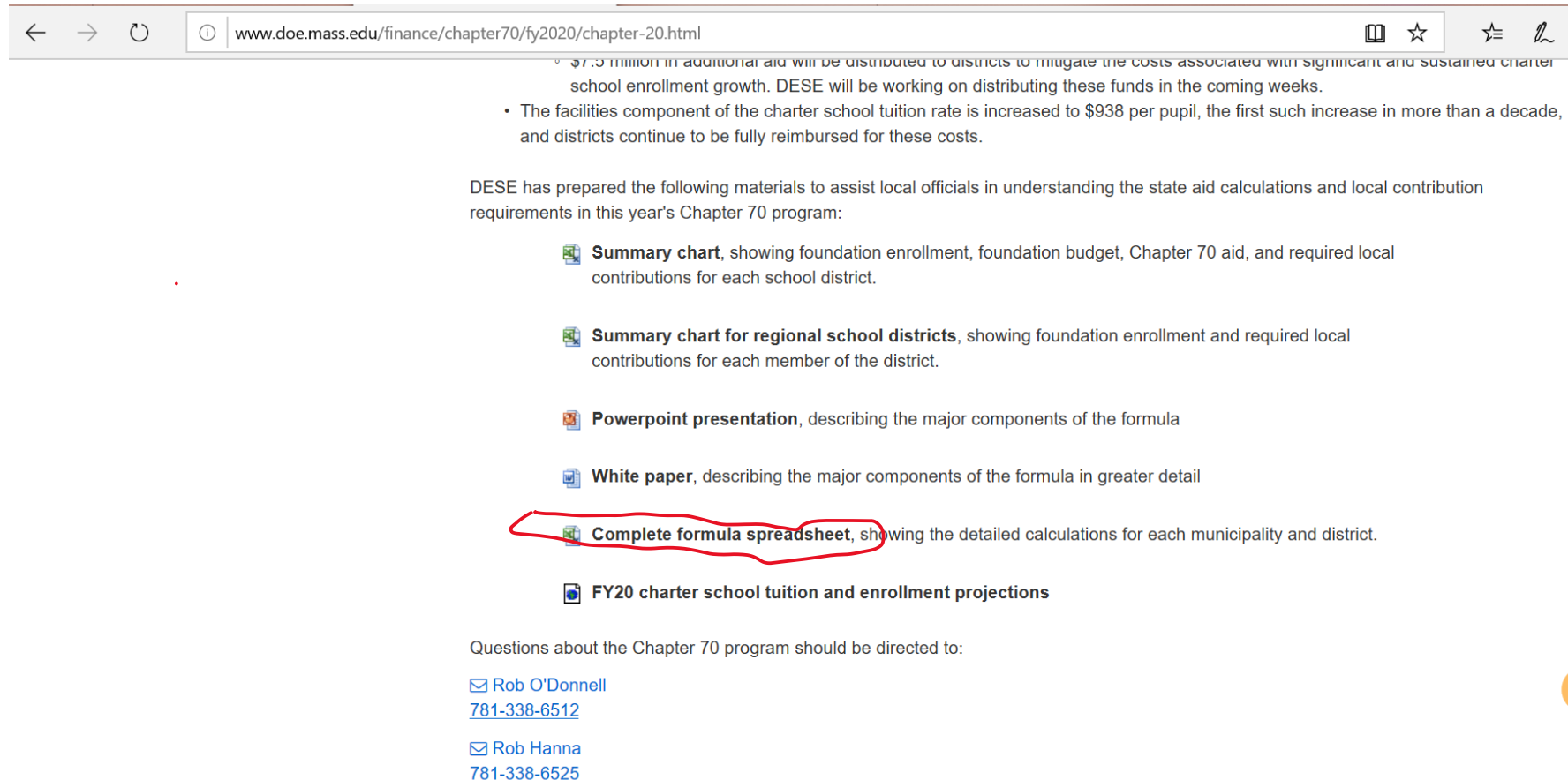
This tool shows trend data for the key factors influencing Chapter 70 required local contributions and state aid calculations going back to FY2007.

Chapter 70 State Aid and Spending Requirement

For earlier spending requirements related to Chapter 70 please contact sfinance@doe.mass.edu.

07/31/2019	FY20 Chapter 70 Aid and Net School Spending Requirements
01/23/2019	FY20 Preliminary Chapter 70 Aid and Net School Spending Requirements
07/26/2018	FY19 Chapter 70 Aid and Net School Spending Requirements

Download the Complete Formula Spreadsheet









← → ↻ ⓘ www.doe.mass.edu/finance/chapter70/fy2020/chapter-20.html

• \$7.5 million in additional aid will be distributed to districts to mitigate the costs associated with significant and sustained charter school enrollment growth. DESE will be working on distributing these funds in the coming weeks.

- The facilities component of the charter school tuition rate is increased to \$938 per pupil, the first such increase in more than a decade, and districts continue to be fully reimbursed for these costs.

DESE has prepared the following materials to assist local officials in understanding the state aid calculations and local contribution requirements in this year's Chapter 70 program:

-  **Summary chart**, showing foundation enrollment, foundation budget, Chapter 70 aid, and required local contributions for each school district.
-  **Summary chart for regional school districts**, showing foundation enrollment and required local contributions for each member of the district.
-  **Powerpoint presentation**, describing the major components of the formula
-  **White paper**, describing the major components of the formula in greater detail
-  **Complete formula spreadsheet**, showing the detailed calculations for each municipality and district.
-  **FY20 charter school tuition and enrollment projections**

Questions about the Chapter 70 program should be directed to:

✉ [Rob O'Donnell](#)
[781-338-6512](#)

✉ [Rob Hanna](#)
[781-338-6525](#)

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 1, 2019
Re: Working Committee – CHS Plateau Field Space Renovation

As previously reported in October, 2019, I have had preliminary discussions with Town Manager Cohen about the plateau (remaining elevated grass field and track surface) at Chelmsford High School and the need to revisit that site in planning for the coming years. With the track surface diminishing and in need of replacement, we have had discussions about looking at that site for other possible uses including baseball, softball and general practice multi-use field space. What we should consider is given the investment in the McCarthy track and field space, is there a need for the plateau track to be reconstructed or if a better use of that space is for other sports. A proposal for the reconstruction/repurposing of this space would likely be handled as a separate, standalone project targeting multiple revenue sources including town/school general funds, conservation preservation committee funds, private fundraising, etc.

I would like to establish a working committee to assist with the review and recommendation for future use of the plateau at Chelmsford High School. I envision the group to consist of 8-10 individuals as follows:

- Jay Lang, CPS Superintendent of Schools
- Brian Curley, CPS Director of Operations & Maintenance
- Dan Hart, CHS Athletic Director
- Paul Cohen, Town Manager
- Gary Persichetti, DPW Director
- Chelmsford School Committee Member Representative
- Chelmsford Select Board Member Representative
- Youth Sports Representatives (2 – 3 members – boys and girls sports represented)

If the School Committee concurs with this recommendation, I would like to ask Chair King to appoint a school committee member representative to the working group and I will reach out to the Select Board Chair for their consideration. I would like to schedule a kick-off meeting prior to the holiday break.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 2, 2019
Re: 2020/2021 School Calendar

Attached is a draft calendar for the 2020/21 academic year for the school committee to review and approve at the regular meeting on December 2, 2019. Once again, we are recommending a pre-Labor Day start in 2020/21.

I look forward to discussing this proposed calendar for the 2020/21 school year with you at the next meeting.

CPS 2020-2021 ACADEMIC CALENDAR

AUGUST

26/27 New Staff Orientation
31 Staff Orientation

AUGUST Student Days: 0

AUGUST 2020

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					

SEPTEMBER 2020

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 Grades 1-8, Grade 9 only
Kindergarten Orientation
2 All Students
3 All Students
4 No School
7 No School (Labor Day)
22 Half Day (Professional Day)

SEPTEMBER Student Days: 20

OCTOBER

8 Half Day (Professional Day)
12 No School (Columbus Day)

OCTOBER Student Days: 21

OCTOBER 2020

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

NOVEMBER 2020

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

3 No School (Full Prof. Day)
11 No School (Veteran's Day)
19 Half Day **ELEMENTARY ONLY**
25 Early Release (Thanksgiving Recess)
26 No School (Thanksgiving)
27 No School

NOVEMBER Student Days: 17

DECEMBER

2 Half Day (Professional Day)
24 December Recess

DECEMBER Student Days: 17

DECEMBER 2020

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 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						

JANUARY

1 No School (New Years Day)
4 School Re-Opens
13 Half Day (Professional Day)
18 No School (Martin Luther King Day)

JANUARY Student Days: 19

FEBRUARY

10 Half-Day (Professional Day)
15 February Recess
22 School Re-opens

FEBRUARY Student Days: 15

FEBRUARY 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						

MARCH 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			

MARCH

4 Half Day (Professional Day)

MARCH Student Days: 23

APRIL

2 No School (Good Friday)
8 Half-Day (Professional Day)
19 April Recess
26 School Re-opens

APRIL Student Days: 16

APRIL 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	

MAY 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					

MAY

31 No School (Memorial Day)

MAY Student Days: 20

JUNE

24 Last Day for Students (Half Day)
25 Last Day for Staff (Half Day)

JUNE Student Days: 18

JUNE 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			

Total Student Days: 186

Additional Staff Days: 2.5

(Total Includes Six Provisional Snow Days)

Professional Development
Last day Students June 24th
Last day Staff June 2th

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: December 1, 2019

RE: Recommended FY20 Budget Transfers – CFT Teachers and Nurses 2% COLA

I am writing to request one budget transfer for FY2020 at this time.

The transfer of \$ 663,109 is shifting budget funds from the salary reserve COLA account to the various labor accounts where CFT Teachers and Nurses labor is recorded. The new CFT contract was settled in November with a 2% Cost of Living Adjustment (COLA) negotiated for this school year. The retro pay and new salary increase will be reflected in the December 6, 2019 pay date. Upon approval of this budget transfer, the salary reserve COLA labor account will have a favorable variance of \$ 71,973.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE-COLA	12305039	51050	SAL/DIST.WIDE/TECH.ED	1,527
		12305102	51050	SAL/CHS/ART	5,127
		12305106	51050	SAL/CHS/BUS.	3,144
		12305124	51050	SAL/CHS/ ENGLISH	26,107
		12305128	51050	SAL/CHS/F.LANG.	13,807
		12305134	51050	SAL/CHS/HLTH. ED.	4,782
		12305136	51050	SAL/CHS/FAM.SCI.	1,638
		12305139	51050	SAL/CHS/TECH. ED.	4,526
		12305156	51050	SAL/CHS/MATH	27,007
		12305158	51050	SAL/CHS/MUSIC	6,643
		12305174	51050	SAL/CHS/PHYS. ED	6,067
		12305178	51050	SAL/CHS/SCIENCE	25,050
		12305184	51050	SAL/CHS/SOC.ST.	23,082
		12305202	51050	SAL/McCARTHY/ART	2,888
		12305224	51050	SAL/McCARTHY/ENGLISH	7,071
		12305228	51050	SAL/McCARTHY/F.LANG.	4,371
		12305234	51050	SAL/McCARTHY/HLTH. ED.	3,276
		12305239	51050	SAL/McCARTHY/TECH. ED.	2,833
		12305256	51050	SAL/McCARTHY/MATH	7,186
		12305258	51050	SAL/McCARTHY/MUSIC	5,436
		12305274	51050	SAL/McCARTHY/PHYS. ED	5,005
		12305278	51050	SAL/McCARTHY/SCIENCE	6,880
		12305284	51050	SAL/McCARTHY/SOC.ST.	6,743
		12305296	51050	SAL/McCARTHY/GRADE5	13,259
		12305297	51050	SAL/McCARTHY/GRADE6	13,392
		12305302	51050	SAL/PARKER/ART	2,412
		12305324	51050	SAL/PARKER/ENGLISH	6,163
		12305328	51050	SAL/PARKER/F.LANG.	3,483

		12305334	51050	SAL/PARKER/HLTH.ED.	3,057
		12305339	51050	SAL/PARKER/TECH. ED.	2,814
		12305356	51050	SAL/PARKER/MATH	6,589
		12305358	51050	SAL/PARKER/MUSIC	4,175
		12305374	51050	SAL/PARKER/PHYS. ED	3,144
		12305378	51050	SAL/PARKER/SCIENCE	6,025
		12305384	51050	SAL/PARKER/SOC.ST.	6,255
		12305396	51050	SAL/PARKER/GRADE5	13,104
		12305397	51050	SAL/PARKER/GRADE6	12,460
		12305400	51050	SAL/BYAM/CLASSROOMTEACHERS	25,997
		12305402	51050	SAL/BYAM/ART	1,419
		12305458	51050	SAL/BYAM/MUSIC	1,443
		12305474	51050	SAL/BYAM/PHYS. ED	1,966
		12305491	51050	SAL/BYAM/KINDERDARTEN	7,321
		12305500	51050	SAL/CENTER/CLASSROOMTEACHERS	25,545
		12305502	51050	SAL/CENTER/ART	1,745
		12305558	51050	SAL/CENTER/MUSIC	1,638
		12305574	51050	SAL/CENTER/PHYS. ED	1,745
		12305591	51050	SAL/CENTER/KINDERGARTEN	4,730
		12305600	51050	SAL/HARR./CLASSROOMTEACHERS	26,681
		12305602	51050	SAL/HARR./ART	1,085
		12305658	51050	SAL/HARR./MUSIC	1,214
		12305674	51050	SAL/HARR./PHYS. ED	1,638
		12305691	51050	SAL/HARR./KINDERGARTEN	7,342
		12305700	51050	SAL/SO. ROW/CLASSROOMTEACHERS	24,592
		12305702	51050	SAL/SO. ROW/ART	1,638
		12305758	51050	SAL/SO. ROW/MUSIC	1,419
		12305774	51050	SAL/SO. ROW/PHYS. ED	1,361
		12305791	51050	SAL/SO. ROW/KINDERGARTEN	4,945
		12310076	51054	SALARIES SPECIALISTS	21,310
		12310076	51110	BOARD CERTIFIED BEHAVIOR ANALY	4,949
		12310123	51050	SAL/CHS/ELL	1,195
		12310176	51054	SALARIES SPECIALISTS/CHS	15,834
		12310177	51050	SAL/CHS/READING	1,729
		12310223	51050	SAL/McCARTHY/ELL	1,195
		12310276	51054	SALARIES SPECIALISTS/MCC	15,645
		12310277	51050	SAL/McCARTHY/READING	3,416
		12310323	51050	SAL/PARKER/ELL	1,250
		12310376	51054	SALARIES SPECIALISTS/PARKER	13,285
		12310377	51050	SAL/PARKER/READING	3,383
		12310423	51050	SAL/BYAM/ELL	1,480
		12310476	51054	SALARIES SPECIALISTS/BYAM	10,781
		12310477	51050	SAL/BYAM/READING	3,325
		12310523	51050	SAL/CENTER/ELL	1,583
		12310576	51054	SALARIES SPECIALISTS/CENTER	7,306
		12310577	51050	SAL/CENTER/READING	3,367
		12310623	51050	SAL/HARR./ELL	1,638
		12310676	51054	SALARIES SPECIALISTS/HARR	5,342
		12310677	51050	SAL/HARR./READING	3,114
		12310723	51050	SAL/SO.ROW/ELL	1,032
		12310776	51054	SALARIES SPECIALISTS/SO ROW	7,781
		12310777	51050	SAL/SO.ROW/READING	3,276
		12310976	51054	SALARIES- SPECIALIST TEACHERS	11,500
		12320076	51054	SALARIES- PHYSICAL THERAPISTS	7,456
		12340100	51050	SAL/CHS/LIBRARY	1,729

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		12340200	51050	SAL/McCARTHY/LIBRARY	1,361
		12340300	51050	SAL/PARKER/LIBRARY	1,638
		12340400	51051	TECHNOLOGY ASSISTANT - BYAM	1,007
		12340400	51060	SAL/BYAM/PSP/LIBRARYAIDES	1,007
		12340500	51051	TECHNOLOGY ASSISTANTS - CENTER	741
		12340500	51060	SAL/CENTER/PSP/LIBRARYAIDES	1,007
		12340600	51051	TECHNOLOGY ASSISTANT- HARRINGT	1,007
		12340600	51060	SAL/HARR./PSP/LIBRARYAIDES	1,007
		12340700	51050	SAL/SO.ROW/LIBRARY	958
		12340700	51051	TECHNOLOGY ASSISTANT-SOUTH ROW	1,007
		12710100	51050	GUID SALARIES /CHS	10,170
		12710200	51050	GUID SALARIES /McC	4,358
		12710300	51050	GUID SALARIES /PARKER	3,225
		12710400	51050	GUID SALARIES/BYAM	1,638
		12710500	51050	GUID SALARIES /CENTER	1,638
		12710600	51050	GUID SALARIES /HARR	1,139
		12710700	51050	GUID SALARIES /SROW	1,830
		12800100	51050	SAL/CHS/PSYCH	5,134
		12800200	51050	SAL/McCARTHY/PSYCH	1,830
		12800300	51050	SAL/PARKER/PSYCH	1,830
		12800400	51050	SAL/BYAM/PSYCH	1,415
		12800500	51050	SAL/CENTER/PSYCH	1,415
		12800600	51050	SAL/HARR./PSYCH	1,402
		12800700	51050	SAL/SO.ROW/PSYCH	1,830
		13200100	51050	SAL/CHS/NURSE	2,485
		13200200	51050	SAL/McCARTHY/NURSE	1,638
		13200263	51050	SAL/McCARTHY/NURSE	705
		13200300	51050	SAL/PARKER/NURSE	1,638
		13200363	51050	SAL/PARKER/NURSE	671
		13200400	51050	SAL/BYAM/NURSE	1,583
		13200500	51050	SAL/CENTER/NURSE	1,506
		13200600	51050	SAL/HARR./NURSE	1,638
		13200700	51050	SAL/SO.ROW/NURSE	1,137
		13200976	51050	SAL/CHIPS/NURSE	864
		13600100	51060	STCH SCHOOL SECURITY	1,748
		13600200	51060	MCC PSP - SECURITY OFF	1,007
		13600300	51060	PARKER - PSP - SECURITY OFFICE	1,007
		Total			663,109

I recommend the school committee vote to approve this FY20 local operating budget transfer as presented at the regular school committee meeting on December 3, 2019.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 2, 2019
Re: Updates: Outstanding Matters

1.) Cafeteria and Kitchen Inspections Follow-Up

The kitchens at the Chelmsford Public Schools have routine inspections each year. In recent years, the kitchen inspections have typically been performed in December and May each school year, however inspections may occur at any time and may happen more than twice per year.

Some of the items noted in kitchen inspections from 2018 and 2019 were featured in a television segment and newspaper article in November of 2019, along with several other school districts in the Commonwealth of Massachusetts. While the article pointed out the concerns noted in some inspections, it did not point out the steps the district took to identify the cause and remediate the issues.

Our district did communicate additional information to parents in order to provide a more complete response to the concerns. For example, Staff Allergen Awareness Certifications, all of which are current, have been posted appropriately and a new procedure put in place to ensure that when staff move between schools, their certifications are reposted in their new location. At the McCarthy Middle School, we removed and replaced a damp storage room wall in the summer of 2019, when no children were in the building, encasing the new wall in sheet metal to prevent further water issues. We deep cleaned the walk-in refrigerator and replaced a door seal to ensure a tight fit to prevent leaks. At the Parker Middle School, we are budgeting to replace the concrete floor, which is clean but appears dirty because of its age, in addition to instituting a more rigorous cleaning schedule by an outside vendor to augment ongoing cleaning by custodial and kitchen staff. In the Community Education space, we are working to ensure that contracted pest control services, which are utilized throughout the district, are remediating any issues.

The kitchens were most recently inspected in September of 2019. One of the items noted was a recommendation to purchase additional thermometers to place inside

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

of some new reach in refrigerators. These thermometers have been purchased and placed inside of the new refrigerators. The Parker Middle School is noted for a reinspection referencing the same recommendations from last year regarding the original concrete floor and the need for a larger walk in freezer. The district has also scheduled a walk-through of the Parker kitchen with an outside vendor to augment the cleaning performed by in-house staff.

We welcome and very much appreciate the work of the inspectors in making us aware of their concerns, and we look forward to future inspections. We will continue to monitor our kitchens very closely to ensure that the Chelmsford Public Schools continue to provide the safest and healthiest possible school environment.

Approval of Conference and Field Trip Requests

1.) Chelmsford High School

Boys Varsity Basketball Team

December 7 – 8, 2019

Hanson, MA

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

Teacher Sub(s) Needed: YES _____ NO ☒ _____ Full-Day Sub(s) 230
North Road, Chelmsford, MA 01824 _____ Half Day Sub(s) _____
Phone (978) 251-5100 _____ 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 _____
COMM.ED. _____
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

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

Trip Date: 12 / 7 / 19 If Overnight Trip, Return Date: 12 /
8 / 19

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: Charlie Micol - Head Coach _____ Cell Phone: _____

Grade, Group, Class(es) or Course(es): Boys Varsity Basketball _____

Total Number of Students: 13 Number of Male 13 Number of Female _____

Number of Students Assigned Per Chaperone: 6.5

Total Number of Chaperones: 2 Number of Male 2 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): Charlie Micol, Jim Debenedictis (Volunteer Asst.) _____
_____ Cell
Phone #: _____

Faculty/Chaperone with Epi-Pen Designation

(Name): Charlie Micol _____
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:

C. Smith
Signature of School Nurse

12/4/19
Date

Event/Purpose of the Trip:

Multiple Basketball Scrimmages - Team Building

Curriculum Standard Addressed by Trip (Reason for the Trip)

Basketball Pre-Season Scrimmages

Destination: Archbishop Williams HS, Whitman-Hanson HS ()

Name of Facility

Facility Telephone

80 Independence Ave, Braintree, MA 02184

600 Franklin St, Hanson, MA 02341

Facility Street Address

City

State

Estimated Leave Time: 1 a.m. p.m. Estimated Return Time: 3 a.m. / p.m.

No. of Regular School Buses Needed: 0 No. of Wheel Chair Accessible Buses Needed: 0

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)

Will take CPS Mini-Bus from Chelmsford HS

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

Equipment: Basketball Sneakers, Basketballs, Backpacks

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: See Itinerary

TRIP COST/FUNDING

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ _____

_____ Total Price of event
\$ _____

Costs _____ Additional \$ _____
Total Cost of Trip
\$ _____

School/Org. to pay for:
CPS Mini Bus. Charlie Micol is paying for Hotel and Meals
\$ _____
Best Western Hotel - Rockland, MA

Student paying \$ _____ \$0 per person for:
\$ _____

Please list any other circumstances that may

affect the trip: Submitted by:

Charlie Micol 12/4/19
Signature of Trip Sponsor Date

Approved

by: Daniel Hart 12/3/19
Signature of Dept. Head/Coordinator Date

[Signature] 12-4-19
Signature of Building Principal Date

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

Dear Dr. Lang and School Committee ,

I, Coach Charlie Micol would like to bring our varsity basketball team overnight for trip to play 3 scrimmage on Saturday 12/7 – Sunday 12/8. Myself, and volunteer assistant Jim Debenedictis will be chaperoning the trip and the parents of the returning players are also coming to the trip.

I am sorry for the late notice on this trip, but it just came together when Whitman-Hanson agreed to a scrimmage late last week. The purpose of this trip is to compete in 2 scrimmages as well as do some team building.

We would be taking the CPS Mini-Bus for the following scrimmages:

Saturday: vs. Archbishop Williams (Braintree)

Sunday: vs. Whitman-Hanson

This trip includes one overnight stay at the Best Western Hotel in Rockland, MA.

We will be eating at the following places:

Venus Pizza in Whitman, MA. (Dinner)

Ted's Place in Whitman, MA. (Breakfast)

The itinerary is as follows:

Saturday

1 PM.--- Depart Chelmsford High

2 PM ---Arrive at Archbishop Williams HS for Scrimmage

5 p.m.----Depart Scrimmage for Hotel, Check In

6:15 PM.----Dinner

8:15 PM.---Return to Hotel – Team Meeting/Games

9:00PM – Everyone in own rooms for bed.

Sunday

8 a.m.---Team Work-Out

9:00AM – Depart for team Breakfast at Ted's.

10:00PM .---Return to Hotel/clean rooms/shower

10:40PM .---Check Out

12:00PM – Scrimmage at Whitman-Hanson HS

2:00PM Depart for home (Lunch/Snack stop TBD)

Thank you for your time and consideration on this matter,

Charlie Micol

CHS Boys Basketball Coach

Chelmsford Boys Basketball

Field Trip

12/7 and 12/8

Chaperones:

Charlie Micol	(978) 758-8989	Charlie@hamtg.com
Jim Debenedictis	(978)853 –9093	james.debenedictis@reading.k12.ma.us

Hotel:

Best Western Hotel

Rockland, MA

Address: 909 Hingham St, Rockland, MA 02370

Phone: (781) 871-5660

Restaurants:

Venus Pizza

47 South Ave, Whitman, MA 02382 **Phone:** (781) 447-0494

Ted's

642 Washington St, Whitman, MA 02382 **Phone:** (781) 447-2100