



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 April 9, 2019 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of February 26, 2019
2. Approval of the minutes of the regular school committee meeting of March 19, 2019
3. Approval of the minutes of the regular school committee meeting of April 4, 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. Spotlight on the Schools: South Row Elementary School
2. Discussion on School Committee Public Forum
3. Discussion on School Committee Liaison Assignments
4. MSBA Vote: Vote to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest (SOI) for Chelmsford High School
5. Amendment to the 2019 – 2020 School Calendar
6. FY2018 Financial Audit – MA DESE End-of-Year Financial Report
7. CHS Enrollment and Staffing Report
8. Turf Field Revolving Fund Update
9. CHS Athletics Turf Field Signage Proposal
10. Personnel Report: February 2019
11. Approval of Conference and Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

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

EXECUTIVE SESSION:

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

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
February 26, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. Al Thomas (Vice Chair) and Ms. Donna Newcomb (Secretary). Mr. John Moses and Ms. Barbara Skaar are not present tonight.

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

Mr. Thomas motioned to adjourn the Executive Session dealing with collective bargaining and return to regular meeting. Ms. Newcomb seconded. Motion carries 3-0.

Mr. King opened the meeting at 6:10 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of February 5, 2019.

Mr. Thomas motioned to approve the minutes of the regular school committee meeting of February 5, 2019. Ms. Newcomb seconded. Motion carries by 2 with Mr. Thomas Abstaining.

CHS Student Representative Announcements

Kate shared that March will be a busy month starting tomorrow with Flex Block. This Friday and Saturday the CHS Theatre Guild will host the METG Drama Festival at the PAC. On March 4, 5 and 6th there will be MCAS ELA retests. Speeches for student elections for the Class of 2020 will be given during Plus Block. On March 6th college representatives will be coming to CHS to talk to juniors and a "Parent Night" will also be held in the evening. Thursday, March 7th will be an early release day. The Class of 2020 election will be held on March 8th as will the Brighter Cultures for Brighter Futures Dance. March 9th the PAC will host the String Fest for grades four through 12. March 11th there will be more MCAS make up testing. On March 12th the Career Options Breakfast will be held from 8:00 to 9:30 a.m. for all juniors with Winter Sports Awards being given out in the evening. "Cause Day" Kickoff will take place on March 14th. This program enhances student understanding of various diseases. "Mr. CHS" will be held on Friday, March 15th. Senior John Lambert was a National Merit finalist. Girls' basketball playoffs are happening tonight, while Boys' Hockey tournament is tomorrow night. Cheerleading placed fourth this weekend and will be going to regionals on Sunday.

Good News

Dr. Hirsch shared that the CHS Math Team was invited to try out for The American Regional Mathematics League. This will take place at Penn State in June. Five CHS students were nominated to participate in this competition. All four elementary schools do the morning breakfast program now and the principals say it is running smoothly and all the stakeholders are pleased. South Row will hold their Science Fair tomorrow night. Center will hold theirs on March 12th with McCarthy's taking place on March 13th. Byam School completed their Winter Reading Challenge with students reading over 200,000 minutes! Parker School's PRIDE week was a huge success and much fun! Parker's Got Talent will take place on March 8th at 6:30 p.m. at the McCarthy Auditorium.

New Business

1. Spotlight on the Departments: Fine and Performing Arts

Christina Whittlesey, PreK-12 Fine and Performing Arts Coordinator, shared what is happening in the Arts in Chelmsford. She started her presentation by telling of the many compliments she receives from parents about the wonderful programs available to all our students. Her complete slide show is included in tonight's agenda packet. During her presentation she demonstrated how every student achieves in visual arts, in theatre and in music. She provided details on how social emotional learning is supported and competencies are addressed throughout the classes every day. Amanda Cooper, who is a music teacher at South Row School shared how the arts programs succeed at her school. Teresa Karangioze, CHS Art Teacher, and students Autumn and Ariana Bellan spoke fondly of "The Memory Project" in which high school students create portraits of children who are living in orphanages all over the world. The highlight of the night was a live performance by the McLobby Ensemble from McCarthy Middle School. This ensemble provides live music each Friday morning in the lobby as McCarthy students enter the school.

Public Comments

Christina Bruce, of 16 Clarissa Road, is the President of the Chelmsford Friends of Music. She is thankful for the tremendous amount of public support for the music programs. She thanked the Committee for their past support and hopes this support will continue going forward.

Maria Santos, of 19 Parkhurst Road, asked how the reduction of two teachers at McCarthy will effect eighth grade students next year. She expressed deep appreciation for the CHS Theatre program and accompanying parental support. Once again, she expressed hope that the future would see a social worker for the entire school community.

New Business

2. FY2020 Budget Hearing

Dr. Lang shared highlights of his proposed budget including: adding one additional classroom at CHIPS; the addition of a social worker to the Parker School staff; increasing a part time SPED teaching position at Parker to full time; adding two more assistant principals at the elementary schools; reinstating the World Language Curriculum Coordinator; and the addition of one SPED Chair position. He also proposes: the 1:1 computer initiative; reduction of fees for student activity programs; and the elimination of student parking fees at CHS. He also responded to Ms. Santos's question about the teaching staff at McCarthy's eighth grade stating that one of the remaining teachers would teach math and science, and the other would teach ELA and Social Science.

Mr. Thomas motioned to approve the School Committee budget of \$29,900. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Superintendent budget of \$378,903. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Assistant Superintendent budget of \$234,784. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the District Wide line item of \$570,700. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Business and Finance line item of \$397,916. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Human Resources line item of \$301,807. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Legal Services and Settlements line item of \$140,000. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Districtwide Miscellaneous line item of \$1,261,747. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Curriculum Directors line item of \$1,230,095. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Curriculum Directors – Special Education line item of \$845,719. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the School Leadership line item of \$2,630,357. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Classroom Teachers – Regular Education line item of \$23,495,323. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Teacher Specialist – Regular Education line item of \$1,535,799. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Teacher Specialist – Special Education line item of \$5,760,385. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Medical/Therapeutic Services line item of \$371,705. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Substitutes line item of \$581,000. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Paraprofessionals line item of \$3,954,960. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Library/Media Center line item of \$680,849. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Professional Development line item of \$157,925. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Textbooks and Instructional Materials line item of \$522,350. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Instructional Equipment line item of \$171,650. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the General Supplies line item of \$540,725. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Other Instructional Services – Special Ed line item of \$215,150. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Classroom Instructional Technology and Software line item of \$512,000. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Guidance and Psychological Services line item of \$2,183,530. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Medical and Health Services line item of \$790,244. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Transportation line item of \$3,715,533. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Food Services line item of \$117,512. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Athletic Department line item of \$636,577. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Other Student Activities line item of \$153,940. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the School Security line item of \$201,279. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Custodial Services line item of \$1,720,247. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Hearing of Buildings and Utility Services line item of \$1,173,250. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Employee Separations Costs line item of \$228,486. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the Tuitions line item of \$3,557,653. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

Mr. Thomas motioned to approve the bottom line local operating budget for Fiscal Year 2020 for the Chelmsford Public Schools in the amount of \$61,000,000. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 3-0.

3. Approval of Conference and Field Trip Requests

Mr. Thomas motioned to approve the five high school field trips as presented to the Committee. Ms. Newcomb seconded. Motion carries 3-0.

Reports

None tonight.

Public Comments

Glenn Diggs, of 220 Wellman Avenue, expressed his thanks for the budget which he feels should be supported, but believes the final FY20 number should be increased. He personally feels that a designated position should be added to address the Social Emotional and Counseling needs of the students. Based on new positions proposed in the Town budget, he believes there should be funding to support such a position for the schools. Dr. Lang and Mr. Diggs will meet soon to further discuss this option and review what is already in place to meet this need.

Hana Barker, of Newtown Way, asked if with the 1:1 initiative will include designated Chrome books as well. She was assured that this will happen by Dr. Lang. Regarding the reduction of two staff from McCarthy feels that these teachers should be kept as part of a four person team for the next school year. She believes that the students in eighth grade will be better served by four teachers each teaching the subject they are most experienced in teaching. She feels the students will be better prepared to start high school the following year. She would also like to see more discussion and planning for the \$60,000 allocated for improvements in Communication and Media.

Maria Santos, 19 Parkhurst Road, expressed thanks to Mr. Diggs for his concern about the social and emotional needs. She would like to see a district presentation on how the social emotional learning needs of our students are met. Dr. Lang added that the newly hired Coordinator for Social Emotional Learning and Counseling Services will be coming to speak about the programs at an upcoming Committee meeting.

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 9:14 p.m. Ms. Newcomb seconded. Motion carries 3-0.

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

Respectfully submitted by Sharon Giglio

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
March 19, 2019
Meeting Minutes**

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

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

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

Consent Agenda

Approval of the minutes of the regular school committee meeting of March 5, 2019.

Mr. Thomas motioned to approve the regular school committee meeting minutes of March 5, 2019. Mr. Moses seconded. Motion carries 4-0.

CHS Student Representative Announcements

Clare stated that the CHS acapella group, The Thursdays, won the semi-final round of the International Competition of High School Acapella and will be traveling to New York to compete in the finals. The mentors will meet with their freshman mentees tomorrow. ACA-POCALYPSE, which will showcase the CHS acapella groups the Thursdays and the Crescendos and groups from Northeastern University as well as other groups from surrounding towns, will be held this weekend. Concerts will be held Friday and Saturday night with workshops on Saturday during the day. ELA MCAS will be on March 26th.

Kate shared that term 3 will end on April 1st and April 2nd is an early release day for professional development. Juniors will be attending a college fair in Boston on April 4th to learn about colleges, trade schools and military opportunities. On April 4th there will be a pre MICA concert for the orchestra. April 5th through 7th the band, chorus and orchestra will be performing at the MICA Festival.

Good News

Dr. Hirsch stated there were three "awesome" science fairs this week. The projects were "unbelievable" and the students were articulate. Thank you to the seventh grade ELA teachers who arranged for author and Holocaust survivor, Marion Blumenthal-Lars, to come and share her experiences with the students. This important opportunity happens annually. Dr. Hirsch also thanks Lisa Parado for arranging for Mass. Poetry to come in April to conduct student workshops at CHS. The National English Honor Society partnered with Harrington School for "Reading Day". Congratulations to CHS students Kelly Hannah and Jennifer Su who won 2019 Scholastic Art in Writing awards for their poetry.

Public Comments

Sam Bolton, Chairman of the town Democratic Committee, invited all to attend the candidates' debate to be held on March 27, 2019, at the Chelmsford Police Department's training room from 7 to 9:00 p.m.

New Business

1. Spotlight on the Departments: Health and Physical Education

Katie Simes, Department Coordinator for Health and Physical Education along with colleagues and students, shared a presentation which is also included in tonight's agenda packet which provides an update with highlights of what is happening throughout the District. The presentation began with the CHS Unified Physical Education program which allows students to work one-on-one in the gym with students who have physical disabilities. This is facilitated by student coaches, who shared their experiences. This part of the presentation included a video of a Unified PE Class held in the new fitness center. The new CHS fitness center is open to staff before school, during the school day PE classes for students are held there, and after school the entire student body has access to it, with supervision. Coaches and teams may also reserve time to use it. The district is switching to a Skill-Based Health Curriculum at the middle schools. The skills learned will be useful immediately, a year from now, and throughout their lives to assist them in making better choices for themselves. A highlight of this approach is "Cause Day" which will take place on April 12th. Students choose a cause and advocate for it. McCarthy Middle school students shared their specific cause stories with the Committee.

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

Mr. Thomas motioned to adjourn to executive session to discuss strategy for collective bargaining and/or litigation. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

The Committee left for executive session at 6:42 p.m. and returned to continue the regular meeting at 7:00 p.m.

3. Ratification of memorandum of Agreement: Chelmsford Schools' Food Service Association

Dr. Lang reviewed the details of the contract with the Committee.

Mr. Thomas motioned to approve the Memorandum of Agreement between the Chelmsford Public School Committee and the Chelmsford Schools' Food Service Association that will be in effect for the three year period from July 1, 2019 through June 30, 2022. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0. Town Manager, Paul Cohen was included in this vote.

4. Discussion on Future School Committee Public Forum Topics

The Committee discussed featuring the topics of SEL across the curriculum and transportation. Dr. Lang and Dr. Hirsch will prepare a suggested agenda for a public forum on SEL. Transportation will be featured at a Committee meeting in late May or early June.

5. Update on Status of 2019 MSBA Submissions

Dr. Lang states the district is waiting to hear back from MSBA on the submission concerning roof replacement at South Row School. He is preparing the submission for the Chelmsford High School project, which will be completed and shared with the Committee for approval at the April 9, 2019, meeting. CORE submission is due at MSBA by April 12th.

6. Updates: Ongoing Projects

The acoustical ceiling tile project at Parker School was recently completed in 18 classrooms. The outcome is pleasing to the staff.

The Community Education Building bid for HVAC came in significantly higher than the project cost estimate. The project will go out for bid again and Dr. Lang will update the Committee after the April 10, 2019, bid due date.

The custodial contract bids are being reviewed and Dr. Lang will share them at the next Committee meeting. He will also include an update on the playground project at the Community Education Building.

7. Approval of Conference and Field Trip Requests

Mr. Thomas motioned to approve the Thursdays trip to New York City on April 26th – April 28th, and the Parker Middle School eighth grade trip to Canobie Lake Park on May 30, 2019. Mr. Moses seconded. Motion carries 4-0.

Reports

Liaison Reports

Ms. Newcomb met with the Wellness Committee and they are continuing to work on after-school enrichment programs at the elementary schools, with the hope of starting in the fall.

The Chair attended Parker School's PTO meeting. They have an upcoming science fair, ziti supper and recycling day. A representative from the Chelmsford Public Library attended the meeting and spoke about ways the library and the schools can collaborate.

Action Items

Ms. Newcomb would like to investigate the possibility of changing the requirement of a bachelors' degree for substitute teachers to an associates' degree.

Mr. Moses would like to discuss the Byam School's process for students attending middle school.

Public Comments

Marie Santos, of 19 Parkhurst Road, suggested that the upcoming Public Forum on SEL include: interactions with the Board of Health; the opioid crisis; the Wellness Committee; school nurses roles in SEL; helping students feel safe in school; and diversity in the district.

The Chair announced that tonight would have been Barbara Skaar's last meeting as a Committee member. He thanked her for all of her hard work during those 6 years as a member and also for countless hours she put in for many years prior to joining the Committee. A gift from the Committee will be delivered to here at home. Ms. Newcomb echoed the Chair's words about Ms. Skaar's dedication

Adjournment

Mr. Thomas motioned to adjourn the regular meeting at 7:31 p.m. Mr. Moses 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 SCHOOL COMMITTEE

REGULAR MEETING

April 4, 2019

Meeting Minutes

Members Present: Mr. Dennis King, Mr. John Moses, Ms. Donna Newcomb, and Ms. Maria Santos. Mr. Allen Thomas was absent.

Also Present: Dr. Jay Lang (Superintendent) and Dr. Linda Hirsch (Assistant Superintendent)

Dr. Lang called the meeting to order at 5:15 p.m. and recognized the school committee members in attendance. He congratulated Mr. Moses and Ms. Santos on their recent election to the school committee. Those in attendance stood for the pledge of allegiance.

Dr. Lang informed the members present that the purpose of the meeting was to reorganize and elect a Chair, Vice-Chair, and Secretary for the coming year. After the nomination and election of the Chair, Dr. Lang indicated he would be turning the meeting over to the newly elected Chair for nomination and election of a Vice-Chair and Secretary.

New Business

1.) Election of School Committee Chair

Mr. John Moses made a motion, seconded by Ms. Donna Newcomb, to nominate Mr. Dennis King to serve as the Chair of the Chelmsford School Committee for the coming term. On a voice vote, all members voted in the affirmative. Mr. Dennis King was elected to serve as the Chair of the Chelmsford School Committee (Approved 4-0).

Dr. Lang turned the meeting over to the Chair King.

2.) Election of School Committee Vice-Chair

Ms. Donna Newcomb made a motion, seconded by Ms. Maria Santos, to nominate Mr. John Moses to serve as the Vice-Chair of the Chelmsford School Committee for the coming term. On a voice vote, all members voted in the affirmative. Mr. John Moses was elected to serve as the Vice-Chair of the Chelmsford School Committee (Approved 4-0).

3.) Election of School Committee Secretary

Ms. Donna Newcomb made a motion, seconded by Mr. John Moses, to nominate Ms. Maria Santos to serve as the Secretary of the Chelmsford School Committee for the coming term. On a voice vote, all members voted in the affirmative. Ms. Maria Santos was elected to serve as the Secretary of the Chelmsford School Committee (Approved 4-0).

Chair King entertained a motion by Mr. John Moses, seconded by Ms. Donna Newcomb, to adjourn the meeting at 5:20 p.m. On a voice vote, all members voted in the affirmative (Approved 4-0).

The meeting adjourned.

Respectfully submitted,

Jay Lang, Ed.D.
Superintendent of Schools

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 7, 2019
Re: Spotlight on the Schools: South Row Elementary School

Attached please find a PowerPoint presentation provided by South Row Principal Dr. Molly McMahon in advance of the meeting presentation. I look forward to hearing the presentation and discussing the good work that is occurring at the South Row Elementary School with the members of the school committee.

Spotlight on South Row Elementary School



Tuesday, April 9th, 2019

Dr. Molly McMahon, Principal
Mr. Jayson Ramalho, Assistant Principal



School Improvement Plan

Academic Learning Goal

- Science Standards
- iReady Pilot

Social Emotional Learning Goal

- Tier 2 Pilot (Tier 1 Continuation)



Science Standards/ School Improvement Plan

1. Earth Science - - Implemented Year 2

2. Physical Science - - Implemented Year 1

3. Life Science - - Coming soon!

- Inquiry Approach / Focus Questions / Hands on / Science Journals

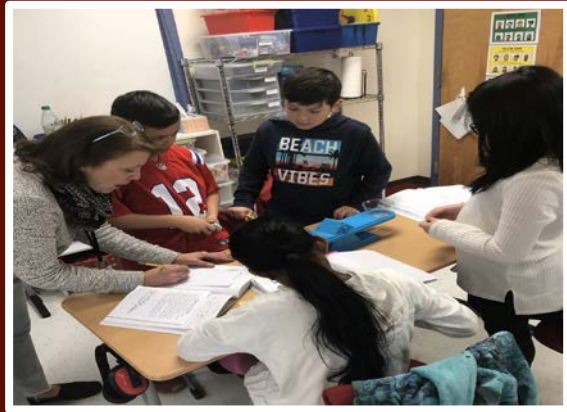
Full Day PD/ Early Release PD

Summer Writing - Integration across subject areas

District Improvement Plan - - > School Improvement Plan - - > Teacher Professional
Development Calendar - - > Teacher Goals



Foss Science in Action at South Row



iReady / School Improvement Plan

1. All teachers have had 3 professional developments this year on all aspects of the program.
 - a. Diagnostic Testing - - Used for instructional groupings, instructional decision-making
 - b. Online intervention, lessons and assessment
 - c. Teacher toolbox - can also take lessons into the classroom / instruction



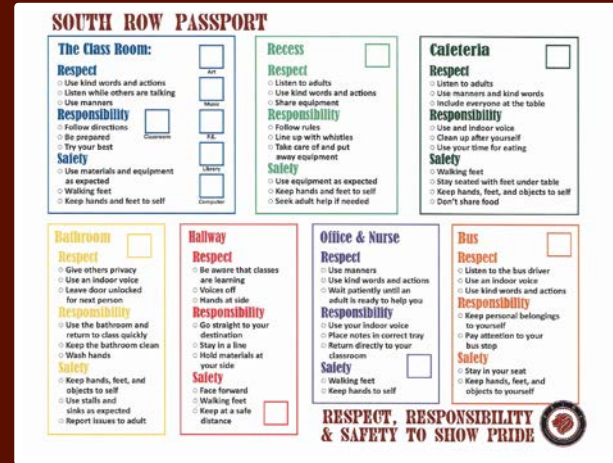
1. Used for both ELA and Math

District Improvement Plan - - > School Improvement Plan - - > Teacher Professional Development Calendar - - > Teacher Goals

You can't have Tier 2 without: Tier 1

Overview:

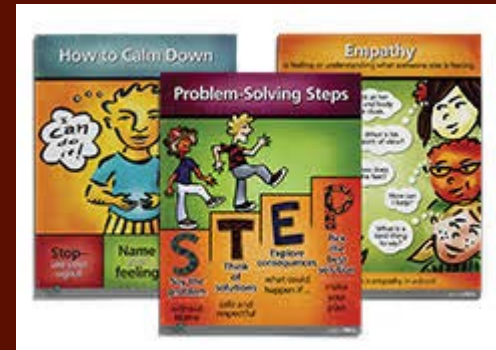
- Passport - Behavioral Expectations
- Second Step - Social Skills
- RRS Ticket System - Reinforcement of Expectations and Social Skill application



Involving Families

- HOMEWORK MATRIX - - Parent Discussion Night, January 2019

District Improvement Plan - -> School Improvement Plan - -> Teacher Professional Development Calendar - -> Teacher Goals



HOMEWORK

Be Respectful

- Use polite and kind language
- Empathize with your parents, they learned a different way
- Use time management skills

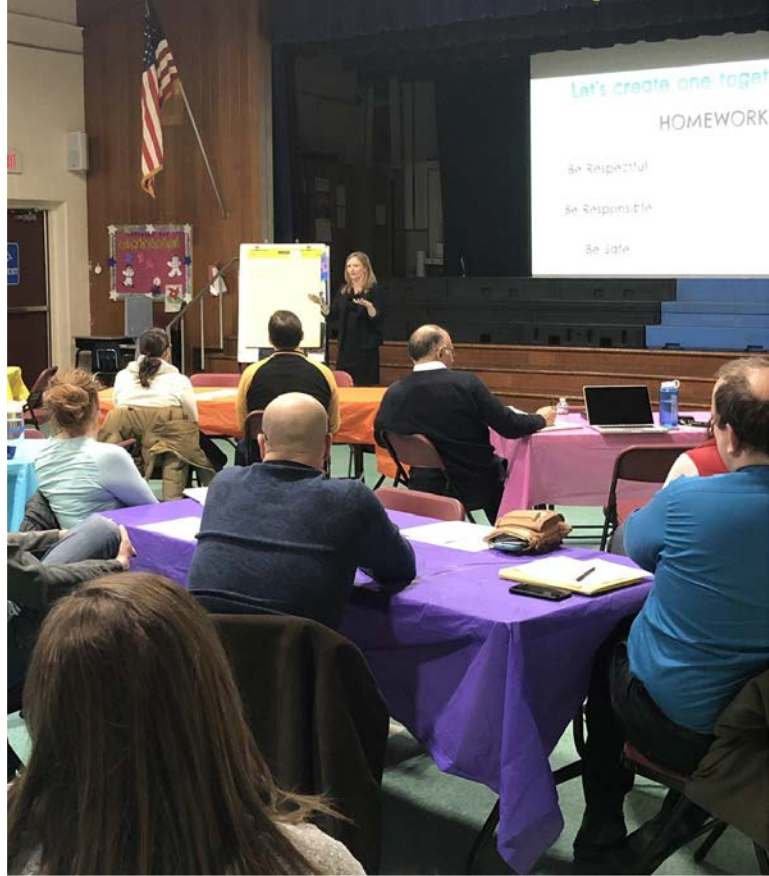
Be Responsible

- Do your best work
- Persevere to complete your work, even when it's tough
- Have your materials
- Complete your work
- Take ownership of your work and homework routine
- Use problem solving skills and strategies

Be Safe

- Use materials properly
- Find a safe spot to work
- Follow the family plan/routine
- Eliminate distractions

Homework Matrix Development



PBIS Parent Discussion Night



Mindfulness Activity

Highlight of the year - Enrichment

1. Sam Drazin
2. Peter Reynolds
3. Ooch World
4. Yoga & Mindfulness



All School Enrichments/ Also 3 others per grade level

Thank you to the South Row PTO!

Respecting Differences

Awareness as the foundation of Empathy

Connection to Wonder

Kindness Precepts

Connection of students, teachers and parents

Sam Drazin

Bringing Wonder to Life



Have you ever wondered what it's like to live with a facial difference and hearing loss? Sam Drazin was born with Treacher Collins syndrome, a craniofacial anomaly which is similar to that of Auggie, the main character in R.J. Palacio's *Wonder*.

Like Auggie, Sam has undergone multiple surgeries and faced the challenges of adolescence while looking a bit different.

Drawing on his experience growing up with a facial difference and hearing loss, and his later work as a teacher, Sam will take you on his journey, sharing with you the challenges as well as humor in everyday situations. Sam believes awareness is essential to support children and adults in becoming more aware and accepting of all differences.

This workshop is open to all Chelmsford parents, and is sponsored by the South Row PTO

Thursday October 18th
7:00-8:00 pm
in the McCarthy Middle School Library



Sam Drazin



Changing Perspectives

Sam Drazin
Educator

Executive Director, Changing Perspectives



Kindness is EVERYWHERE at South Row!



Peter Reynolds, Graduate of South Row

- Writer, Author, Storyteller, Animated films
- Chelmsford Alumni
- Inspired by Mr. Matson, 7th Grade Math teacher
- Wants to inspire creativity in each student
- Wrote: The Dot, Ish & North Star



Ooch World!

How to make a mistake

Be a GOOD mistake maker

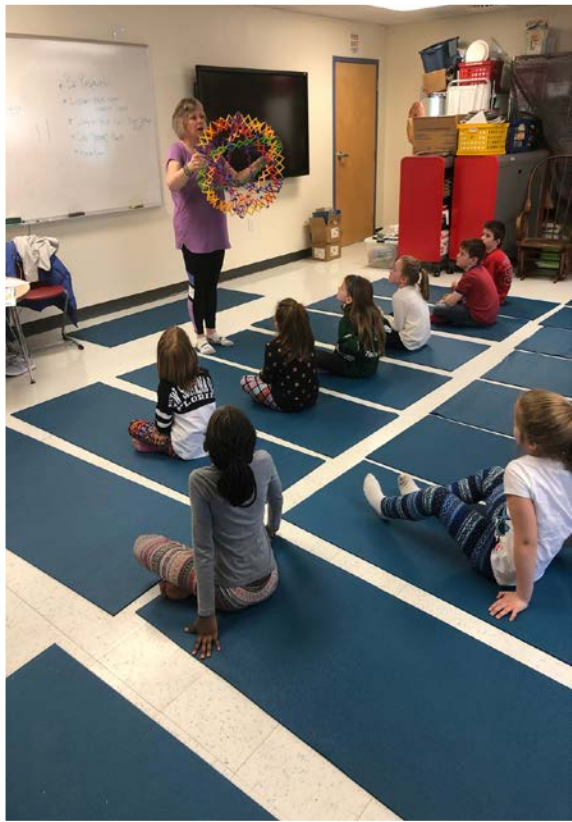
1. Admitting it
2. Owning it
3. Cleaning it up
4. Forgiving yourself
5. Learning from it
6. Then making new ones...

Songs and dancing

Just plain fun!



Yoga & Mindfulness



- 30 minute introduction with Kim Bilawchuk
- Breath work
- Gentle Movement – Individual and Partner Poses
- Guided Meditation



The Year of the Pilot



Year 1 of Strive Program

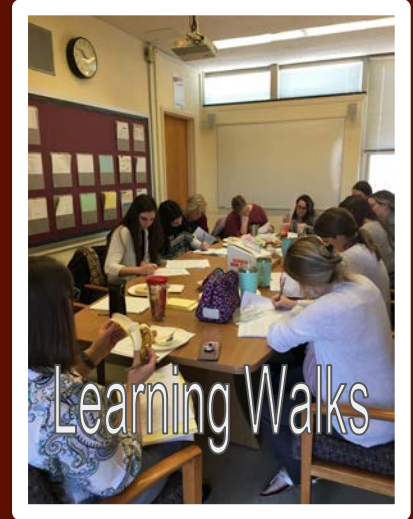
Breakfast Program

Tier 2 Pilot

Learning Walks

Second Step Data**

**A shout out to all staff - Changes
are not easy!**

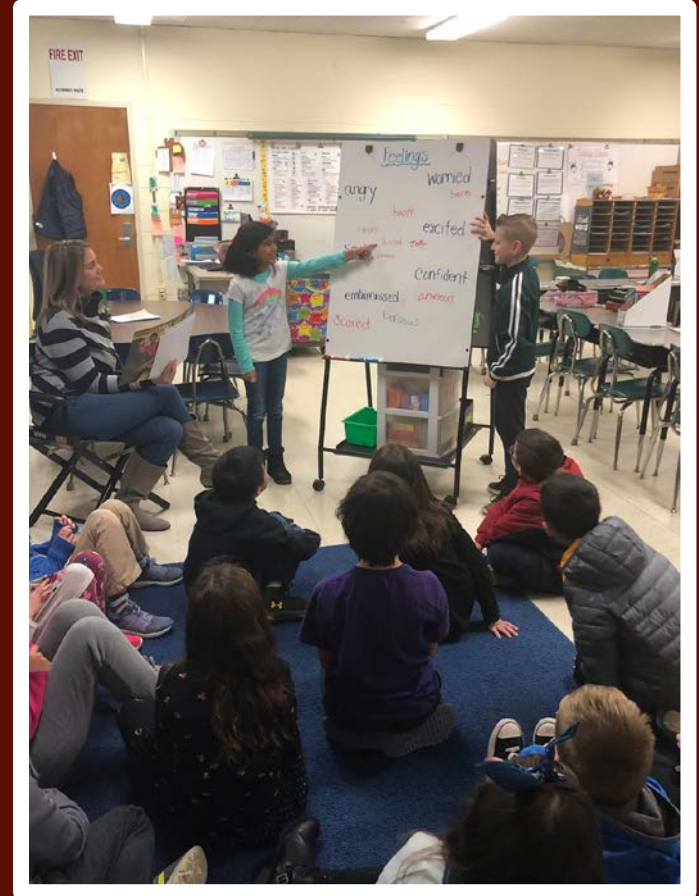


Second Step Data

One classroom per grade/ All of third grade classrooms

1. Pre/ Post Data on student growth
 - a. Pre-test results are in
 - b. Post test at the end of May

2. Teacher fidelity checklists** - - Power of teacher fidelity / values



Pre-Test Second Step Data

Units of Study

1. Skills for Listening
2. Emotion Management
3. Empathy
4. Problem Solving



- What does the pre-test data tell us?

Classroom Pre-Test Averages

K: 62%

1: 69.3%

2: 62.6%

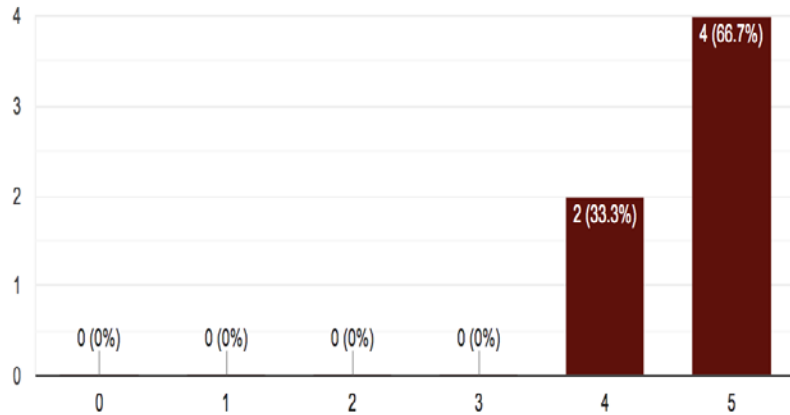
3: 74.75%

4: 68%

Second Step Teacher Fidelity Data

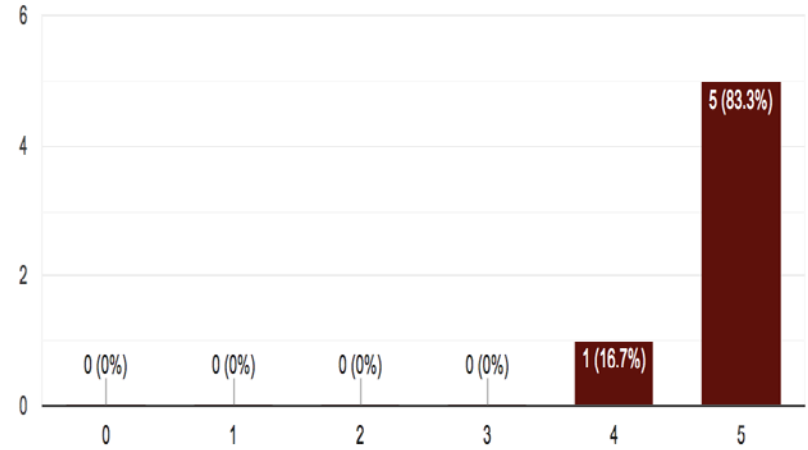
I am committed to helping my students achieve the goals of the program

6 responses



I believe it is important to implement the Second Step program fully.

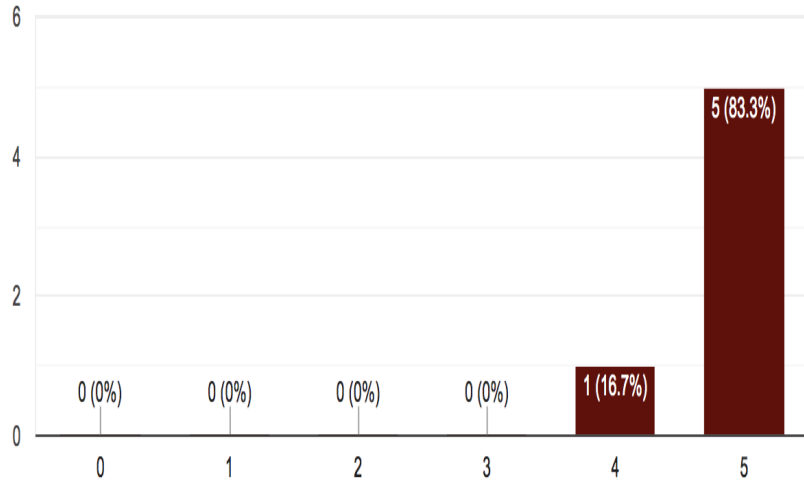
6 responses



Second Step Teacher Fidelity Data

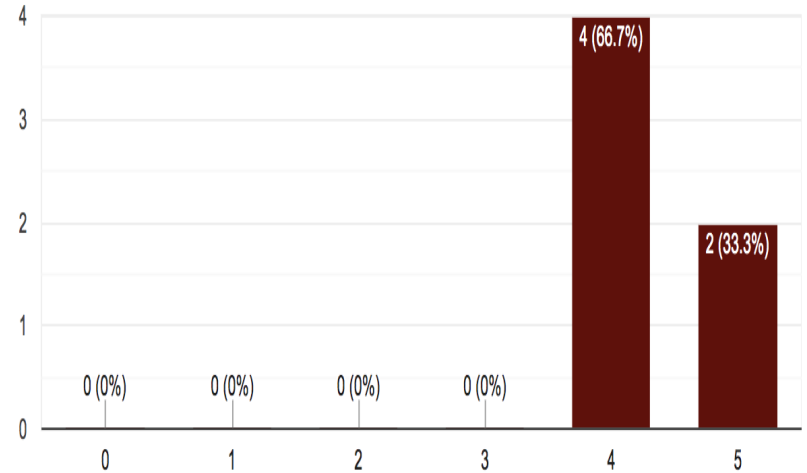
I understand the goals and objectives of the Second Step program

6 responses



I believe my students are benefiting from the Second Step program

6 responses



Fourth Annual International Festival



South Row Science Fair



School Garden / Outdoor Classroom

Brand New Committee...

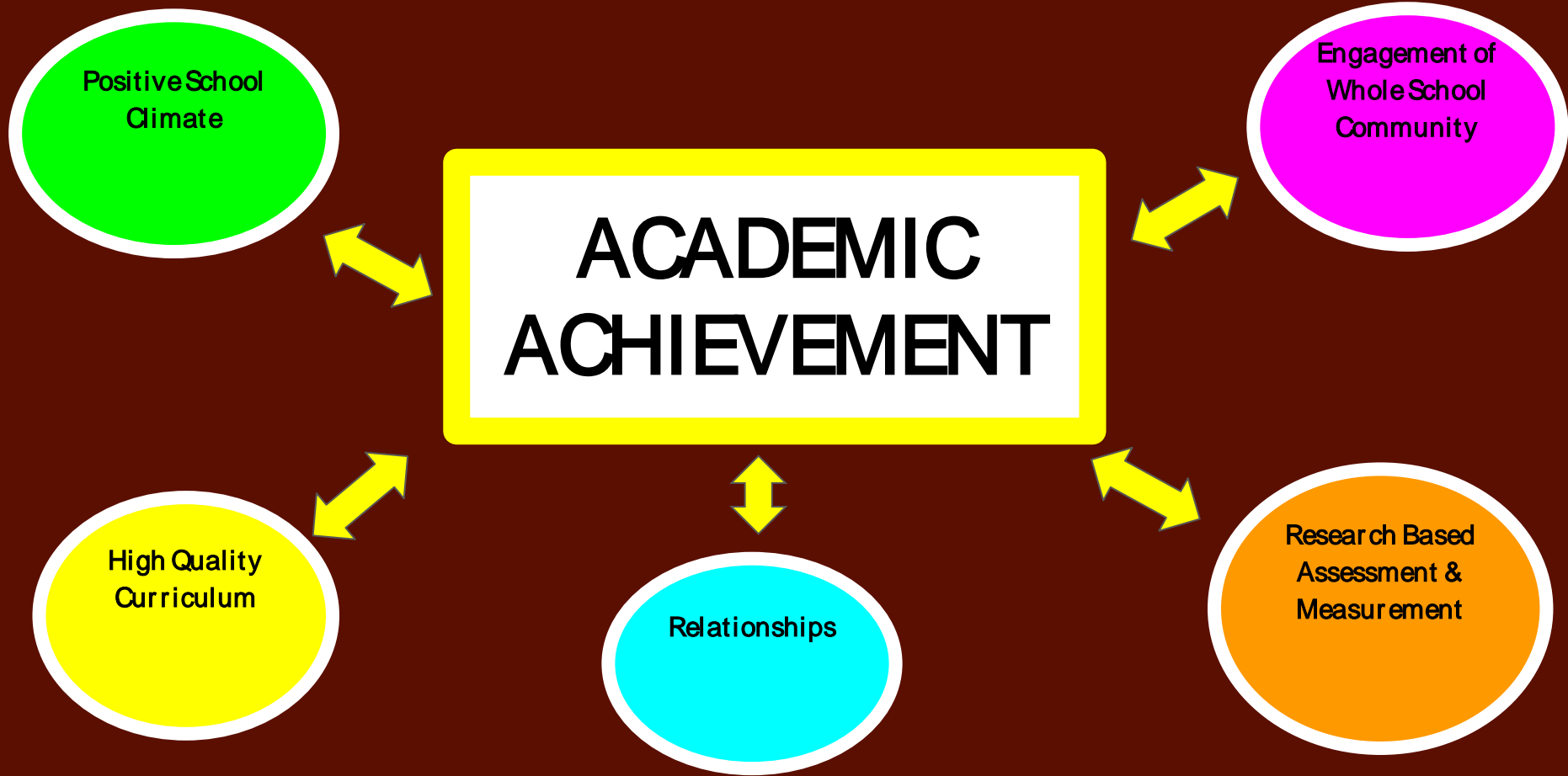
Goals...

- Outdoor classroom
- Gardening
- SEL connection
- Science connection

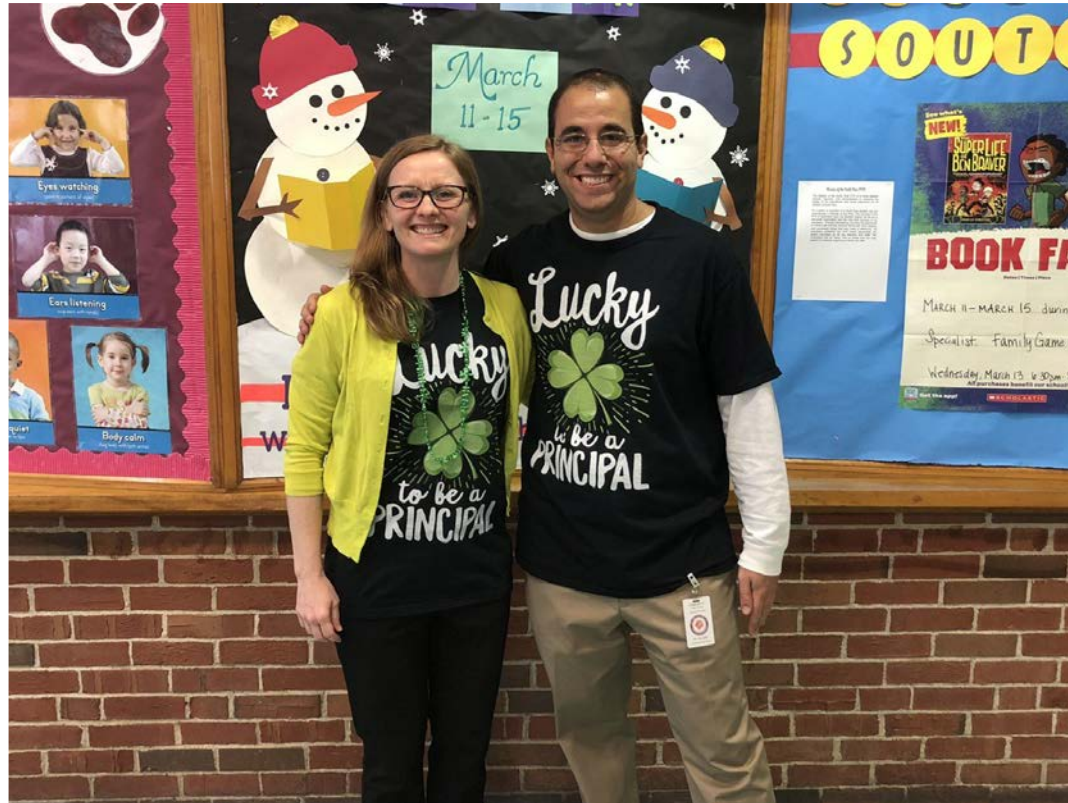
<https://sites.google.com/chelmsford.k12.ma.us/southrowcourtyard/home>



How do all of these initiatives connect?



Any Questions or Comments?



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 7, 2019
Re: Discussion on School Committee Public Forum

On Tuesday evening when we discuss the next community forum, we reached out to the police department to identify possible dates for our next session. May is a very busy month with various community and school events. The training room at the Chelmsford Police Department is available on Monday May 6, 2019 at 7:00 p.m. if that date and time is desirable to the committee members. We can coordinate with Chelmsford Telemedia to have the event recorded.

Chelmsford School Committee

2018 - 2019 Liaison Assignments

Negotiations	Member	Member	Alternate
Administrators	Dennis King	Al Thomas	
Teachers/Nurses	Al Thomas	John Moses	
Professional Support/Secretaries	Barbara Skaar	Dennis King	
Custodians	John Moses	Donna Newcomb	
Food Service	Donna Newcomb	Barbara Skaar	
Subcommittees	Member	Member	Alternate
Policy	Barbara Skaar	Al Thomas	
Superintendent's Evaluation	Al Thomas	Dennis King	
Facilities/Maintenance	Donna Newcomb	John Moses	
Finance/Budget	Dennis King	Donna Newcomb	
School Organizations	Member	Alternate	
Byam School Organization	John Moses	Donna Newcomb	
Center School PTO	Dennis King	Al Thomas	
CHIPS PTO	Al Thomas	John Moses	
Harrington PTO	Barbara Skaar	Dennis King	
Chelmsford High PTO	Al Thomas	Dennis King	
McCarthy PTO	Barbara Skaar	John Moses	
Parker PTO	John Moses	Al Thomas	
PTO Council of Schools	Dennis King	Donna Newcomb	
South Row PTO	Donna Newcomb	Barbara Skaar	
SEPAC	Donna Newcomb	Barbara Skaar	
Wellness Committee	Donna Newcomb	Dennis King	
Other Organizations	Member	Alternate	
CHS Alumni Association	Al Thomas	Dennis King	
CHS Boosters	Dennis King	Donna Newcomb	
Chelmsford Business Assoc. (CBA)	John Moses	Al Thomas	
Friends of Music	Donna Newcomb	Barbara Skaar	
MASC	Barbara Skaar	John Moses	
Town Boards	Member	Alternate	
Board of Selectman	Dennis King	John Moses	
Finance Committee	Barbara Skaar	Donna Newcomb	
Capital Planning Committee	Donna Newcomb	Barbara Skaar	
Planning Board	Al Thomas	Barbara Skaar	
Economic Development	John Moses	Al Thomas	
Turf Fields	Al Thomas	Dennis King	
Recycling Committee	John Moses	Donna Newcomb	
Legislative Outreach	Member		
Liaison to Federal Elected Officials	All		
Liaison to State Elected Officials	All		

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: April 4, 2019

Re: MSBA Vote: Chelmsford High School Statement of Interest (SOI)

Below is the vote required by the Massachusetts School Building Authority to authorize the submission of a Statement of Interest by the April 12, 2019 deadline. I recommend the School Committee vote in the affirmative as follows:

Recommended/Required Vote:

Having convened in an open meeting on Tuesday April 9, 2019, prior to the closing date, the School Committee of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 5, 2019 for Chelmsford High School located at 200 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future, including the elimination of existing severe overcrowding; prevention of severe overcrowding expected to result from increased enrollments; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: April 9, 2019

RE: Amendment to the 2019-2020 School Calendar: Professional Development Days Change

On Tuesday, December 4, 2018, the School Committee voted on the 2019-2020 school calendar. This calendar included the designated professional development days in order for teachers to attend district workshops. When the professional development days were set for the 2019-2020 school calendar, the 2020 election calendar was not available. Since McCarthy Middle School is one of the town's centralized voting buildings, professional development days are typically scheduled on election days to alleviate parking and traffic congestion that can potentially impact the function of the school day. We were recently informed of the established 2020 election calendar from the town clerk, and the March and April 2020 election days established, including a presidential primary, which do not align to the scheduled professional development days in the 2019-2010 school calendar.

After discussions with Dr. Lang and Principal McPhee, it was determined that we request of the School Committee a switch for two professional development half-days in March and April 2020, previously approved in the 2019-2020 school calendar, to be in alignment with the published 2020 election days. The proposed changes for the two affected professional development half-days previously scheduled are as follows:

- **Move Thursday, March 12th to Tuesday, March 3rd (Presidential Primary)**
- **Move Wednesday, April 1st to Tuesday, April 7th (Town Election)**

If you have any questions, please free to contact me to discuss this proposal.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 8, 2019
Re: FY18 MA DESE End-of-Year Audit Report

On an annual basis, each school district in the Commonwealth of Massachusetts must have an external audit completed of their end-of-year financial report submitted to the Massachusetts Department of Elementary and Secondary Education (MA DESE). The Town of Chelmsford contracts with Powers & Sullivan, LLC. to perform its external audit responsibilities, therefore representatives of Powers & Sullivan, LLC. performed our external financial audit for the year ending June 30, 2018.

Attached please find a copy of the FY18 MA DESE financial audit report completed for the Chelmsford Public Schools as of June 30, 2018. I would like to take this opportunity to thank Joanna Johnson-Collins, Director of Business and Finance, for preparing and submitting the FY18 end-of-year financial report to MA DESE on behalf of the district. As noted within the financial audit report, there are no financial findings or financial reporting recommendations from the external auditors.

TOWN OF CHELMSFORD, MASSACHUSETTS

***REPORT ON APPLYING AGREED-UPON PROCEDURES
OVER COMPLIANCE APPLICABLE TO
MASSACHUSETTS SCHOOL DISTRICTS'
END-OF-YEAR FINANCIAL REPORT***

YEAR ENDED JUNE 30, 2018

TOWN OF CHELMSFORD, MASSACHUSETTS
REPORT ON APPLYING AGREED-UPON PROCEDURES
OVER COMPLIANCE APPLICABLE TO
MASSACHUSETTS SCHOOL DISTRICTS'
END-OF-YEAR FINANCIAL REPORT
YEAR ENDED JUNE 30, 2018

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Independent Accountants' report on applying agreed-upon procedures
over compliance applicable to Massachusetts School Districts'
End-of-Year Financial Report

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100 Quannapowitt Parkway
Suite 101
Wakefield, MA 01880
T. 781-914-1700
F. 781-914-1701
www.powersandsullivan.com

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT

To the Honorable Board of Selectmen
and the School Committee
Town of Chelmsford, Massachusetts

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report prepared by the Town of Chelmsford, Massachusetts (Town) for the year ended June 30, 2018. We performed these procedures solely to assist the Town and the DESE in evaluating the Town's assertion that it has complied with the DESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The School District's management is responsible for preparing the End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

No instances of noncompliance with agreed-upon procedures were noted.

We were not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

Powers & Sullivan, LLC

April 3, 2019

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

To: Members of the School Committee
From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*
Date: April 9, 2019
RE: Chelmsford High School Recommended Department Reductions

Over the past month, the Chelmsford High School (CHS) Building Leadership Team (BLT) has reviewed primary course request numbers to develop course sections. The high school principal, deans, and department coordinators conducted the necessary staffing exercises that provide the estimated section numbers for each course and grade numbers to build a final committed schedule. These course sections are used to build student schedules for each department and fulfill student course requirements towards graduation, while keeping a broad program that includes opportunities of choice and trialing of new content electives.

After review of primary course requests, the recommended class size max for each course level, section count, and primary requests as compared to school enrollment, the BLT has recommended the following reductions at CHS:

- one high school math teacher
- one high school fine arts teacher
- one high school history teacher

Below is the data that supports the reductions at CHS. In each scenario, the BLT was able to meet all requirements and keep comprehensive programming intact for each department and grade.

One Mathematics Teacher – CHS

<u>Course Name</u>	<u>Recommended</u>			
	<u>Max</u>	<u>Sections</u>	<u>Primary</u>	<u>Average</u>
INTRO ALGEBRA	18	2	23	11.5
ALGEBRA I H	26	1	18	18.0
ALGEBRA I H2	24	7	159	22.7
ALGEBRA I	18	5	83	16.6
TAG 1	18	1	20	20.0
TAG 2	18	1	20	20.0
GEOMETRY H	26	3	79	26.3
GEOMETRY H2	24	7	62	23.1
GEOMETRY	18	5	80	16.0
ADV ALG	18	4	79	19.8
Alg II H	26	4	90	22.5
Alg II H2	24	6	131	21.8
Alg II	18	5	77	15.4
QUANT REASON	24	2	56	28.0
PRE-CALC H	26	4	93	23.3
PRE-CALC H2	24	7	49	21.3
STATS AP	26	3	91	30.3
INTRO TO STATS	24	1	36	36.0
COLLEGE ALG & TRIG	18	3	54	18.0
CALC AP AB	26	2	40	20.0
CALC AP BC	26	1	25	25.0
Calc 1 H	26	1	23	23.0
CALC 1 H2	24	4	71	17.8
AP COMPUTER	20	1	16	16.0
PLTW AP Comp Sci	20	2	41	20.5
Programming in C	20	2	37	19.5
AMDM	18	1	22	22.0

One Fine Arts Teachers- CHS

<u>Course Name</u>	<u>Recommended</u>			
	<u>Max</u>	<u>Sections</u>	<u>Primary</u>	<u>Average</u>
SCULT STUDIO	24	1	23	23.0
Studio 1	24	8	176	22.0
Studio 2	24	5	116	23.2
Studio 3	24	1	30	30.0
Honors Art/AP Combined	24	1	16	16.0
Appreciating the Arts	24	1	23	23.0
Intro to Digital Photo	24	6	186	31.0
Digital Photography II	24	2	52	26.0
Graphic Design 1 AND 2	24	3	78	20.3
3D Design and Animation 1 AND 2	24	2	35	17.5

One History Teacher – CHS

<u>Course Name</u>	<u>Recommended</u>			
	<u>Max</u>	<u>Sections</u>	<u>Primary</u>	<u>Average</u>
WLD HIS II H	24	6	121	21
WLD HIS II H2	24	9	187	21
WLD HIS II	18	2	27	14
US HIS I H	24	5	115	23
US HIS I H2	24	9	196	22
US HIS I	18	3	44	15
AP US	24	5	114	23
US HIS II H2	24	9	200	23
US HIS II	18	3	55	19
SP & DE H and H2	24	1	77	24
LEGAL RIGHTS	18	2	87	22
SOCIOLOGY	24	4	176	22
PSYCH I	24	2	103	24
PSYCH II	24	0.5	33	24
AP PSYCH	24	4	108	24
AP GOV	24	1.0	30	24
HOLOCAUST	24	1.5	67	22
CIVICS	24	2	90	23
INT. RELAT	24	1	20	20
AH TH FILM	24	1	56	24
COM LAW 1 and 2	24	1	21	21
AP RESEARCH	20	1	20	20

At the April 9th meeting, I will explain the process and meaning around the numbers provided. If you have any questions, please feel free to contact me.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: April 5, 2019

RE: Turf Field Revolving Fund (518) Update

I am writing to provide you with an update regarding the FY2019 revenue and expense projection of the turf field revolving fund (518). This revolving fund captures the revenue and expenses associated with two (2) turf fields, one at Chelmsford High School and the other at McCarthy Middle School.

The primary sources of revenue are from renting the fields to sports organizations (i.e. football, soccer, baseball, and lacrosse programs) and naming rights for one large sign at the McCarthy field. The primary expenses are the bond principal and interest payments. Mr. John Sousa, Town of Chelmsford Finance Director / Treasurer, kindly summarized the debt service activity funded by the revolving fund. The town borrowed \$ 800,000 and issued an 11-year bond, with the principal being repaid over 10 fiscal years. At the end of FY2019, six years of the repayment schedule will be complete with five years remaining. The last payment will be in FY2024 to retire the bond.

The summary on the following page highlights the revenue and expense projection for FY2019 and for comparison, FY2018 financial information is provided. In FY2019, revenues are projected to total \$114,807 and expenses to total \$ 104,722. This is projected to build the revolving fund's reserve by \$ 10,085 at fiscal year end. Currently, the cumulative reserve (carry forward) totals \$ 49,124.75. Adding the cumulative reserve to this year's projected net gain will bring the reserve to \$ 59,209.75 on June 30, 2019. In FY2018, revenues totaled \$ 103,195 and expenses totaled \$ 104,159.79. The difference of \$ 964.79 was covered by the cumulative reserve, which at the beginning of FY2018 was \$ 50,089.54.

I'd like to thank our Athletic Director, Dan Hart, for his work managing the turf fields and his assistance in preparing the revenue forecast. Thank you for the opportunity to provide this update.

**Chelmsford Public Schools
Turf Field Revolving Fund (518)**

FY18

FY19

	Revenue	Expense		Revenue	Expense
Jul-17	\$0.00	\$285.67	Jul-18	\$0.00	\$0.00
Aug-17	\$0.00	\$258.02	Aug-18	\$11,615.00	\$0.00
Sep-17	\$29,223.75	\$152.05	Sep-18	\$0.00	\$387.03
Oct-17	\$7,425.00	\$0.00	Oct-18	\$6,540.00	\$5,537.71
Nov-17	\$0.00	\$10,487.04	Nov-18	\$3,925.00	\$8,896.25
Dec-17	\$780.00	\$170.48	Dec-18	\$2,855.00	\$101.37
December Subtotal	\$37,428.75	\$11,353.26	December Subtotal	\$24,935.00	\$14,922.36
Jan-18	\$5,100.00	\$0.00	Jan-19	\$25,750.00	\$0.00
Feb-18	\$5,760.00	\$0.00	Feb-19	\$9,177.00	\$0.00
Mar-18	\$0.00	\$0.00	Mar-19		
Apr-18	\$22,350.00	\$0.00	Apr-19		
May-18	\$7,435.00	\$90,500.85	May-19		\$88,500.00
Jun-18	\$25,121.25	\$2,305.68	Jun-19		
			4 month projection	\$54,945.00	
Total	\$103,195.00	\$104,159.79	Total	\$114,807.00	
Carry Forward			Carry Forward		

Revenue Accounts	Account	Total	Revenue Accounts	Account	YTD Total
Revenue	51800000-43815	\$103,195.00	Dec. YTD Revenue	51800000-43815	\$24,935.00
Carry Forward	51800000-90000	\$50,089.54	Carry Forward	51800000-90000	\$49,124.75
Revenue Totals		\$153,284.54	YTD Revenue Totals		\$74,059.75

Revenue Projection	
Dec. YTD Revenue	\$24,935.00
Jan. - Feb. Revenue	\$9,927.00
Naming Rights	\$25,000.00
Estimated Earnings	\$54,945.00
Forecast Total	\$114,807.00

Expense Accounts	Account	Total Amount	Expense Accounts	Account	YTD Total
Salaries	51862000-51060	\$2,068.79	Salaries	51862000-51060	\$1,322.36
Other	51862000-57800	\$1,891.00	Other	51862000-57800	\$5,100.00
Bond Payment	51881000-59238	\$80,000.00	Bond Payment	51881000-59238	\$0.00
Turf Int.	51882000-59239	\$20,200.00	Turf Int.	51882000-59239	\$8,500.00
Expense Totals		\$104,159.79	Expense Totals		\$14,922.36

Expense Forecast	
Salaries	\$2,622.36
Other	\$5,100.00
Bond Paymnet	\$80,000.00
Interest	\$17,000.00
Forecast Totals	\$104,722.36

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 7, 2019
Re: CHS Athletics Turf Field Signage Proposal

Attached please find a PowerPoint presentation prepared by CHS Athletic Director Dan Hart, proposing advertising as an additional revenue source to support the turf fields at Chelmsford High School and McCarthy Middle School. I have attached copies of School Committee Policies KHB and KHC that pertain to advertising in the school and/or on school property. Under these policies, the School Committee may grant permission for advertising of commercial products or services on school property. Mr. Hart will be present to review his proposal at the regular school committee meeting Tuesday evening.

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

CROSS REF.: JP, Student Gifts and Solicitations
 KHA, Public Solicitations in the Schools

DISTRIBUTION OF MATERIALS AND ANNOUNCEMENTS

The Chelmsford Public Schools controls the right to distribute materials in the schools and on school property that can be interpreted as advertisement for private companies, public institutions, and non-profit organizations. All decisions should be based on written proposals. These materials will be screened and approved by the Superintendent prior to distribution (for example no flyers will be distributed for placement on any vehicle parked on school property). No materials may be disseminated to staff and students unless reviewed and approved by the Superintendent's Office.

Announcements made by the town may be distributed to parents through the school system, paper or website, with the Superintendent's approval. Such announcements include, for example, notices of recycling programs, civic functions, and the like. Political announcements may not be distributed through the school system. All other announcements that may also include nonprofit organizations such as scholarship funds, town committees, blood drives, scouts, athletic, and fund raisers only related to nonprofit organizations shall be reviewed and accepted for distribution upon review by and at the discretion of the Superintendent. Any distribution instigated by a private party shall be marked as such as to distinguish it from an official school department correspondence. All such materials shall be presented through the Superintendent's office and then to the building principal for approval and/or distribution.

The Chelmsford Public Schools controls the right to accept items that contain any form of advertising outside of school related programs, events, and extracurricular activities. Advertising on school grounds or the outside of school buildings must be reviewed and accepted by the Chelmsford School Committee. Gifts and donations that include advertising must be approved by the Chelmsford School Committee. Any advertising including any fund raising activities must support the mission, goals, and policies of the Chelmsford Public Schools. Appropriate advertising may be sold for school based publications.

Students and staff members are to be protected from undue intrusions on their time during the school day by announcements, posters, bulletins, and communications of any kind from individuals and organizations.

SOURCE: Chelmsford



TURF FIELD SIGNAGE PROPOSAL

APRIL 2019

PURPOSE

Create Revenue

Make Fields Look
More Professional

Limit Wear
Through Over-Use

DESIRE FOR ADDITIONAL REVENUE

Pay off bond

Allow for continued/potential service (scheduled grooming, maintenance, and plowing)

Purchase new equipment (goals, track equipment, etc.)

Purchase of future turf (replacement)

High-rate of rentals may limit life of turf fields

SIGNAGE PROPOSAL

Advertising signage on existing fencing at CHS & McCarthy fields

Advertising signage would not obstruct view of playing fields

Signs would be metal (cut and rounded ~ safe to touch)

Signs would be 3' x 4' height/widths (can be adjusted)

Signs would be uniform (white signs, maroon lettering, I color logo)

Signs purchased by local businesses and/or families (advertisement & sponsor programs)

Signs will be on
year-to-year OR
multi-year
contracts

1 Year Plan: \$600
(April 1 - April 1)

2 Year Plan:
\$1,000

All payments will
be deposited in
the turf field
revolving account

PRICE POINTS & CONTRACT LENGTH

SIGNAGE PRODUCTION COST

Cost of signage from a local vendor:
Under \$ 100/sign complete

CHS Athletic Department will hang signs

Repairs by CHS Athletic Department

Damaged signs to be replaced through turf field revolving account

POTENTIAL EARNINGS

Cost to CHS Athletic / School Department = \$ 0



Revenue Potential = 30 Signs at \$ 600 (- \$ 100 sign cost) = \$ 15,000



Other areas to explore: Back of McCarthy School scoreboard for advertising, stadium end zone sponsors, press level stadium sponsors



SAMPLE DESIGN

CHELMSFORD PUBLIC SCHOOLS

Cheryl L. Kirkpatrick, Ed.D., Director of Personnel and Professional Learning
Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110
kirkpatrickc@chelmsford.k12.ma.us

To: Dr. Jay Lang, Superintendent

From: Dr. Cheryl Kirkpatrick, Director of Personnel and Professional Learning

Date: March 13, 2019

Re: Personnel Report FEBRUARY 2019

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

Personnel Report - FEBRUARY 2019

New Hires

Bott, Michelle

Lunch/Recess Aide

South Row Elementary School

Effective date: 2/28/19

Resignations:

Bastianelli, Elaine

Lunch/Recess Aide

South Row Elementary School

Effective date: 2/1/19

DeChiara, Karen

Lunch/Recess Aide

McCarthy Middle School

Effective date: 2/15/19

Ellis, Nathaniel

Paraprofessional

Chelmsford High School

Effective date: 02/05/2019

Joyce, Alana

Paraprofessional

Byam Elementary School

Effective date: 2/13/19

Retirements:

None

Assignment Changes:

None

Approval of Conferences & Field Trip Requests

- 1.) Chelmsford High Schools
DECA International Career Development Conference
April 27 – May 2, 2019
Orlando, FL

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:

YES NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

Del for S.C. D.2, KM L.B. ANDY Mawlyn 4-3

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 THUR FRI SAT SUN

Trip Date: 4 / 27 / 19 If Overnight Trip, Return Date: 5 / 02 / 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: A SHUPE Cell Phone: 9789853760 -Shupe

Grade, Group, Class(es) or Course(es): DECA

Total Number of Students: 2 Number of Male Number of Female 2

Number of Students Assigned Per Chaperone: 1

Total Number of Chaperones: 2 Number of Male 1 Number of Female 1

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

Faculty/Chaperones (Names): J DOAK, A SHUPE Cell Phone #: 9788081158 *Doak*

Faculty/Chaperone with Epi-Pen Designation (Name): A. SHUPE
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: *Cherish* *4/23/19*
Signature of School Nurse Date
DECA International Career Development Conference

Event/Purpose of the Trip: FINAL STAGE OF DECA Comp - DECA ICDC NAME OF EVENT

Curriculum Standard Addressed by Trip (Reason for the Trip)
NBEA - ALL STANDARDS

Destination: LAKE BUENA VISTA - HILTON ORLANDO (407) 827-4000
Name of Facility Facility Telephone
1751 HOTEL PLAZA BLVD ORLANDO FL 32830
Facility Street Address City State

Estimated Leave Time: _____ a.m. / p.m. Estimated Return Time: _____ 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) N/A

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

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

Meal Plans: Students responsible for meal costs

TRIP COST/FUNDING

Ground Transportation
TBD

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ _____

School/Org. to pay for: 500 \$ _____

Student paying \$ 400 per person for: 800 \$ _____

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4-2-19
Signature of Trip Sponsor Date

Approved by: [Signature] 4-2-19 [Signature] 4-3-19
Signature of Dept. Head/Coordinator Date Signature of Building Principal Date

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

Students for DECA to Orlando Trip

April 27-May 2, 2019

Emma Bouley

Kaitin Pearson