



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 May 19, 2020 TIME: 6:00 p.m. ROOM: Virtual Meeting

PLACE: Virtual Remote GoToMeeting ADDRESS: On-Line Meeting

The Chelmsford School Committee intends to conduct a virtual remote meeting using the GoToMeeting electronic platform. All participation will take place remotely, not in-person. The meeting will be live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. Interested community members may submit comments through either the School Committee Chair, Mr. Dennis King, via e-mail to kingd@chelmsford.k12.ma.us, or Superintendent of Schools, Dr. Jay Lang, via e-mail to langj@chelmsford.k12.ma.us during the meeting. Comments submitted will be read under the public participation portion(s) of the agenda.

CALL TO ORDER

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of May 5, 2020

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

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

NEW BUSINESS

1. Update on the Status of the Chelmsford Public Schools Closure
2. Recognition of LGBTQ Pride Month – June 2020
3. Resolution in Support of Increased Federal Support and Stimulus Funding for Public Schools
4. Recommended One-Time FY2020 Budget Expenditures
5. Recommended FY2020 Budget Transfers
6. FY2020 Refunds and Unearned Revenue Forecast
7. Discussion on FY2021 Budget Process
8. Personnel Report: April 2020

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
All Members Attended Remotely by Logging on to
GoToMeeting.com
May 5, 2020
Meeting Minutes

Members Present: Mr. Dennis King (Chair), Mr. John Moses (Vice Chair), Ms. Maria Santos (Secretary), Mr. Jeffrey Doherty and Ms. Donna Newcomb. Attendance taken by roll call.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business and Finance). Also, in attendance are the CHS student representatives, Katrina and Sudeep.

Call to Order

6:02 p.m.

Chair Opening Statement

The meeting is taking place using GoToMeeting.com electronic platform. All are attending the meeting remotely. The meeting is being televised and recorded by Chelmsford Telemedia. Community members are encouraged to watch and submit comments via email to Dr. Lang or Mr. King. The comments will be read during the "Public Comments" portions of the meeting agenda.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of April 22, 2020**

Mr. Moses motioned to approve the regular school committee meeting minutes from April 22, 2020. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

CHS Student Representative Announcements

Katrina shared that remote learning is very positive at CHS. All seem to be well-adjusted. Google teams are meeting weekly and teachers are helpful with office hours.

Sudeep stated that, although remote learning was different in the beginning, it has become a daily routine. The teachers' office hours are beneficial, and teachers are responding quickly to emails sent during their office hours.

Good News

Dr. Lang shared that everyone has been very supportive and appreciative of staff. They are especially appreciated during this Teacher Appreciation Week! He shared a video put together by the elementary administration, staff and students honoring many of our essential workers during this pandemic. The complete video may be viewed by watching tonight's meeting on Chelmsford Telemedia.

Public Comments

Ms. Newcomb and Ms. Santos received emails regarding graduation and other questions concerning the Class of 2020. The Chair stated that these inquiries will be addressed by Dr. Lang during his update on the status of the closure of schools.

New Business

1. Update on the Status of the Chelmsford Public Schools Closure

Dr. Lang shared that more flexibility has been added to the elementary schools' schedules to allow for more SEL. Wednesdays are a day dedicated to SEL, catching up and digging deeper into ongoing studies as well as a day when no new assignments are given at the elementary level. Dr. Lang and each school continue to provide weekly newsletters. The principals will be setting up schedules to be shared with staff and parents for the staff to go into the schools over the next two weeks, keeping in mind social distancing. Staff will be allowed to gather materials they will be needing and pack up what will not be needed until school reopens. Cleaning crews will start deeper cleaning after Memorial Day weekend. Additionally, principals will be scheduling times for students to go back to school to pick up personal items. Middle and high school students will be able to go to their lockers. Elementary teachers will pack up their students' belongings and bring them to a central location in the school so materials may be picked up with the fewest number of family members entering the buildings. Information on these schedules will be found in the weekly newsletters to the parents.

Concerning seniors, their last day for classes will be May 22nd. The week after Memorial Day will provide seniors with time to finish and turn in assignments, papers and projects. There will not be traditional final exams. Graduation will not be held on June 5, 2020. As of now, Saturday, June 27th is the anticipated date of graduation. It is unclear whether the ceremony will be virtual or in-person. A decision will be made later in May based on guidance provided by the Governor. A lot of thought and planning is going toward making the best possible memories for the seniors. Officially, the earliest day that seniors may get out of school is May 29th. Ms. Santos expressed hope that when large groups can once again gather, a special celebration may be held for the seniors to share. Class advisors and students would be able to plan and use money generated by the students.

Dr. Lang reported that the food service program is going well, and workers are rotating to cover the needs at the CHS kitchen. Ms. Johnson-Collins added that about 60 families are receiving meals. As of the last week in April 250 meals were being served each day. Dr. Lang and Ms. Santos are grateful to the food service workers who are providing meals with kindness! Ms. Newcomb also thanked "The Table of Plenty" and Principal Asselin from Harrington for their help in providing boxes of food for families to have during the weekends. Dr. Lang said that donations of non-perishable foods may be brought to Harrington School between 9:00 and noon on Wednesdays.

2. Vote to Approve Substitute Nurse Rate Increases – 2020/21 School Year

Mr. Moses motioned to adjust the daily rate for substitute school nurses from \$130 to \$150 per day beginning with the 2020/21 school year. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

3. FY2019 MA DESE End-of-Year Audit Report

The Town contracts with Powers and Sullivan each year for their audits and they audit the school department as well. Dr. Lang thanks Ms. Johnson-Collins and her staff for doing such a good job. Once again, as in years past, the audit was free of financial findings or recommendations for improvement.

Mr. Moses motioned to accept the 2019 financial audit as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

4. FY2020 Financial Projection

Ms. Johnson-Collins reviewed the memo included in tonight's agenda packet with The Committee. A surplus is projected. Potential savings on transportation due to the closing of schools is not included in tonight's memo. That information will be brought forward during the next few meetings. The projection over all is quite favorable. In response to a question from Ms. Santos, Dr. Lang stated that at the next meeting discussions will be held on how to spend money remaining in the 2020 budget while looking ahead to potential needs for 2021. Money allocated in the 2020 budget may not be spent for services which will not be performed until the 2021 year. Payment for transportation costs will also be discussed. These decisions will be made by the individual districts. Some districts have been paying them nothing. Some as little as 40% of the usual charge, while others pay up to 80%. There are very few bus companies available even now, so it would be a real issue if they were to go out of business due to the closing of schools during this pandemic.

5. Recommended FY2020 Budget Transfers

Mr. Moses motioned to approve the FY2020 budget transfers of the Chelmsford Public Schools as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

6. Discussion on FY2021 Budget Process

Dr. Lang is still waiting to receive information from the Commissioner of Education. He should know more after that about what stimulus funds the district would be receiving. The meeting of the Town's TRI Board has not yet been set. Nor, have the guidelines been set on how Town Meeting will be conducted this year.

7. Update: Elementary Literacy Program Adoption

Dr. Hirsch included a detailed memo about the new program adoption and shared the highlights during tonight's meeting. Starting in January two reading programs were piloted in fourth grade classes at the elementary schools: *Into Reading* published by HMH and *Fountas & Pinnell Classroom*, published by Heinemann. Twelve teachers and two special educators were involved in the pilot. Both programs proved to be very good. In the end Fountas and Pinnell Classroom was chosen by Dr. Hirsch and Ms. Rogers as the best one for our district for grades K through four. This program was recommended 100% by the teachers involved in the pilot. If you have time to watch Dr. Hirsch's presentation at tonight's meeting on Chelmsford Telemedia You/Tube you will see and hear her excitement about this program as she talks about its many facets. Early in the next school year the publishing company will be providing professional development for the teaching staff as part of this acquisition. Additionally, Dr. Hirsch is looking at the coaching component which would allow real time classroom coaching by the publisher. No action is required tonight.

8. Update: Curriculum, Instruction & Assessment Guide

Dr. Hirsch has updated this guide. She has included the guide in tonight's agenda packet for everyone to see. This guide includes: a district organizational chart; detailed information about the curriculum team; contact information for the team; details about the Massachusetts Tiered System of Support (MTSS) and information about the curriculum programs and resources, including digital learning tools. This guide may be accessed on the District's website.

9. Approval of School Committee Meeting Schedule – 2020/21 School Year.

Mr. Moses motioned to approve the 2020/21 School Committee calendar as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

10. School Committee Policy Updates

Mr. King motioned to acknowledge the Chelmsford Public Schools Restraint Prevention and Behavior Support Procedures as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Action/New Items

Mr. Moses shared that the changes to the elementary schedule have been well received.

The Chair will work with Dr. Lang on creating a resolution for The Committee to send to the state legislators requesting increased federal funding for grades K through 12.

Public Comments

None

Adjournment

Mr. Moses motioned to adjourn tonight's meeting at 7:54 p.m. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

*Respectfully submitted,
Sharon Giglio*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 16, 2020
Re: Recognition of LGBTQ Pride Month – June 2020

Attached please find the documentation I provided to the school committee last June in recognition of LGBTQ month. Even though school is not in session at this time, I believe it is important for the CPS administration and school committee to continue to recognize and promote the importance of equality, freedom of choice, fostering acceptance of all its citizens, and preventing discrimination and bullying based on sexual orientation and gender identify.

I recommend the school committee vote at their regular meeting of May 19, 2020 to proclaim and recognize June 2020 as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month in the Chelmsford Public 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: May 30, 2019
Re: Recognition of LGBTQ Month – June 2019

At our last school committee meeting, members discussed a recent action of the Board of Selectmen to proclaim the month of June 2019 as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month in the Town of Chelmsford. This action is in recognition of the importance of equality, freedom of choice, fostering acceptance of all its citizens, and preventing discrimination and bullying based on sexual orientation and gender identify.

Christy Whittlesey, Coordinator of Fine Arts, and Laraine Wilson, Coordinator of Social Emotional Learning and School Counseling Services in the Chelmsford Public Schools provided the attached e-mail and materials to district administrators outlining some of the district-wide efforts to acknowledge and celebrate Pride Month in our schools.

From: [Whittlesey, Christina](#)
To: [ELEM Principals](#); [Parks, Jeffery](#); [McPhee, Kurt](#); [Calobrisi, Kerry Ann](#); [Souza, Mark](#); [Murray, Stephen](#); [Blagg, Joshua](#); [MacIsaac, John](#); [Lyons, Robert](#)
Cc: [Wilson, Larainne](#); [Hirsch, Linda](#); [Lang, Jay](#)
Subject: For Building Administrators: June is LGBT PRIDE Month in Chelmsford!
Date: Wednesday, May 29, 2019 10:17:41 AM
Attachments: [Proclamation Scan.pdf](#)
[For Teachers - LGBTQ Poster for CPS Pride Month.pdf](#)
[South Row PRIDE.pdf](#)

Dear CPS Building Administrators,

The Town of Chelmsford has officially designated June 2019 as LGBT Pride Month!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Larainne and I have worked together on some district-wide efforts to acknowledge and celebrate Pride Month in our schools. To that end, you will each receive the following for display in your buildings:

- A 3x5 rainbow flag (not to replace your American flags on flagpoles, but perhaps for display in your lobby)
- A laminated copy of the town proclamation (attached for your review)
- A personalized poster for each school for display in a prominent area (an example is attached for your review)
- In addition, we are making color copies of the attached PDF with a note for teachers and a sign for them to display in their classrooms. This is also attached; we will deliver the color copies to your buildings.

Thank you for your support as we celebrate creating diverse, inclusive, accepting, welcoming, and safe spaces in our schools!

Larainne and Christy

Christina Whittlesey
PreK-12 Fine Arts Coordinator
Chelmsford Public Schools

Pronouns: She/her/hers

Website: <http://chelmsford.k12.ma.us/arts>

Twitter: @ChristyWhittles

Spotlight on Fine Arts Department TV Show: <http://chelmsfordtv.org/watch/>

2013-2019 NAMM "BEST COMMUNITY FOR MUSIC EDUCATION"

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TOWN OF CHELMSFORD
PROCLAMATION

Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month
June 2019

WHEREAS, the Town of Chelmsford is a welcoming community and an exceptional place to live, learn, work, play, and raise a family; and

WHEREAS, Chelmsford recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Town of Chelmsford Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, the Town of Chelmsford is dedicated to fostering acceptance of all its citizens and preventing discrimination and bullying based on sexual orientation and gender identity; and

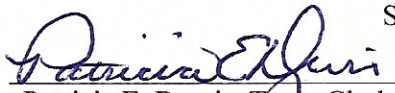
WHEREAS, Chelmsford is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our Town; and


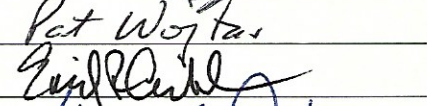
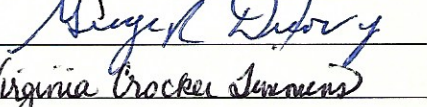
WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBT teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders.

NOW, THEREFORE, we the Board of Selectmen and on behalf of the Town of Chelmsford, hereby proclaim and recognize June 2019 as **Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month** in the Town of Chelmsford and urge citizens to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Signed this 20th day of May, 2019.


Patricia E. Dzuris, Town Clerk


Pat Wojtas

Virginia Crocker Simmons

Mayor Dufory
Board of Selectmen



**DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE**



www.TrueColorsFund.org

Dear CPS Educator,

The Town of Chelmsford has officially designated June 2019 as LGBTQ Pride Month!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Please consider posting this sign in your room to show your support of creating diverse, inclusive, accepting, welcoming, and safe spaces for all through our last weeks of school.

Thank you for your support!

On behalf of the CPS Administrative Team,

Laraine Wilson, K-12 Coordinator of Social Emotional Learning and Counseling

Dr. Christina Whittlesey, PreK-12 Fine and Performing Arts Coordinator

South Row Takes

PRIDE

In Supporting A



**DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE**



www.TrueColorsFund.org

June 2019 is officially LGBTQ Pride Month
in the Town of Chelmsford!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Town of Chelmsford School Committee

May 19, 2020

CHELMSFORD SCHOOL COMMITTEE RESOLUTION IN SUPPORT OF INCREASED FEDERAL SUPPORT AND STIMULUS FUNDING FOR PUBLIC K-12 EDUCATION

WHEREAS, the COVID-19 pandemic is a monumental and unprecedented challenge, emerging quickly and demanding an immediate overhaul of the instructional plans and strategies of school systems across the country; and

WHEREAS, the nation's public schools remain committed to delivering high-quality instruction while ensuring the health and safety of our students and staff; and

WHEREAS, to date the 931 employees of the Chelmsford Public Schools have worked around the clock to continue to provide our 5,021 students and families with access to food, Wi-Fi, and other educational needs, distributing more than 27,642 meals and over 450 Chromebooks; and

WHEREAS, the Chelmsford Public Schools and the Town of Chelmsford have maintained payroll for over 931 full and part-time district employees, providing stability to our community during economic uncertainty; and

WHEREAS, the Chelmsford Public Schools has continued to provide 588 meals per day to students and families in Chelmsford, despite a projected shortfall of revenue from the Federal Meals Program which is estimated to cost the district a projected \$ 60,000 through the end of the current school year; and

WHEREAS, these challenges will persist and likely grow as COVID-19 affects our economy and destabilizes funding for public schools; and

WHEREAS, reputable economists have predicted the end of the nation's economic expansion and forecast a recession that may be deep and long-lasting; and

WHEREAS, any nationwide recession is likely to affect all areas, urban, suburban and rural; and

WHEREAS, the numbers of unemployment claims in the nation are already the highest we have seen since the Great Depression and may only grow; and

WHEREAS, public-school systems across the country are already incurring substantial unexpected costs to provide meal services and purchase and deploy digital instructional devices; and

WHEREAS, public-school systems are facing difficult decisions about how to allocate dwindling financial resources to sustain high-quality instruction and other essential services for students and families over the next several years; and

WHEREAS, revenue shortfalls will unequivocally result in budget cuts and personnel reductions in school systems;

WHEREAS, these budget cuts will be happening at the same time that public school systems will be working to address the immense instructional challenge of unfinished learning that many students will face coming out of this school year; and

WHEREAS, the American Recovery and Reinvestment ACT (ARRA) of 2009 provided \$100 billion in education funding with investments in both the education stabilization fund and various federal categorical programs for public schools, such as Title I and the Individuals with Disabilities Act; and

WHEREAS, Congress followed ARRA in 2010 with \$10 billion in additional funding for the Education Jobs Fund to help school districts retain existing employees, recall former employees, and hire new ones; and

WHEREAS, by comparison the recent Coronavirus Aid, Relief, and Economic Security (CARES) Act provides only \$13 billion for education stabilization funding, which is less than half of one percent of the total \$2.2 trillion relief provided in the CARES Act and is far below the investment that the federal government provided in 2009 and 2010 in ARRA and the Education Jobs fund; and

WHEREAS, public education is one of the largest employers of any organization, public or private, in the nation; and

WHEREAS, published economic research has demonstrated a strong connection between a country's GDP growth and its investments in elementary and secondary education; and

WHEREAS, research has repeatedly found a strong causal relationship between levels of schooling and wages that individuals earn over a lifetime; and

WHEREAS, for public schools to thrive and for our students to realize a bright and productive future, the federal government needs to make a substantial new investment in our wellbeing; and

WHEREAS, the Council of the Great City Schools, the National Education Association, the American Federation of Teachers, the National School Boards Association, the American Association of School Administrators, and the National Parent Teachers Association, and others have called for some \$200 billion in relief for the nation's public schools; and

WHEREAS, this level of funding is the minimum needed by the nation's public schools to sustain and accelerate their academic achievement trends over the past decade, including gains in reading and math achievement that outpace the national average; therefore, let it be

RESOLVED: That the Chairperson and members of the Chelmsford School Committee join with the Superintendent of Schools in urging the Massachusetts Congressional Delegation, including our United States Senators and House of Representative members, to advocate for and approve additional federal education funding for our nation's public schools.

On roll call, the order was approved by the following vote:

YEAS –

NAYS –

ABSENT –

Attest:

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 16, 2020
Re: FY20 One-Time Purchase Recommendations

As discussed at the May 5, 2020 regular meeting of the school committee, I am recommending a number of one-time purchases with projected FY20 surplus funds. Due to a number of favorable personnel and non-personnel variances in the FY20 local operating budget, approximately \$ 1.3 million is projected to be available on June 30, 2020, our fiscal yearend.

Attached please find a list of recommended one-time expenditures totaling \$ 1.1 million. The anticipated amount, description, and school/department is identified on the recommended list of expenditures. I will provide an overview of each recommendation at the May 19, 2020 regular meeting of the school committee.

As expenditures in the FY20 budget are finalized, and the maximum allowed Circuit Breaker set aside is achieved, additional funds may be available to expend in the event open purchase orders are liquidated and/or personnel expenses (salaries and hourly wages) are not fully earned/paid out as of June 30, 2020. In that event, I may bring a recommendation forward to the school committee for consideration at one of the scheduled June school committee meetings to consider additional one-time purchases.

Please feel free to contact me with any concerns or questions you have regarding these recommendations.

FY2020 One-Time Expenditure Recommendations

Department / School	Item / Project	Cost
Byam Elementary School	Cafeteria Folding Chairs	\$ 3,519.98
Byam, Center & Harrington	Exterior Storage Containers	\$ 15,300.00
Chelmsford High School	Band Uniforms	\$ 9,830.40
Chelmsford High School	Technology - Learning Commons AV Upgrade	\$ 20,985.81
Elementary Schools	Literacy Program Adoption (F&P Classroom)	\$ 655,276.00
Facilities	Disinfectant for Fogger/Mister	\$ 3,072.00
Facilities	Fogger/Mister Units	\$ 8,549.70
Facilities	Equipment - Disinfectant and Vacuums	\$ 6,040.71
Facilities	Supplies - PPE	\$ 4,937.50
Facilities	Supplies - Disinfectant	\$ 4,999.80
Facilities	Supplies - Paint	\$ 1,999.90
Facilities	Supplies - Signage	\$ 756.40
Harrington Elementary School	Cafeteria Folding Chairs	\$ 4,239.96
Harrington Elementary School	Classroom Kidney Tables	\$ 2,861.60
McCarthy Middle School	Technology - Lecture Hall AV Upgrade	\$ 9,110.01
Parker Middle School	Music Instruments - Cellos	\$ 2,220.00
Parker Middle School	Music Instruments - Chimes	\$ 3,639.99
South Row Elementary School	Capital Project - Abatement - Main Office Service Counter	\$ 6,100.00
Technology	Technology - Interactive Classroom Panels (45 devices)	\$ 193,500.00
Technology	Technology - Chromebook Carts (450 devices)	\$ 157,500.00
TOTAL ONE-TIME EXPENDITURES:		\$ 1,114,439.76

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 17, 2020

RE: Recommended FY2020 Budget Transfers

Attached please find a summary of the one-time purchase recommendations and the associated DESE function code category for each item. FY2020 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

I recommend the school committee vote at the regular school committee meeting on May 19, 2020 to approve these FY2020 local operating budget transfers totaling 1,065,264 for the Chelmsford Public Schools as presented. This budget transfer is shifting from fourteen DESE categories that are favorable to four DESE categories where the items should be purchased.

Thank you for your consideration in approving these budget transfers.

FY2020 One-Time Expenditure Recommendations

Amount	Item / Project	Department / School	FY20 Budget Transfer			
			From DESE Category	To DESE Category		
\$ 655,276.00	Literacy Program Adoption (F&P Classroom)	Elementary Schools	Classroom Teachers (Gen Ed, Specialists, Special Ed) and Medical & Health Svcs	2305, 2310, 3200	Textbooks & Media Materials	2410
\$ 2,861.60	Classroom Kidney Tables	Harrington Elementary School	Prof Development	2357	General Supplies	2430
\$ 4,239.96	Cafeteria Folding Chairs	Harrington Elementary School	Human Resources	1420	General Supplies	2430
\$ 9,830.40	Band Uniforms	Chelmsford High School	Human Resources	1420	General Supplies (Music)	2430
\$ 2,220.00	Music Instruments - Cellos	Parker Middle School	Human Resources	1420	General Supplies (Music)	2430
\$ 3,639.99	Music Instruments - Chimes	Parker Middle School	Human Resources	1420	General Supplies (Music)	2430
\$ 20,985.81	Technology - Learning Commons AV Upgrade	Chelmsford High School	Human Resources	1420	Inst Technology	2450
\$ 9,110.01	Technology - Lecture Hall AV Upgrade	McCarthy Middle School	Library/Media Center	2340	Inst Technology	2450
\$ 193,500.00	Technology - Interactive Classroom Panels (45 devices)	Technology	Day to Day Substitutes and Other Inst Svcs SPED	2325, 2440	Inst Technology	2450
\$ 157,500.00	Technology - Chromebook Carts (450 devices)	Technology	Human Resources, Districtwide MIS, Guidance & Psych Svcs, School Security, OOD Tuitions	1420,1450, 2710,2800,3600, 9300	Inst Technology	2450
\$ 6,100.00	Abatement - Main Office Service Counter	South Row Elementary School	Custodial	4110	Maint of Bldgs/Grounds	4210
\$ 1,065,263.77	<i>Subtotal-items that require a budget transfer</i>					
\$ 3,519.98	Cafeteria Folding Chairs	Byam Elementary School	General Supplies	2430	Transfer not necessary - funds available w/in DESE category	2430
\$ 15,300.00	Exterior Storage Containers	Byam, Center & Harrington	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 3,072.00	Disinfectant for Fogger/Mister	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 8,549.70	Fogger/Mister Units	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 6,040.71	Equipment - Disinfectant and Vacuums	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 4,937.50	Supplies - PPE	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 4,999.80	Supplies - Disinfectant	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 1,999.90	Supplies - Paint	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 756.40	Supplies - Signage	Facilities	Custodial	4110	Transfer not necessary - funds available w/in DESE category, Cont Svcs favorable	4110
\$ 1,114,439.76	TOTAL Recommended One-Time Expenditures					

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: May 15, 2020

RE: FY2020 Financial Update – Refunds and Unearned Revenue due to Closures

The May 5, 2020 school committee meeting packet included a financial projection for the FY2020 Local Operating Budget, highlighting areas or MA DESE categories that are projected to be favorable (spend less than budget). I also briefly touched upon the topic of refunds being issued from the revolving funds due to school closures and the remote learning environment. I stated that at a future meeting I would provide a summary of the refunds and unearned revenue amounts by category and the impacts to the revolving funds. While the revolving funds will not go into deficit, the reserve balance is projected to be less than originally forecast in prior quarterly financial updates. Below please find the summary of accounts affected:

MUNIS #	Revolving Account Description	Reason for Decrease	Refunds Issued	Projected Unearned Revenue in FY2020	6/30/2020 Estimated Balance
501	Café (School Nutrition)	Less breakfast and lunch served	0	288,000	622,470
502	Athletic	No spring sports - did not pay coaching stipends	0	98,700	8,023
507	Childcare (Community Ed & CHIPs)	Less revenue for daycare, before and after school programs, and CHIPs general ed tuition	146,197	460,542	1,851,765
511	Civic Activities	No rentals of CHS PAC and McCarthy Auditorium	37,812	66,987	115,400
518	Turf Fields	No spring turf field rentals	0	37,650	17,477
	Total		\$ 184,009	\$ 951,879	

The School Nutrition revolving fund supports meals for students and is funded through reimbursement from the USDA as well as students purchasing meals and ala carte items. Upon the school closure in mid-March, the school district applied for and received approval to operate a nutrition program called “Seamless Summer.” This program reimburses the school district for two meals (breakfast and lunch) for students each day (approximately \$ 5.75 per student per day). The program does not reimburse the district for adult meals. We began our new “Grab and Go” program March 18th to provide meals to students and agreed we would provide meals to others in their family, which includes adult meals. We estimate the cost of these adult meals to be approximately \$ 60,000 for the three months the program is in service. Since the cost of adult meals may not be funded from the School Nutrition revolving fund, we will be seeking other funding sources and transfer these costs out of the revolving fund by the end of this fiscal year.

Unearned revenue may continue in the summer which will impact FY2021. The fund most impacted by the reduced revenue is the Turf Field revolving fund, as the bond payment of \$ 80,000 (in May 2021) is charged to this revolving fund.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS

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TO: Dr. Jay Lang, Superintendent

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

DATE: May 12, 2020

RE: Personnel Report – April 2020

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

Personnel Report - April 2020

New Hires

Lock, Amanda

Grade 4 Teacher

Harrington Elementary School

Effective date: 8/31/2020

Silveri, Estefania

World Language Teacher (Spanish)

Chelmsford High School

Effective date: 8/31/2020

Resignations:

Donnell, Michael

Science Teacher

Chelmsford High School

Effective date: 6/17/2020

Dunn, Christina

Special Education Teacher

Harrington Elementary School

Effective date: 6/17/2020

Messier, Margaret

English Teacher

Chelmsford High School

Effective date: 6/17/2020

Retirements:

Phillips, Deborah

Administrative Assistant

Office of the Superintendent/Central Office

Effective date: 4/3/2020

Assignment Changes:

Gaffney, Kate (formerly Interim Grade 3 Teacher at Harrington Elementary School)

Grade 3 Teacher

Harrington Elementary School

Effective date: 8/31/2020