



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 7, 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 April 23, 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. Chelmsford High School Alumni Association Awards Night
2. Spotlight on the Schools: CHIPs Program
3. FY19 Budget Projection
4. FY19 Recommended Budget Transfers
5. Student Transportation Program Report and Fees: 2019/20 School Year
6. Preliminary Kindergarten Enrollment: 2019/20 School Year
7. McCarthy and Parker Middle School Student Assignment
8. Approval of Conference and Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

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

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
April 23, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. John Moses (Vice Chair), Ms. Maria Santos (Secretary), and Ms. Donna Newcomb. Mr. Al Thomas is not present at tonight's meeting.

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

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of April 9, 2019.**

Mr. Moses motioned to approve the minutes of the regular school committee meeting of April 9, 2019. Ms. Newcomb seconded. Motion carries 4-0.

CHS Student Representative Announcements

None.

Good News

Dr. Hirsch shared that the 7th Grade McCarthy Band and three CHS band students earned positions in the John Phillip Sousa National Honors Band. They performed at Mechanics Hall last weekend. "The Thursdays" will be competing at the International Competition of High School Acapella in New York City this weekend. 114 students will be inducted into the National English Honor Society on May 1, 2019, at CHS. On April 10th, Mr. Richter's civics class went to the State House and had lunch with the entire group of Chelmsford delegates. Harrington held a fund raiser where their principal was duct taped to the wall! McCarthy celebrated their "Cause Day" which culminated in a student/staff volleyball game. Students selected from 19 different causes to support. Center School celebrated the conclusion of MCAS with a third and fourth grade dance. Sixty-four cockroaches were delivered to the middle schools for a lab. Cockroaches do "hiss"...Mr. Morris will talk more about this lab when he presents this evening.

Public Comments

None.

New Business

1. School Resource Officer Program Update

Chief Jim Spinney, of the Chelmsford Police Department, updated the Committee. He shared that last week a collaborative training was held at McCarthy which included **all** first responders from Chelmsford. He is grateful to the Police and Fire Departments, Trinity and Greater Lowell EMS, and to the school district for allowing this to take place in a school setting, which is the best location for this type of training. Safety in the schools keeps improving with more cameras installed in schools, ALICE Training, safety drills in schools, and the increasing presence of "School Resource Officers" in the schools. He is requesting that the Town add an additional officer in his FY2020 budget, which will allow each middle school to have a full time SRO. He stressed the importance of trust and two-way sharing between the students and the SROs. Although there are not SROs at the elementary schools, the officers assigned to the sectors including the schools do visit on a regular basis.

2. Spotlight on the Departments: Science K-12

Jonathan Morris, K – 12 Department Coordinator for Science, along with Dr. Linda Tanini, biology teacher at CHS, and two fourth grade students from South Row Elementary School, presented and shared a slide show which provided updates on the new science frameworks (Next Generation Science Standards); what is new in science at the high, middle and elementary schools; and the future of science in the Chelmsford Public Schools. Additionally, he shared how math and ELA are integrated into the science curriculum. Science is student driven in the district, involves hands-on investigations and encourages career opportunities in the field by joining with local businesses. His fourth grade assistants demonstrated how they built an electro magnet for The Committee. Mr. Morris also spoke about AP offerings at CHS and dual enrollment with Merrimack Community College. Dr. Tanini addressed the changes in the standards and biology curriculum. Both spoke briefly about MCAS assessments in science. The United Nations Sustainable Development Goals are also integrated into the science curriculum.

3. Draft Agenda for the School Committee Public Forum on Monday, May 6, 2019

Dr. Lang shared the proposed agenda for the upcoming forum, as well as a promotional poster. Both were met with approval by The Committee. The meeting will be held at the Police Department at 7:00 p.m.

4. School Committee Liaison Assignments

The new assignments generated by The Chair were shared with The Committee. The assignments met with the verbal approval of The Committee.

5. School Committee Warrant Signing Schedule

The presented schedule met with the verbal approval of The Committee.

6. FY19 Financial Report – 3rd Quarter (January – March 2019)

Ms. Johnson-Collins included a memorandum and spread sheets in tonight's agenda. She articulated this quarter's updates for The Committee and answered any questions which arose. No action is required tonight.

7. Vote: Approve and Authorize Funding for the Westlands School Playground Renovation

Ms. Johnson-Collins included a memorandum in tonight's agenda detailing the RFP for playground renovation at Westlands.

Mr. Moses motioned to accept the base bid submitted and award the contract for the Reconstruction of the Westlands Playground at the Community Education Building, located at 170 Dalton Road, Chelmsford, MS 01824 to UltiPlay Parks & Playgrounds, Inc., 43 Main Street, Blackstone, MA 01504, in the amount of \$345,369. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

8. Vote: Approve and authorize funding for the Westlands School Air Conditioning Project

Ms. Johnson-Collins included a memorandum in tonight's agenda detailing the RFP for the air conditioning project at Wetlands School.

Mr. Moses motioned to accept the base bid and award a contract for the supply and installation of a Mini-Split Ductless Air Conditioning System at the Community Education Building, 170 Dalton Road, Chelmsford, MA 01824 to Johnson Controls, 39 Salem Street, Lynnfield, MA 01940, in the amount of \$109,000. A roll call vote was taken. Motion carries 4-0.

9. Vote: Approval of Net School Spending (NSS) Agreement – MA DESE EOYR INDIRECT Cost Allocation

Dr. Lang's memorandum, included in tonight's agenda packet, explains this agreement. He recommends The Committee vote accept the provisions as outlined.

Mr. Moses motioned to approve the Net School Spending Agreement for Massachusetts DESE Indirect Cost Allocation as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

10. CHS Athletics Turf Field Signage Proposal – Follow-Up

Dr. Lang's memorandum reviews information supplied by CHS Athletic Director, Dan Hart, and presented to The Committee at the April 9, 2019, meeting. He is seeking The Committee's approval to move forward with this proposal for the fall of 2019.

Mr. Moses motioned to approve the Chelmsford High School turf field signage proposal. Ms. Santos seconded. A roll call vote was taken. The motion carries 4-0.

11. Occupational Therapy (OT) Staffing Recommendation

Dr. Lang's memorandum addresses a request from Student Services to change a full-time Certified Occupational Therapy Assistant (COTA) to a full-time Occupation Therapist (OT) position. The salary differential is approximately \$1,092.

Mr. Moses motioned to approve the Occupational Therapy staffing recommendation. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-0.

12. Student Services Update

Ms. Amy Reese, Director of Student Services, spoke to The Committee and updated them on Student Services, including actions ongoing for SEPAC. She provided details on the 504 process and also addressed parent concerns for specialized transportation issues. Her slide show is included in tonight's packet. To fully appreciate the details she shared, viewing her full presentation on Chelmsford Telemedia/YouTube is recommended. No action is required by The Committee this evening.

13. CHS Junior Job Shadow Recommendation

Principal Murray and Dean Blagg shared information on "Job Shadow Day" to be held on May 21, 2019. Junior students will spend a minimum of four hours on that day shadowing an employee (sight mentor) in a career that interests them and will follow-up by sharing the insights gained by writing a reflection piece. This program was kicked off on March 12th at a career exploration breakfast for all juniors.

14. CPS Organization Chart

Ms. Santos had requested this chart. Dr. Lang included the chart in tonight's agenda packet. An augmented chart will be presented at a future meeting.

15. Personnel Report: March 2019

No action required.

16. Approval of Conference and Field Trip Requests

Mr. Moses motioned to approve the conference and field trip requests as noted in tonight's agenda packet. Ms. Newcomb seconded. Motion carries 4-0.

Reports

Liaison Reports

Ms. Newcomb attended SEPAC's "Day on the Hill" in Boston with representatives from Chelmsford and Westford. The meetings with elected officials went well. Ms. Newcomb also attended a forum in Lowell which presented results from the Foundation Budget Review.

Action Items

The Chair reminded The Committee that Monday is Town Meeting and Wednesday is "Day on the Hill".

Public Comments

Kristin Erickson, of 291 Acton Road, SEPAC co-chair, thanked Ms. Reese and others for taking the time to work with the results of the parent survey. She also thanked Ms. Newcomb for all her support. There will be a SEPAC meeting this Thursday evening at the CHS Learning Commons.

Adjournment

Mr. Moses motioned to adjourn tonight's meeting at 9:08 p.m. Ms. Newcomb seconded. Motion carries 4-0.

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

Respectfully submitted by Sharon Giglio

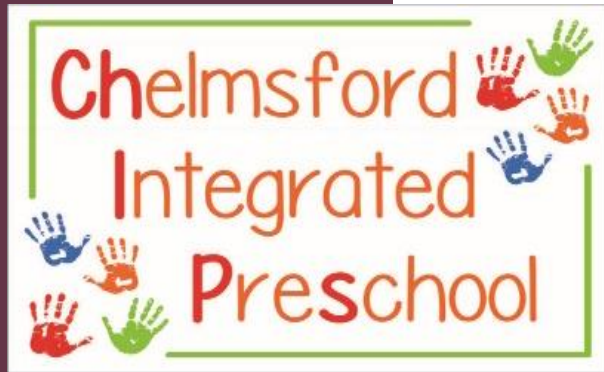
CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 3, 2019
Re: Spotlight on the Schools: CHIPs Program

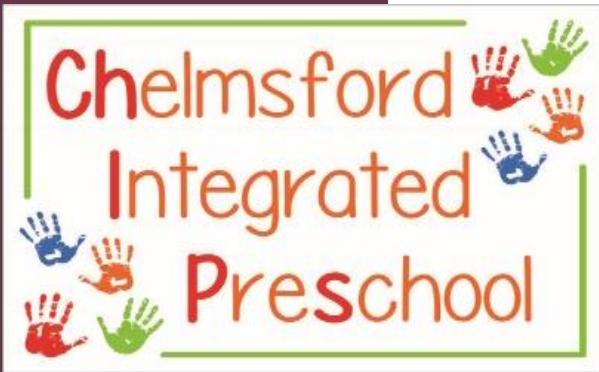
Attached please find a PowerPoint presentation provided by Mr. Russ Hoyt, Coordinator of the Chelmsford Integrated Preschool (CHIPs) Program in advance of the school committee meeting presentation. I look forward to hearing the presentation and discussing the good work that is occurring in the CHIPs Program with the members of the school committee.



Chelmsford
Integrated
Preschool
(CHIPS)

***Getting off to a good
start:
CHIPS - the Gateway
into Education in
Chelmsford***

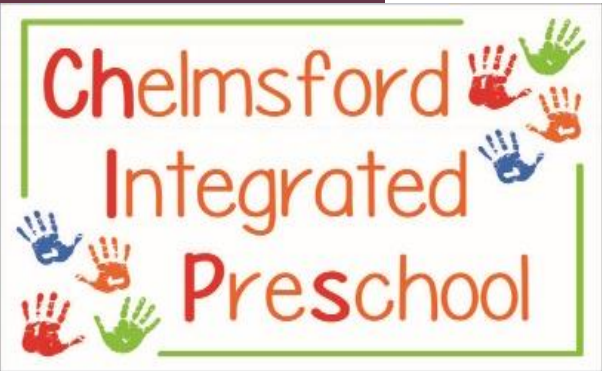
Russell Hoyt
hoytr@Chelmsford.k12.ma.us



Overview of
Tonight's
Presentation

- Learning in Preschool: Don't they just play all day?
- Guidelines for Preschool Learning Experiences include standards in:
 - English Language Arts
 - Mathematics
 - Science Technology and Engineering
 - History and Social Science
 - Health Education
 - Arts
- SEL & APL - Massachusetts Standards for Preschool and Kindergarten in Social & Emotional Learning, and Approaches to Play and Learning





- **READING & LITERATURE:** 3, 4 and 5 years olds will develop familiarity with the forms of alphabet letters, awareness of print, and letter forms

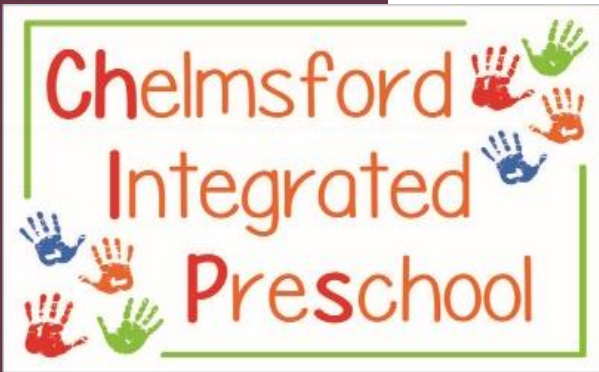


- **LANGUAGE:** Preschoolers will communicate personal experiences or interests

English
Language
Arts

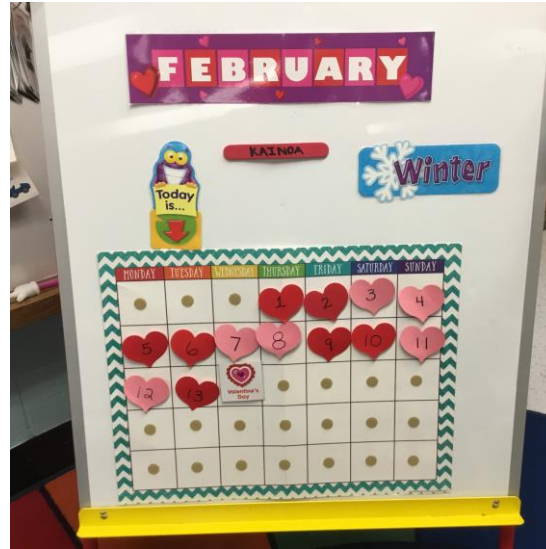
- **COMPOSITION:** Young students will use their own words or illustrations to describe their experiences, tell imaginative stories, or communicate information about a topic of interest.





- **NUMBER SENSE:** 3 ,4 & 5 year olds will use concrete objects to solve simple addition and subtraction problems using comparative language (more than, fewer than, same number of)

Mathematics



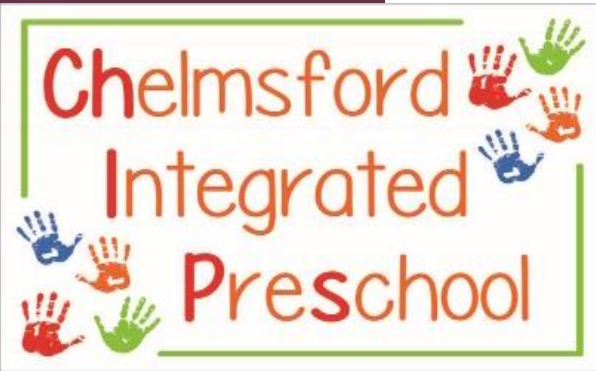
- **DATA COLLECTION & ANALYSIS:** Young students will organize and draw conclusions from facts they have collected.



- **PATTERNS & RELATIONS:** Preschoolers will recognize, describe, reproduce, extend, create and compare repeating patterns of concrete materials

We are also learning about

- SHAPES & SPATIAL SENSE
- MEASUREMENT



- **TECHNOLOGY & ENGINEERING:** Young students will explore and identify simple machines such as ramps, gears, wheels pulleys and levers through play experiences

Science,
Technology
&
Engineering



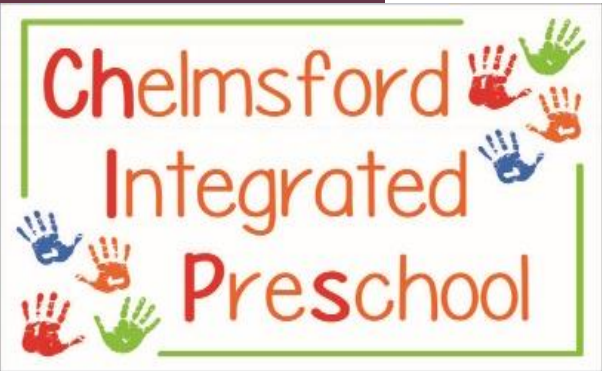
- **INQUIRY SKILLS:** 3 ,4 & 5 year olds will make predictions about changes in materials or objects based on past experiences



- **THE PHYSICAL SCIENCES:** Preschoolers will experiment with a variety of objects to when objects can stand and ways that objects can be balanced

We are also learning about

- EARTH & SPACE SCIENCES
- LIFE SCIENCES
- LIVING THINGS & THEIR ENVIRONMENT



- 3, 4 and 5 years olds will observe discuss and dramatize basic economic concepts such as buying and selling, producing and consuming



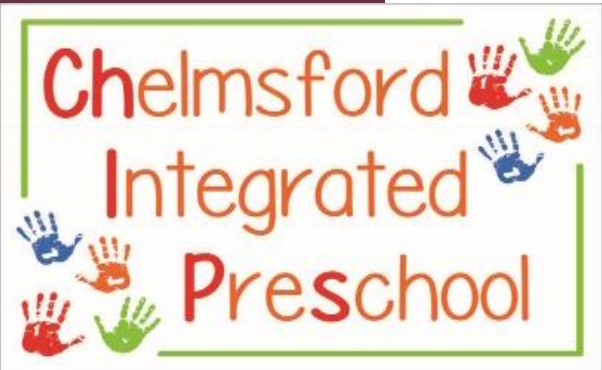
- Observe and discuss the various kinds of work people do outside and inside their homes



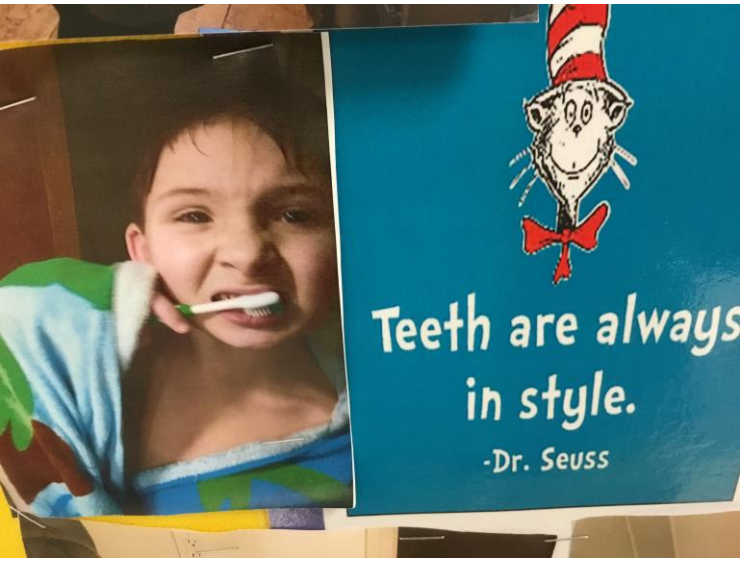
- Preschoolers will discuss rules, fairness, personal responsibilities, and authority in their own personal experiences and in stories read to them



SEL
&
APL



- **PHYSICAL DEVELOPMENT:** Young students will build body awareness, strength, and coordination through locomotion activities



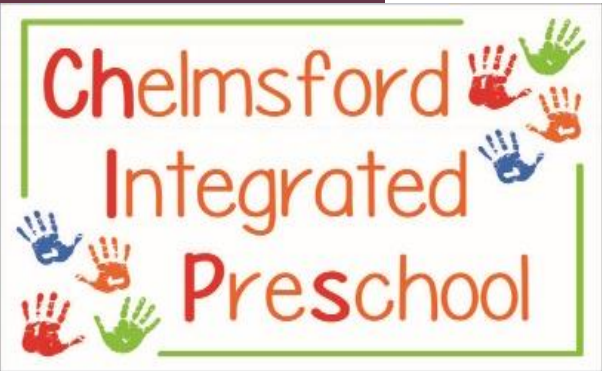
- **SOCIAL & EMOTIONAL HEALTH:** Preschoolers will talk about ways to solve problems and discuss situations that illustrate that actions have consequences

SEL
&
APL

- **SAFETY & HEALTH CARE:** 3 ,4 & 5 year olds will discuss tooth care and dental health including brushing, flossing, and healthy foods

**PBIS
Pyramid Model**



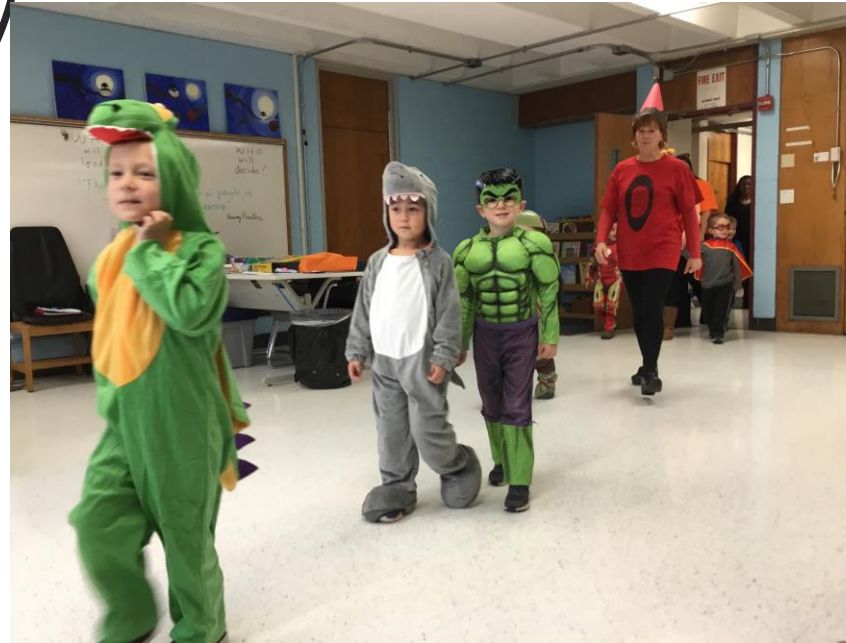


- **MOVEMENT & DANCE:** Young students will participate in simple sequences of movements and dance to various kinds of music



- **MUSIC:** 3 ,4 & 5 year olds will use dramatic play, costumes and props to pretend to be someone else

The Arts



We are also learning about

- **THEATRE ARTS**
- **VISUAL ARTS**



I appreciate your time!

hoytr@Chelmsford.k12.ma.us

978-251-5188 x 6062



CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: May 3, 2019

RE: FY2019 Local Budget Projection

Attached please find a summary of the FY19 Local Budget and Projection by each of the DESE function code categories. As reported in our quarterly financial reviews, we are favorable in several categories, and the primary recommendation is to apply the savings to special education out of district tuitions, thereby building the reserve in the circuit breaker fund and school choice fund. We will also bring forward a recommendation at the May 21, 2019 school committee meeting to apply a portion of the savings to one-time purchases and request the associated FY19 budget transfers. Also reflected are three non labor areas that are projected to be unfavorable at the end of the fiscal year and the recommendation to apply a portion of the savings to these three areas as well.

I have summarized the drivers of the budget projection below:

Favorable Variances – Labor Driven

One of the primary reasons for the favorable variances is due to the salaries of teachers filling open positions (i.e. an internal transfer or a new hire) being less than what was originally budgeted. For example, if a classroom teacher retired, we budgeted the vacant position salary at Masters Step 3. If a new teacher was hired at Bachelors Step 1, there would be a favorable variance. Conversely, there are situations where a DESE function code category has an unfavorable variance due to the salary of a teacher filling an open position being greater than what was originally budgeted. In the same scenario, if an internal transfer teacher who was at a Masters Step 11 is now in that position, the category is unfavorable. These favorable and unfavorable variances net out to a favorable variance overall.

A second reason for the favorable labor variances are approved unpaid leaves of absence. While we do budget for Long Term Substitutes and that account is 75% spent, the Day to Day Substitute accounts are favorable and projected to be within or under budget overall for the DESE category.

A third reason for the favorable labor variances relates to a timing lag of filling a vacancy. While every effort is made to fill the vacancy with a permanent hire immediately, sometimes there may be a short delay. For example, as reported in prior reports, the Coordinator for SEL and counseling services was not filled immediately and resulted in labor savings.

Due to these labor savings, the offsets that were originally budgeted to the school choice fund, the CHIPS revolving fund, and the transportation revolving fund will not be required this year. The second page of this memo summarizes the effect, using the format presented in prior reporting.

Favorable Variances – Non Labor

There are non labor categories that will also be favorable at fiscal year end. Some of the larger favorable variances are in the areas of copiers (per page counts), employee accommodations (less requests), professional development (external costs), general supplies and textbooks, and special education contracted services. With regard to general supplies and textbooks, while an individual school or department account may have small favorable variances, when they are added together, they accumulate to savings in the overall category.

Unfavorable Variances – Non Labor

There are three areas that are projected to be greater than the budget this year in special education transportation, utility services, and employee separation costs. The special education transportation is projected to be greater than budgeted due to an increase in specialized transportation requirements noted in a student's IEP. This increase may be offset by other savings in the transportation category (i.e. favorable in homeless transportation), however overall the category is projected to be unfavorable by \$ 22,000 at fiscal year end. The utility services category is projected to be over budget by \$ 29,000, primarily due to less solar credits and a higher cost of electric heat (primarily modular buildings). The employee separation cost category is unfavorable by \$ 2,000, as there was one mid-year retirement of a professional support personnel employee that was not budgeted. We would like to apply the savings in other categories to offset these three areas.

Tuition Non Public Schools

The special education out-of-district tuitions are budgeted in a few accounts - the local account (1930), the Circuit Breaker Revolving Fund (310), and the School Choice Revolving Fund (510). At this time, all of the encumbrances and YTD actual expenditures are coded to the local budget account (\$ 7.201M total of the \$ 7.45M originally estimated/budgeted). A few journal entries will be made at the end of FY19 transferring YTD actuals from the local operating budget account to the revolving fund, while not bringing the revolving fund into a deficit balance at any time. No journal entries have been made to date, showing the total picture of special education out-of-district tuitions in one account. Below is a summary of the accounts/funds involved in funding out-of-district tuitions.

	7/1/18 Balance (carry over)	4/30/19 Receipts (Revenue) YTD	Current Balance	Estimated Receipts May -June 2019	Total carry over and new (budget)	Total SPED OOD Tuitions	6/30/2019 Estimated Balance
Local Account *					4,199,088		
3 Budget Transfers**					(81,100)		
Revised Budget					4,117,988	7,450,000	
Circuit Breaker	998,985	3,270,336	4,269,321	713,058	4,982,379	(2,800,000)	2,182,379
School Choice Original Offset					250,000		
School Choice Offset Not Taken					(250,000)		
Original Valley Collab credit***					200,912	(549,502)	
Valley Collab Credit remaining credit					348,590		
Net Favorable Variance from Local Budget					Large Portion of 734,800		
Total						4,100,498	17,490

CHELMSFORD PUBLIC SCHOOLS

	7/1/18 Balance (carry over)	4/30/19 Receipts (Revenue) YTD	Current Balance	Estimated Receipts May – June 2019	Total carry over and new (budget)	Less SPED OOD Tuitions	6/30/2019 Estimated Balance
School Choice	1,329,918	265,904	1,595,822	20,020	1,615,842	0	1,615,842

* The original budget amount of \$ 4,199,088 reflects the offset from circuit breaker funds in the amount of \$ 2,800,000, school choice funds in the amount of \$ 250,000, and a portion of the Valley Collaborative tuition credit/refund in the amount of \$ 200,912 to match the spring 2018 Town Meeting appropriated budget of \$ 59,000,000 for the Chelmsford Public Schools. Since the time of finalizing the FY19 budget, the circuit breaker figures have been released and updated by MA DESE, with an annual FY19 total payment of \$ 2,972,752. This is \$ 172,752 higher than previously anticipated/budgeted.

The 2018 4th quarter circuit breaker revenue from MA DESE in the amount of \$ 1,010,642 was received July 9, 2018, therefore was not recorded as revenue in FY18, rather, recorded as revenue in FY19. If all four (4) quarterly circuit breaker revenue payments are received in FY19, totaling \$ 2,972,752, the total circuit breaker balance (before any offsets) will be \$ 4,982,379. After the offset of \$ 2,800,000 (transferring actuals from the local budget account to the circuit breaker fund), the reserve balance in the circuit breaker fund will be \$ 2,182,379 on June 30, 2019, the FY19 fiscal year end. The difference between the estimated circuit breaker revenue (\$2.8M) and the actual revenue (\$2.97M) creates a surplus as described above. These amounts are all prior to the Valley Collaborative credit described below.

** The three (3) FY19 local operating budget transfers the school committee approved from this category to other categories in the local budget thus far total \$ 81,100 (\$ 20,000 for acoustic panels at the Parker School, \$ 25,000 for a vehicle for facilities, and \$ 36,100 for school security/safety software).

*** As presented in the FY19 approved local operating budget, the District planned for receiving a credit from Valley Collaborative in FY19, as Valley has earned revenue in excess of the amount they are able to retain at fiscal year end. The amount above the allowable retainable limit must either be returned or credited to Valley's partner districts in proportion to the amount paid over the fiscal year. Chelmsford is to receive a credit of \$ 549,502.41. While this funding should be considered "one time" revenue, the original budget reflected a portion, \$ 200,912 be used to offset the FY19 local operating budget as it directly relates to special education tuition. The remaining portion, \$ 348,590.41, is available to the school committee as a budget reserve in FY19.

Due to these credits and this projection, the above chart reflects a new line of not taking the \$ 250,000 offset to the school choice revolving fund. The projected balance of the school choice fund at the end of the fiscal year will be approximately 1.6M. As presented in prior school committee meetings, the plan is to use the school choice funds for the 1:1 computer initiative, beginning with the 5th and 9th grade students in FY20.

The chart above also reflects a new line of the offset of other (net) favorable variances in the local budget to fund special education tuition, and similar to FY18 (and noted above) may allow the offset to the circuit breaker revolving fund for special education tuition to be less that originally budgeted and continue to build the reserve to start FY20.

CHELMSFORD PUBLIC SCHOOLS
 FY19 BUDGET SUMMARY AND PROJECTION

	2018-2019 ORIGINAL APPROVED BUDGET	2018-2019 APPROVED BUDGET TRANSFERS	2018-2019 REVISED BUDGET	2018-2019 ADJUSTMENTS FOR PROJECTION	2018-2019 PROJECTED SPEND
1110 SCHOOL COMMITTEE	27,120		27,120		27,120
1210 SUPERINTENDENT	313,709		313,709		313,709
1220 ASST. SUPERINTENDENT	228,502		228,502		228,502
1230 DISTRICT WIDE	534,950		534,950	(20,000)	514,950
1410 BUSINESS AND FINANCE	383,218		383,218	(4,000)	379,218
1420 HUMAN RESOURCES	266,745		266,745	(25,000)	241,745
1430 - 1435 LEGAL SERVICES & SETTLEMENTS	125,000		125,000		125,000
1450 DISTRICTWIDE MIS	1,089,015	61,100	1,150,115		1,150,115
2110 CURRICULUM DIRECTORS - REGULAR EDUCATION	1,137,845	(18,000)	1,119,845	(38,500)	1,081,345
2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION	745,260		745,260		745,260
2210 SCHOOL LEADERSHIP	2,415,505		2,415,505	(17,000)	2,398,505
2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION	22,759,642	(6,202)	22,753,440	(396,000)	22,357,440
2310 TEACHERS SPECIALISTS - REGULAR EDUCATION	1,543,557		1,543,557	(8,000)	1,535,557
2310 TEACHERS SPECIALISTS - SPECIAL EDUCATION	5,677,415	6,202	5,683,617	24,000	5,707,617
2320 MEDICAL/THERAPUTIC SERVICES	368,146		368,146		368,146
2325 SUBSTITUTES	550,000		550,000	(75,000)	475,000
2330 PARAPROFESSIONALS	3,824,491		3,824,491		3,824,491
2340 LIBRARY/MEDIA CENTER	657,347		657,347		657,347
2357 PROFESSIONAL DEVELOPMENT	154,675		154,675	(25,000)	129,675
2410 - 2415 TEXTBOOKS & INSTRUCTIONAL MATERIALS	614,800		614,800	(33,000)	581,800
2420 INSTRUCTIONAL EQUIPMENT	136,700		136,700		136,700
2430 GENERAL SUPPLIES	521,425		521,425	(25,000)	496,425
2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL ED	218,150	(7,000)	211,150	(135,000)	76,150
2451 - 2455 CLASSROOM INST TECHNOLOGY & SOFTWARE	419,000		419,000		419,000
2710 - 2800 GUIDANCE & PSYCHOLOGICAL SERVICES	2,093,491		2,093,491	(23,000)	2,070,491
3200 MEDICAL & HEALTH SERVICES	773,792		773,792	(30,000)	743,792
3300 TRANSPORTATION	3,521,235	33,300	3,554,535	22,000	3,576,535
3400 FOOD SERVICES	104,560		104,560		104,560
3510 ATHLETIC DEPARTMENT	577,659		577,659		577,659
3520 OTHER STUDENT ACTIVITIES	102,010		102,010		102,010
3600 SCHOOL SECURITY	199,173	(33,300)	165,873	26,700	192,573
4110 - 4210 - 4230 CUSTODIAL SERVICES	1,540,203	45,000	1,585,203	16,000	1,601,203
4120 - 4130 HEATING OF BUILDINGS & UTILITY SERVICES	1,097,900		1,097,900	29,000	1,126,900
5150 EMPLOYEE SEPERATION COSTS	78,672		78,672	2,000	80,672
9300 TUITIONS	4,199,088	(81,100)	4,117,988		4,117,988
			<i>recommendations to be presented</i>		734,800
Grand Total	59,000,000	0	59,000,000	(734,800)	59,000,000

Chelmsford Public Schools
 SPED OOD Tuition Forecast
 Account # 19300076 - 53990

		FY19 Original Estimate	FY19 April YTD Actuals	FY19 April YTD Available Budget	FY19 Estimate Update May 6, 2019	Estimated Circuit Breaker Balance 6/30/19
Tuitions	Out of District	7,450,000.00	7,384,418.32		7,348,418.32	4,982,379.00
Less:	Circuit Breaker Funds Offset	(2,800,000.00)			(1,946,127.91)	(1,946,127.91)
Less:	School Choice Funds Offset	(250,000.00)			0.00	3,036,251.09
Less:	Valley Collab Tuition Credit / Refund	(200,912.00)	(183,120.30)		(549,502.41)	
Local Account		4,199,088.00	7,201,298.02		4,852,788.00	
Budget Transfers		(81,100.00)				
Revised Budget		4,117,988.00	7,201,298.02	(3,083,310.02)	4,852,788.00	
Net Favorable Variance from other local budget areas		734,800.00				
		4,852,788.00				

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: May 3, 2019

RE: FY2019 Recommended Budget Transfers

As discussed and illustrated in the FY19 local budget projection, there are a few DESE function code categories that are unfavorable and we would like to request three (3) budget transfers shifting funds from favorable DESE function code categories at this time as follows:

From		To		Amount
12440076-53990	Other Inst Svcs SPED Cont Svcs	13300076-53990	SPED Transportation	\$ 22,000
12440076-53990	Other Inst Svcs SPED Cont Svcs	14120100-52130	Fuel High School	\$ 29,000
12110000-51050	Curriculum Directors Salary	15150000-51140	Emp Separation Costs	\$ 2,000
		Total		\$ 53,000

There is also one (1) other budget transfer request. The Districtwide MIS category is favorable in computer services due to the reimbursement of E-rate funds (journal entry for \$36K made in December crediting the local budget account where the internet bill is funded and debiting the E-rate fund 273). This budget transfer is shifting budget funds from districtwide MIS to classroom instructional technology to purchase staff devices for the 1:1 initiative. These devices will be purchased and will not be part of the lease agreement for the student devices. This purchase timeline will also allow for the professional development to begin this summer.

From		To		Amount
14400000-52472	Districtwide Computer Svcs	12451100-54204	Inst Tech CHS	\$ 53,000
		12451200-54204	Inst Tech McCarthy	\$ 6,500
		12451300-54204	Instr Tech Parker	\$ 6,500
		Total		\$ 66,000

Thank you for your consideration in approving these budget transfers and for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: May 3, 2019

RE: Student Transportation Program Report & Fees: 2019/20 School Year

I'm writing to provide an update on student transportation, as the district has implemented changes over the past two years with the goal of improving the experience for students and parents.

RIDER INFORMATION

We currently transport approximately 3,410 students using 29 buses daily. Most of the busses make three (3) runs each morning and afternoon, with the high school students on the first run, the middle school students on the second run, and the elementary students on the third run. There are also 8 late day runs three (3) days a week from mid-October to mid-June for students who elect to participate in after school activities. Service time begins at 6:30 a.m. and typically end by 5 p.m.

FEE STRUCTURE

The School Committee is also being asked to approve the bus fee structure for next school year (2019/2020) at the May 7, 2019 school committee meeting, with two changes to the fee structure. One change is to the start date of the late registration period from August 15 to August 1. The other is to add a reduced rate for a half year registration which is February 1 or thereafter. The annual fee is \$ 175 for early bird registration, \$ 200 for regular registration, and \$ 225 for late registration. \$ 100 is proposed/recommended for the half year registration on or after February 1. The school committee is also being asked to approve family caps.

The determination of a fee or no fee to ride the school bus is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE

REGISTER TO RIDE THE BUS

All students are required to register on-line each year if they would like to ride the bus, even if they do not have to pay a fee. We believe that if all students (parents) take the steps to register, this data will allow us to have a more accurate student rider count, be more efficient and have better on time performance. The annual registrations are then used to prepare bus route, bus stop and bus pass information. Several Connect Ed messages were sent to families since May 2018 regarding the on-line bus registration process and on-line payment process (still using MCC on-line). The bus registration information is also on the home page and the transportation page of the Chelmsford Public Schools website. The key reminder is that all students must register to ride the bus, even if there is no fee.

The chart below highlights the bus registrations from the 2018/2019 school year.

Registration Period	Dates	# of Riders
Early Bird	May 1 to June 30	1,888
Regular	July 1 to August 15	828
Late	August 15 to August 26	333
	August 27 to September 7	180
	September 8 to January 31	145
Half Year	Feb 1 to present	36

BUS ROUTE AND BUS PASS INFO

We made some changes in FY18 and FY19. In July of 2017, we hired a full time Transportation Coordinator, Peter Brekalis, to bring many functions related to transportation planning back to the district, rather than having the bus vendor perform these functions. We also purchased bus scheduling software, Transfinder Routefinder Pro, to assist with these functions. We have been actively working to make Transfinder and X2 (our student records database) compatible to have most information available to parents and staff.

Bus routes were created using the registration data which was then entered into our bus software system. The routing process takes into account bus capacity and on time performance. Below is a summary of the busses for each school.

School	# of Buses	Students	Avg Count
Byam	8	367	46
Center	7	376	54
CHS	24	818	35
Harrington	7	301	43
McCarthy	16	670	42
Parker	13	557	43
South Row	7	321	46

After the routes were created, bus passes were printed and mailed out to each student who had registered. The first set of bus passes were mailed to the home addresses on August 16, 2018. Mailings continued daily as we received new bus registrations. Bus passes for kindergarten students were blue this year and all other student bus passes were green. The bus pass includes information such as the bus number, bus stop location and pick up and drop off times. This information, by student, is also available in X2 for those who have

CHELMSFORD PUBLIC SCHOOLS

registered to ride the bus. Plastic bus pass holders are available at the schools for students to receive upon their return to the classrooms.

SUMMARY

Going forward we plan to build on the progress made in FY19 and continue our processes which include:

- 1) Bus routes and bus stops created in house and bus passes mailed to homes in mid-August.
- 2) Synovia GPS tracking program provided by the bus company to assist in routing issues.
- 3) On-line bus registration for everyone. All students need to register each year if they would like to ride the bus, even if they do not need to pay a fee. Prior to FY18, on-line registration for students in grades K-6 who lived over two miles from the school (no fee) was not required to register. This process limited the accuracy of the student rider count. We believe that if all students take the steps to register, this data will allow us to be more efficient and have better on time performance.
- 4) Feedback, complaints and concerns are handled in house and the transportation coordinator continues to work directly with the bus company to resolve issues. While school leadership and staff do assist students, an effort has been made to streamline communication and resolution of complaints or concerns through the Transportation Coordinator who works directly with parents and staff.
- 5) Since school starts in late August this upcoming school year, the initial route creation will begin in mid-July. After the routes are created, the bus drivers begin driving the routes so the drivers are prepared in advance of the first day of school. Registrations received in August and later will be processed and students will be assigned to existing bus stops for the start of the school year. Additional bus stops and/or route reconfigurations required as a result of late registrations are evaluated on an individual basis.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: May 3, 2019

RE: Transportation Fees: 2019/2020 School Year

Each year the school committee votes to establish fees for student transportation. The current student transportation fee structure consists of a \$ 200.00 annual transportation fee per student with a \$ 500.00 family cap. In previous years, a \$ 25.00 “early bird” discount has been authorized for registration received between May 1 and June 30 preceding the school year when transportation services are sought. During the “early bird” registration period, a \$ 400.00 family cap is provided. Further, a \$ 25.00 late fee is assessed for registrations received after August 15th preceding the school year when transportations services are sought.

I recommend two changes to the fee structure. The first is to change the August 15th date for the \$25.00 late fee to August 1st. This is to encourage families to register in advance of the start of school. The second is to add a half year registration rate of \$100.00, beginning Feb 1st.

I recommend the school committee adopt the fee structure noted below for the 2019/2020 school year and vote to establish the regular, early, late and half year registration rates as follows:

<u>Early Registration Period</u>	May 1, 2019 – June 30, 2019
Per Student Fee	\$175.00
Maximum Family Cap:	\$400.00

<u>Regular Registration Period</u>	July 1, 2019 – July 31, 2019
Per Student Fee	\$200.00
Maximum Family Cap:	\$500.00

<u>Late Registration Period</u>	August 1, 2019 – January 31, 2020
Per Student Fee	\$225.00
Maximum Family Cap:	\$500.00

<u>Half Year Registration Period</u>	February 1, 2020 –
Per Student Fee	\$100.00
Maximum Family Cap:	\$500.00

2019-2020 BUS TRANSPORTATION



ALL STUDENTS MUST REGISTER ON-LINE

It's time to register on-line to ride the bus for the 2019/2020 school year using MCC eSchool. Please view the Chelmsford Public Schools (CPS) website, click the PARENT TAB, and scroll down to REGISTER AND PAY ONLINE. A student ID number is required to register.

EARLY BIRD DISCOUNT UNTIL JUNE 30

Chelmsford Public Schools offers a discount of \$ 25.00 off of the regular bus fee of \$200.00 per rider if purchased from MAY thru JUNE 30, 2019. The family cap for this early purchase is \$400.00.

JULY 1 TO JULY 31

Beginning July 1 thru July 31, 2019, the regular bus fee is \$200.00 per rider with a family cap of \$500.00.

AUGUST 1 to JANUARY 31

Beginning August 1, 2019 thru January 31, 2020, the late registration bus fee is \$225.00 per rider with a family cap of \$500.00.

FEBRUARY 1

Beginning February 1, 2020, a half year registration bus fee is \$100.00 per rider with a family cap of \$500.00.

ALL RIDERS MUST REGISTER, EVEN IF THERE IS NO FEE

All current CPS students and incoming (registered) new students are required to register and pay on-line using MCC eSchool for both registration and payment. Since all registrations are on-line and linked to the on-line payment, payments by personal check or cash are not accepted.

New incoming students to the district may have a short delay from the initial registration visit to receiving a student ID number. New incoming students will receive an e-mail containing their student ID from CPS, which is required to register for the bus. This student ID number is used for other interfaces with the district as well.

All students are required to register every year if they would like to ride the bus, even if they do not need to pay a fee. If all students register to ride the bus, the district has more accurate student/rider data, therefore bus routes may be established with better efficiency and on-time performance.

The determination of a fee or no fee is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE

Initial bus route creation will be based on student registrations received as of July 31, 2019. Students who register to ride the bus on or before July 31, 2019 will have their bus pass mailed to their home address on Friday August 16, 2019. The bus pass will contain the assigned bus number, bus stop location, and estimated pick-up/drop-off time. Students who register late to ride the bus on August 1, 2019 through August 23, 2019 will be assigned an existing bus stop location based upon the initial bus routes created. Additional bus stops may be added and bus routes may be updated based upon late registrations received, however the initial bus routes for the 2019/20 school year will be in effect from the start of the school year through mid-September. In the event bus routes are to be changed due to additional stops being added, prior notice shall be provided to families through an e-mail communication and updated route information posted to X2. Students who register after August 23, 2019 will be assigned an existing bus stop location based upon the bus routes created. The review of bus routes for efficiency, including adding/removing bus stop locations is ongoing throughout the school year. If and when modifications to existing routes are made, prior notice of route adjustments shall be provided to families through an e-mail communication and updated route information posted to X2.

A student may also be eligible to have their bus fee waived if they are approved by the state for free and reduced lunch (financial hardship on the MCC registration form). If you feel you may be eligible for a fee waiver, please register for the bus using the "seeking financial assistance" box for each student in the on-line bus registration. Once approved by the state, please provide the award letter (to the e-mail address below) to receive a bus pass. If not approved by the state, the bus fee will be the current rate at the time of the notification to the CPS Transportation Coordinator.

Any student that will be using an alternate address from the home address (such as a daycare address) **must** e-mail the CPS transportation at the e-mail address below. As with prior years, alternate addresses must be for five (5) days per week.

Please contact Peter Brekalis, CPS Transportation Coordinator, at brekalisp@chelmsford.k12.ma.us or (978) 251-5100 x6942. Additional information may also be viewed in the frequently asked questions section of the CPS website. To access the website click the DISTRICT TAB, and scroll down to TRANSPORTATION. Please call MCC directly at (508) 460-6000 for assistance if you encounter trouble processing your on-line registration using the MCC eSchool product.

ALL BUS PASSES WILL BE MAILED HOME IN AUGUST BEFORE SCHOOL BEGINS

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 3, 2019
Re: Preliminary Kindergarten Enrollment: 2019/20 School Year

Last week we held our second session of Kindergarten registration for the 2019/20 school year. Attached is a summary of activity since our January registration session. While parents may still come to the CPS central administration offices and register incoming students for the fall, we have historically based the number of classes staffed on the spring registration information. We will continue to monitor registrations through the remainder of the school year and over the summer months, however based on current information my recommendation is to maintain the staffing allocation provided in the approved FY20 budget, which calls for four (4) classrooms of full day Kindergarten at each elementary school for the 2019/20 school year.

If we witness an increase in Kindergarten registrations, or registrations at any other grade level in the district prior to the start of the 2019/20 school year, I will review the information and may come back to the school committee with a recommendation to add a class section(s) if warranted.

FY'20 KINDERGARTEN & GRADE ONE ENROLLMENTS

4/30/2019

	BYAM	CENTER	HARRINGTON	SOUTH ROW	TOTAL
January 2019 Kindergarten Registration	46	39	39	40	164
Walk-In's (Feb, March, April)	6	5	8	4	23
April 2019 Kindergarten Registration	10	9	16	6	41
Walk In's: May to Present	0	0	0	0	0
Differential - CHIPS	21	17	17	18	73
TOTAL KINDERGARTEN # in X2	83	70	80	68	301

GRADE ONE

January - Grade One Registrations	0	0	2	1	3
April - Grade One Registrations	1	0	1	0	2
Walk-In's; April to Present					

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 3, 2019
Re: McCarthy and Parker Middle School Student Assignment

At several school committee meetings this year we have discussed the “feeder patterns” of the elementary to middle schools in the district. All 4th grade students from Center and South Row Elementary Schools feed/move-up to McCarthy Middle School. While a majority of the Byam Elementary School students feed/move-up to the Parker Middle School, there are a small number of students based on their home address that are assigned to the McCarthy Middle School. Similarly, there are a small number of Harrington Elementary School students who feed/move-up to the McCarthy Middle School, while the majority of students are assigned to the Parker Middle School. The chart below illustrates our current 4th grade enrollment at each elementary school and the total number of students that will be assigned to each middle school in accordance with our current districting policy:

Table 1: 2019/20 SY Distribution of Current 4th Grade Students to 5th Grade

Current 4th Grade Students		# to McCarthy	# to Parker	Total:
Byam Elementary		9	97	106
Center Elementary		90	0	90
Harrington Elementary		12	93	105
South Row Elementary		80	0	80
Total:		191	190	381

From the table above, you will note the distribution of students to McCarthy and Parker Middle Schools is even following the current district enrollment (districting) policy. I was reviewing this data to determine if it would be possible to alter the policy to allow all Byam and Harrington Elementary School students, regardless of address, to attend Parker Middle School. However, doing so would result in an unbalanced distribution of students in the 5th grade as follows:

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

- McCarthy Middle School 170 Students (191 – 21) 21.25 Average Class Size
- Parker Middle School 211 Students (190 + 21) 26.38 Average Class Size

At this time, I recommend maintaining the current school committee policy and districting of 4th grade students to McCarthy and Parker Middle Schools as may be referenced in Table 1 above. Please feel free to contact me with concerns or questions regarding this matter. This is certainly an area that we will continue to monitor from year-to-year.

Conference & Field Trip Requests

- 1) Chelmsford High School
10th, 11th, and 12th Grade Spanish Language Students
April 18 – 25, 2020
Costa Rica, Central America

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:

YES ___ NO X

___ Full-Day Sub(s)

___ Half Day Sub(s)
needed for: AM / PM

Please fill out application form completely. Please print. * Apply for only one trip per form.

School Requesting Permission: CHS ___ PARKER ___ McCARTHY ___

___ BYAM ___ CENTER ___ HARRINGTON ___ SOUTH ROW

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

Trip Date: ^{Saturday} 04/18/20 If Overnight Trip, Return Date: ^{Saturday} 04/25/20 (8 days)

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: Susan Gauthier Cell Phone: 978-328-2711

Grade, Group, Class(es) or Course(es): Spanish Classess of Soph, Jr. & Sr

Total Number of Students: 25-30 Number of Male TBD Number of Female TBD

Number of Students Assigned Per Chaperone: 5

Total Number of Chaperones: 5-6 Number of Male 2 Number of Female 4

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

Faculty/Chaperones (Names): Susan Gauthier, Patricia Sánchez & other teachers in the department Cell Phone #: 978-328-2711

Faculty/Chaperone with Epi-Pen Designation (Name): Susan Gauthier
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:

(The nurse will review once students enroll)

Signature of School Nurse

Date

Event/Purpose of the Trip: A trip to Costa Rica with Explorica (student tour travel Agency)

Curriculum Standard Addressed by Trip (Reason for the Trip)

Address 145 Tremont St
6th Floor
Boston, MA 02111

Interpersonal communication
Interpretive listening
Cultural Comparisons

Destination: Hotels through Explorica in Costa Rica - TBD
 Facility _____ Facility Telephone _____
 Facility Street Address _____ City _____ State _____

Estimated Leave Time: 4/18/20 (a.m.) / p.m. Estimated Return Time: 4/25/20 a.m. / (p.m.)

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

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: N/A
 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: N/A

TRIP COST/FUNDING

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ N/A
 Total Price of event \$ N/A 2,541.00
 Additional Costs \$ N/A per student
 Total Cost of Trip \$ N/A -2,541.00 per student
 School/Org. to pay for: 0 \$ _____
 Student paying \$ 2,541.00 All inclusive: Airfare, hotels, all meals per person for: \$ _____

Please list any other circumstances that may affect the trip:

Please see attached itinerary. The itinerary includes visits to National Parks, volcano, Hot springs and provides students with the chance to learn about nature & Central American ecosystems. Students will enjoy many outdoor activities including hiking, zip lining, horse back riding.
 Submitted by: Susan Gauthier 4/24/19
 Signature of Trip Sponsor Date
 Approved by: Linda Dirsch 4/26/19
 Signature of Dept. Head/Coordinator Date
 Signature of Building Principal Date 4/25/19 4/26/19

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



Northern Costa Rica

explorica.com/Gauthier-6247

April 18 - April 25, 2020

Day 1 Hola Rincón de La Vieja

Meet your tour director, travel to Rincón de la Vieja & check into hotel

Day 2 Rincón de La Vieja National Park

Horseback ride
Optional Canopy zip line tour

Day 3 Rincón de La Vieja--Arenal

Rincón de La Vieja Volcano Park visit
Travel to Arenal
Hot springs visit

Day 4 Arenal--Monteverde

Lake Arenal kayaking tour
Travel to Monteverde

Day 5 Monteverde landmarks

Monteverde Cloud Forest Reserve night walk
Santa Elena Biological Reserve visit
Local school visit
Serpentine Museum visit

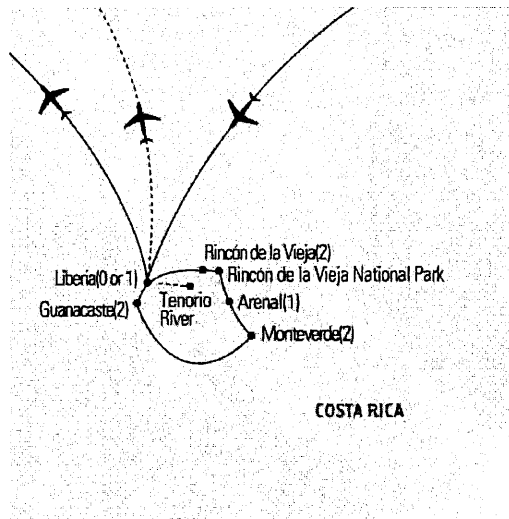
Day 6 Monteverde--Guanacaste

Travel to Guanacaste
Palo Verde boat tour
Travel to Papagayo Gulf
Free time on Guanacaste Beach

Day 7 Guanacaste

Free time on Guanacaste Beach

Day 8 End tour



Reserve your Spot!



Tour Center ID: Gauthier-6247
Registration deadline: May 01, 2019

Enroll online,
by phone, or by mail

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays (8 with extension) in hotels with private bathrooms
- Breakfast daily
- Lunch daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

explorica.com/Gauthier-6247

1.888.310.7121

Tour investment

Students (travelers under the age of 23): \$2,541

Adults (age 23 and over): \$2,981

Automatic monthly payment plan

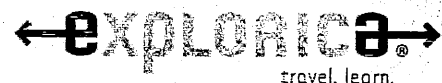
Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of April 24, 2019, your monthly payment would be just \$249.10.

Manual plan also available; learn more on explorica.com/paymentplans.

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit explorica.com/cfar.

Download and complete
a paper application on
explorica.com/resources



145 Tremont Street
Boston, MA 02111