



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 August 6, 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 July 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. Ratification of MOA: CFT Professional Support Personnel
2. School Committee Self Evaluation Process and Workshop
3. Final FY19 End-of-Year Budget
4. Approval of 2019/20 Employee Handbook

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
July 23, 2019
Meeting Minutes**

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

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

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia. Superintendent Lang is not able to be at tonight's meeting due to a death in his family. Dr. Hirsch will conduct the meeting.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of June 18, 2019.**

Mr. Moses motioned to approve the minutes of the meeting of June 18, 2019. Ms. Newcomb seconded. Motion carries 5-0.

Good News

Dr. Hirsch shared that the Chelmsford Public Schools have received official certification for the ALICE protocols. All the title grants, and special education grants are in and the allocations look good. An anonymous donation has been made to McCarthy Middle School for a nine-hole disc golf course. Professional development continues for staff throughout the summer. Teachers for grades five and nine have been working on the 1:1 initiative.

The Chair shared that a tentative agreement has been reached with the support personnel who will be meeting the beginning of August to ratify the agreement. The Committee will be able to vote on this at the next regular meeting.

Public Comments

None.

New Business

1. Chelmsford INTERFACE Activity Report December 2018 – May 2019

The memorandum from Dr. Lang and supporting data from William James College provide information regarding what services are being used and by what age groups. The public is increasingly using the support for families and children. The school web sites continue to promote this valuable resource. The link still needs to be added to the district web site.

2. School Committee Self Evaluation Process & Workshop

The Committee agreed to meet on Tuesday, August 13th from 4:00 to 7:00 p.m. to work on the self-evaluation process as detailed in tonight's agenda packet. The Chair requests that individuals complete and return their evaluation forms to him by Friday, August 2, 2019.

3. MA DESE Alternative Structured Learning Day Update

The DESE has decided that the pilot programs for alternative structured learning day will not be moving forward. Districts with previously approved pilots will be able to use them during the 2019/20 school year but not after that. The Chelmsford working group on this matter will be discontinued.

4. MSBA Accelerated Repair Project Approval: South Row Elementary School Roof

The South Row roof project has been approved by the MSBA, Dr. Lang will provide updates as the paper work is completed and the project moves forward. The goal is to have the project completed before school opens.

5. Preliminary FY19 End-of-Year Budget Adjustments/Transfers

Ms. Johnson-Collins walked the Committee through the details of her memorandum in tonight's packet and supporting materials.

Mr. Moses motioned to transfer the actual charges made to the local SPED OOD tuition account to the circuit breaker revolving fund in the amount of \$2,274,416. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Moses motioned to transfer \$21,077 from the general fund to the food service revolving fund. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Moses motioned to transfer from the line items as listed in favorable column to the unfavorable balances as listed in the amount of \$56,129. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

6. FY20 Budget Adjustments/Transfers

Tonight's agenda packet includes a memorandum from Dr. Lang containing student enrollment report data. An increase in enrollment in second grade at the Harrington Elementary School indicates a fifth section for that grade needs to be added.

Mr. Moses motioned to approve the transfer from the Chelmsford High School salaries account to the Harrington salaries account in the amount of \$56,967. Ms. Newcomb seconded the motion. A roll call vote was taken. Motion carries 5-0.

7. Personnel Report: June 2019

No action required.

8. 2019/20 School Year Hiring Update

The memorandum in tonight's packet from Cheryl Kirkpatrick, Director of Personnel & Professional Learning, provides an update indicating that 80% of professional staff vacancies have been filled with five full-time, three part-time and one unaffiliated position remaining to be filled.

9. Ongoing Projects Update

Dr. Lang states in his memorandum that Center and Harrington Schools parking lot work is scheduled for completion by August 16, 2019. The striping for the CHS parking lot should be done by August 12, 2019. School bus transportation registration is going very well.

Reports

Ms. Newcomb shared that Lori McCarron has been chosen to serve on the DESE Special Education Advisory Council.

Action/New Items

Mr. Al Thomas read a letter dated July 16th which was addressed to Superintendent Lang and Chairman Dennis King in which he submits his resignation from the Chelmsford School Committee effective July 31, 2019. To hear the full letter, please view tonight's Committee meeting on Chelmsford Telemedia/YouTube. The Chair and Committee Members sincerely thanked Mr. Thomas for all his contributions to the children of Chelmsford and the Chelmsford Public Schools. Mr. Thomas was presented with a gift and a round of applause.

Public Comments

Hana Barker, of Newtown Way, began by also thanking Mr. Thomas for all he has done. She cautioned the Committee not to rush to fill the position of the communications director. She feels that more studying should take place to be sure the position filled will meet the expectations and needs of the Chelmsford Public Schools. Her statement is a follow up to a memorandum she previously sent to the Committee members individually. She is also willing to do a video again this year about the School Committee for the public.

Emily Anctil from the Board of Selectmen, wanted to put in a plug for Jen Melanson, the newly hired Community Services Coordinator. Families in need may reach out to her for assistance.

Adjournment

At 7:15 p.m. Mr. Moses motioned to adjourn to Executive session and not return to regular session for the purpose to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Mr. Thomas seconded. A roll call vote was taken. Motion carries 5-0.

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: August 2, 2019

Re: Ratification of MOU: Chelmsford Federation of Teachers – Support Staff

The negotiation subcommittee of the Chelmsford School Committee has reached a tentative agreement, a copy of which is attached, with the Chelmsford Federation of Teachers: Professional Support Staff bargaining unit (CFT) pertaining to a new 3-year contract for the period from July 1, 2019 through June 30, 2022. The details of the tentative agreement were discussed in executive session on July 23, 2019 and a vote will be brought forward in regular session on Tuesday August 6, 2019 for the school committee to ratify the agreement.

MEMORANDUM OF AGREEMENT
BETWEEN THE
CHELMSFORD SCHOOL COMMITTEE
AND THE
CHELMSFORD FEDERATION OF TEACHERS
LOCAL 3569, AFT MASSACHUSETTS, AFL-CIO
PROFESSIONAL SUPPORT PERSONNEL

JULY 1, 2019 – JUNE 30, 2022
COLLECTIVE BARGAINING AGREEMENT

The Negotiating Subcommittee of the Chelmsford School Committee (hereinafter “the Committee”), acting subject to the ratification of this Memorandum of Agreement (hereinafter “the Agreement”), by the School Committee to whom the Subcommittee agrees to recommend acceptance, and the Negotiating Team of the Chelmsford Federation of Teachers, Local 3569, AFT Massachusetts, AFL-CIO, Professional Support Personnel (hereinafter “the Association”), acting subject to the ratification of this Agreement by the membership of the Association to whom the Negotiating Team agrees to recommend acceptance, hereby mutually agree to the following terms and conditions of settlement of the contract negotiations for the successor Collective Bargaining Agreement that will be in effect for the three-year period from July 1, 2019 through June 30, 2022.

- 1) All terms and provisions of the predecessor Collective Bargaining Agreement that was effective from July 1, 2017 through June 30, 2019 shall, except as modified by the terms of this Memorandum, be extended for a three-year period from July 1, 2019 through June 30, 2022.
- 2) All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this document.
- 3) Unless otherwise specified herein, all modifications of non-economic working conditions will take effect as of the date of ratification of this Agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.

4) Section 2-01. 3-Year contract effective July 1, 2019 through June 30, 2022. Amend the effective date of agreement. Amend the commencement date for successor negotiations.

5) Section 4-01. Delete section. Add "Increase all steps of the Appendix A salary scale as follows:

Year One (July 1, 2019 through June 30, 2020) – Increase each step by two percent (2%).

Year Two (July 1, 2020 through June 30, 2021) – Increase each step by two percent (2%). After applying the percentage increase to each step, add \$ 300.00 to Step 6 and \$ 300.00 to Step 7 of the Paraprofessionals Salary Schedule, Clerks Salary Schedule, and Secretaries Salary Schedule (195 Day). After applying the percentage increase to each step, add \$ 300.00 to Step 5 of the Secretaries Salary Schedule (260 Day). After applying the percentage increase to each step, add \$ 100.00 to Step 2 and \$ 100.00 to Step 3 of the Aides Salary Schedule.

Year Three (July 1, 2021 through June 30, 2022) – Increase each step by two percent (2%). After applying the percentage increase to each step, add \$ 300.00 to Step 6 and \$ 300.00 to Step 7 of the Paraprofessionals Salary Schedule, Clerks Salary Schedule, and Secretaries Salary Schedule (195 Day). After applying the percentage increase to each step, add \$ 300.00 to Step 5 of the Secretaries Salary Schedule (260 Day). After applying the percentage increase to each step, add \$ 100.00 to Step 2 and \$ 100.00 to Step 3 of the Aides Salary Schedule.

The salaries of all employees covered by this Agreement are set forth in Appendix A.

6) Section 4-11. Add a second paragraph. Add "A paraprofessional who is assigned to diapering or toileting students, shall upon their request, be in the vicinity of another adult."

7) Section 4-12(b). Delete "Prior to the beginning of each academic year,"

8) Section 4-13. New 2nd Paragraph. Add "In the event employees are required to attend training outside of their normal working hours, they shall be compensated at their hourly rate in compliance with wage laws."

9) New Section 4-15. Add "By October 1st, or as soon as practical, each returning employee will be provided with written verification of his/her placement on the appropriate salary scale."

10) Section 5-02(a). Add "Columbus Day" to the list of paid holidays.

11) Section 10-05. Delete section and renumber remaining sections.

12) Section 10-06. Delete "by means of a notice on appropriate bulletin boards in every school." Replace with "by means of an electronic notice."

- 13) Section 10-07. Delete section. Add "The Chelmsford School Department shall notify any members of the bargaining unit by June 1st if they will not be employed for the following school year. Bargaining unit members will be notified of a change of assignment for the following school year as soon as practical and under normal circumstances not later than August 15."
- 14) Section 10-10. Add "If the involuntary transfer was the result of a staff reduction based upon lack of student/service need(s), and if the position from which the employee was involuntarily transferred is restored during the first year of service as an involuntary transferee, such employee shall be notified of their previous position being restored and shall have the right to return to his/her original position as of the beginning of the next school year."
- 15) Section 10-13. Delete second and third sentences. Add "All changes in assignments shall be made at the discretion of the building principal as soon as practical and under normal circumstances not later than August 15. Changes to assignments shall be made only after a meeting between the employee involved, and at the employee's request with a Federation representative, and the Principal and/or his/her designee, at which time the employee shall be notified of the reasons for the reassignment."
- 16) Section 11-01. Section 2, Paragraph 2. Delete first sentence. Replace with "Any bargaining unit employee who receives an overall rating of "unsatisfactory" shall be placed on an improvement plan for at least thirty (30) school days and/or be subject to discipline/discharge where circumstances warrant such action."
- 17) Section 12-03. In the second sentence, delete "upon return from an absence exceeding three (3) days." Replace with "from an employee who is absent in excess of three (3) consecutive days at any time. Such certificate may be required from an employee who requests the use of sick leave for an extended time."
- 18) Section 12-03. Add a new paragraph as follows, "Employees shall be required to use sick leave in 25% (quarter) of day increments based on their regular hours worked with notification provided to their supervisor."
- 19) Section 13-02. Add a new paragraph as follows, "Employees shall be required to use personal leave in 25% (quarter) of day increments based on their regular hours worked and with approval by their supervisor."
- 20) Section 13-05(a). Delete section. Replace with "Emergency or illness in the immediate family. "Immediate family" shall be understood to include the employee's mother, father, siblings, spouse, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, or other members of the employee's immediate household."
- 21) Section 15-02. Delete section. Replace with "Parental Leave. Every bargaining unit employee who has completed an initial probationary period of ninety (90) days will be

entitled to an eight (8) week leave of absence for the purpose of parental leave, provided he/she gives at least two (2) weeks' notice of his/her anticipated date of departure and of his/her intention to return. Employees are urged to give earlier notification in order to provide the Employer with additional time to secure a replacement. Upon return from an eight (8) week leave of absence the employee will be restored to his/her previous position. An employee eligible for parental leave under M.G.L. C. 149, § 105D may use accumulated sick leave for up to four (4) weeks of the parental leave. An employee may use up to an additional four (4) weeks of accumulated sick leave for a parental leave during said eight (8) week period under the conditions set forth in paragraph 12-03. The Superintendent or designee(s) will not unreasonably deny approval of the employee's use of up to an additional four (4) weeks of accumulated sick leave based upon a doctor's certificate. The Superintendent may grant unpaid leave beyond the eight (8) weeks at his/her discretion and such decision is not arbitrable.

- 22) Section 15-03. Delete section and renumber remaining sections.
- 23) Section 24-03. Delete section.
- 24) Section 24-04. Delete section.
- 25) New section 25-03. Add "The Union shall be allowed access to all worksites. The Union representative must obtain permission from the principal of the building entered for the purpose of conducting Union business; such permission not to be unreasonably withheld. Such business shall be conducted without interruption of the teaching-learning process. The Union will, whenever possible, try to meet with union members to conduct union business during non-school hours."
- 26) New Section 25-04. Add "The Employer shall make district policies and procedures available to employees at the time of initial hire and thereafter notify employees of where they may be accessed.
- 27) The Appendix A Salary Schedule should contain a column listing corresponding hourly rate of pay.
- 28) The parties agree to establish a study committee regarding substituting within the bargaining unit (CFT Proposal No. 8 (amended) and CFT Proposal No. 14 and 2). The study committee will be authorized to convene and study the need and viability on the issue. The committee shall report back its findings and recommendations to their respective bargaining teams for consideration and negotiations, subject to full ratification of each body prior to implementation. The study committee will be charged with bringing a recommendation(s) to their respective bargaining teams by February 1, 2020 for review and consideration with a goal of implementation beginning in the second year of the contract, July 1, 2020.
- 29) The parties agree to establish a study committee regarding the sick leave bank (SC Proposal No. 8 (amended)). The study committee will be authorized to convene and

study the need and viability on the issue. The committee shall report back its findings and recommendations to their respective bargaining teams for consideration and negotiations, subject to full ratification of each body prior to implementation. The study committee will be charged with bringing a recommendation(s) to their respective bargaining teams by February 1, 2020 for review and consideration with a goal of implementation beginning in the second year of the contract, July 1, 2020.

This Agreement has been duly executed by the authorized representatives of the Committee and the Association on the _____ day of August, 2019.

Chelmsford School Committee

Chelmsford Federation of Teachers
Local 3569, AFT-Massachusetts, AFL-CIO
Professional Support Personnel

Dennis F. King, II, Chairman

John W. Moses, Vice Chairman

Maria L. Santos, Secretary

Donna M. Newcomb

W. Allen Thomas, Jr.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: August 3, 2019
Re: School Committee Self Evaluation Process & Workshop

Attached please find a copy of the posting for the scheduled school committee working session to be held on Tuesday August 13, 2019 at 4:00 p.m. at the central administration offices. I propose to work with Chair King to prepare and facilitate the session as follows:

AGENDA

- 1) Review of school committee self evaluation results
- 2) Review of 2018/19 accomplishments (including action items)
- 3) Discussion of school committee focus areas and goals for 2019/20
 - a. How are they aligned with the district plan?
- 4) Discussion of district strategic planning process 2020 – ?
 - a. School committee / members role?
 - b. How best to solicit and include public (parents, students, community members, etc.) and staff (administrators, teachers, support personnel, etc.) input in the process?
 - c. Identification of and assessment of current practices?
 - d. Identification of and assessment of current and anticipated needs and/or gaps in service?
- 5) Discussion of next steps



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 August 13, 2019 TIME: 4:00 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

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. School Committee Workshop:
 - a. 2018/19 School Committee Self Evaluation
 - i. Review of 2018/19 Accomplishments
 - b. 2019/20 School Committee Goals
 - c. CPS Strategic Planning Process

ADJOURNMENT

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: August 2, 2019

RE: FY2019 Final End of Year Budget Report

I would like to provide you with the following update on the status of the FY19 local operating budget. At the July 23, 2019 regular school committee meeting, I presented the preliminary FY19 local operating budget reports and noted that I would provide another update at the August school committee meeting with the final FY19 figures.

The final results are as follows:

FY19 BUDGET	FY19 YTD EXPENDED	FY19 ENCUMBRANCES	FY19 AVAILABLE BUDGET AFTER REQUESTED TRANSFER (OFFSET) TO REVOLVING FUNDS
\$ 59,000,000	\$ 58,758,235	\$ 241,765	\$ 0

Attached please find a Year-to-Date Budget Report from MUNIS detailing the school department's financial activity through June of 2019 for the \$ 59M local operating budget. Further, attached please find a summary of the school department's grants and revolving fund balances for the same reporting period.

This final report reflects the two journal entries (transfer of actuals) approved at the July 23, 2019 meeting, as well as the four budget transfers approved at the same meeting to bring each DESE category within budget. The two journal entries were:

Food Service Negative Balances – This journal entry reflects the general fund covering the amount of school lunches that went unpaid. Debit to local expense of: \$ 21,077

Local SPED OOD tuition account – This journal entry reflects a reclassification to the circuit breaker revolving fund, thereby funding a portion of the SPED OOD tuitions. Credit to local expense of: \$ 2,274,416

Also attached please find an updated grants and revolving fund summary, reflecting these entries.

Thank you for the opportunity to provide this update.

08/01/2019 15:27
525jjohn

TOWN OF CHELMSFORD
YEAR TO DATE BUDGET REPORT

P 1
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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0001 GENERAL FUND							
000 UNDEFINED							
1110 SCHOOL COMMITTEE							
11110000 51070 SC SEC SAL	4,420	0	4,420	3,740.00	.00	680.00	84.6%
11110000 54000 SC SUPPLIES	200	-52	148	106.35	.00	41.40	72.0%
11110000 57130 SC CONFERENCE	2,000	-1,140	860	1,185.03	.00	-325.00	137.8%
11110000 57800 SC OTHER EXPENSES	20,500	1,192	21,692	21,692.22	.00	.00	100.0%
TOTAL SCHOOL COMMITTEE	27,120	0	27,120	26,723.60	.00	396.40	98.5%
1210 SUPERINTENDENT							
11210000 51003 ADMINISTRATOR	18,664	0	18,664	17,664.47	.00	999.53	94.6%
11210000 51050 SUPT SALARY	192,500	0	192,500	192,500.10	.00	-.10	100.0%
11210000 51070 SUPT SECRETARY SALA	54,496	0	54,496	54,496.26	.00	-.26	100.0%
11210000 54000 SUPPLIES	10,000	0	10,000	4,017.05	.00	5,982.95	40.2%
11210000 57800 OTHER CHARGES/EXPEN	38,049	0	38,049	36,940.09	.00	1,108.91	97.1%
TOTAL SUPERINTENDENT	313,709	0	313,709	305,617.97	.00	8,091.03	97.4%
1220 ASST. SUPERINTENDENT							
11220000 51003 ADMINISTRATOR	11,360	0	11,360	11,359.60	.00	.40	100.0%
11220000 51050 ASST. SUPT. SALARY	145,000	0	145,000	144,999.92	.00	.08	100.0%
11220000 51070 ASST. SUPT. SEC. SA	53,142	0	53,142	53,141.66	.00	.34	100.0%
11220000 54000 ASST SUPT SUPPLIES	15,000	-11,000	4,000	2,856.39	217.74	925.87	76.9%
11220000 57800 ASST SUPT OTH EXP	4,000	11,000	15,000	14,372.81	.00	627.19	95.8%
TOTAL ASST. SUPERINTENDENT	228,502	0	228,502	226,730.38	217.74	1,553.88	99.3%
1230 DISTRICT WIDE							
11230000 53140 COPIER - ADMINISTRA	305,250	0	305,250	282,584.93	.00	22,665.07	92.6%

08/01/2019 15:27
525jjohn

TOWN OF CHELMSFORD
YEAR TO DATE BUDGET REPORT

P 2
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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>11230000 53420 POSTAGE</u>	36,200	0	36,200	27,323.05	8,500.00	376.95	99.0%
<u>11230000 53990 ADVERTISING</u>	1,500	0	1,500	1,487.08	.00	12.92	99.1%
<u>11230000 54206 SOFTWARE</u>	180,000	-1,605	178,395	178,295.49	.00	100.00	99.9%
<u>11230000 57100 COOR. TRAVEL & CONF</u>	6,000	0	6,000	5,922.91	.00	77.09	98.7%
<u>11230000 57800 COOR. DUES</u>	6,000	0	6,000	5,058.71	.00	941.29	84.3%
TOTAL DISTRICT WIDE	534,950	-1,605	533,345	500,672.17	8,500.00	24,173.32	95.5%
<hr/> 1410 BUSINESS AND FINANCE							
<u>11410000 51050 SAL/BUSINESS MANAGE</u>	119,646	0	119,646	119,646.02	.00	-.02	100.0%
<u>11410000 51070 BUS OFFICE- SECRETA</u>	240,972	0	240,972	238,491.06	.00	2,480.94	99.0%
<u>11410000 53990 BUS OFFICE-CONTR SV</u>	15,000	0	15,000	5,500.00	5,000.00	4,500.00	70.0%
<u>11410000 54000 BUSINESS OFFICE-SUP</u>	3,100	0	3,100	2,284.07	.00	815.93	73.7%
<u>11410000 57800 BUSINESS OFFICE-OTH</u>	4,500	0	4,500	1,819.92	1,945.13	734.95	83.7%
TOTAL BUSINESS AND FINANCE	383,218	0	383,218	367,741.07	6,945.13	8,531.80	97.8%
<hr/> 1420 HUMAN RESOURCES							
<u>11420000 51050 SAL/HR/DIRECTOR</u>	122,767	0	122,767	122,767.06	.00	-.06	100.0%
<u>11420000 51060 H/R SUBSTITUTES CO</u>	29,714	0	29,714	29,713.84	.00	.16	100.0%
<u>11420000 51070 HR SEC SALARY</u>	84,064	0	84,064	84,701.23	.00	-637.23	100.8%
<u>11420000 53990 CONTRACTED SERVICES</u>	25,000	-23,374	1,626	.00	.00	1,626.36	.0%
<u>11420000 54000 HR SUPPLIES</u>	2,000	0	2,000	2,053.68	.00	-53.68	102.7%
<u>11420000 57800 HR OTHER EXPENSES</u>	3,200	0	3,200	1,228.00	.00	1,972.00	38.4%
TOTAL HUMAN RESOURCES	266,745	-23,374	243,371	240,463.81	.00	2,907.55	98.8%
<hr/> 1430 LEGAL SERVICES							
<u>11430000 53040 LEGAL FEES</u>	70,000	0	70,000	63,170.87	.00	6,829.13	90.2%
<u>11430076 53040 LEGAL FEES - SPED C</u>	35,000	0	35,000	39,572.82	.00	-4,572.82	113.1%
TOTAL LEGAL SERVICES	105,000	0	105,000	102,743.69	.00	2,256.31	97.9%
<hr/> 1435 LEGAL SETTLEMENTS							
<u>11435076 53990 SPED - LEGAL SETTLE</u>	20,000	0	20,000	2,799.00	.00	17,201.00	14.0%

08/01/2019 15:27
525jjohn

TOWN OF CHELMSFORD
YEAR TO DATE BUDGET REPORT

P 3
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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL LEGAL SETTLEMENTS	20,000	0	20,000	2,799.00	.00	17,201.00	14.0%
1450 DISTRICTWIDE MIS							
<u>11450000 51050 MIS DIR SALARY</u>	122,767	0	122,767	122,767.06	.00	-.06	100.0%
<u>11450000 51060 SALARIES</u>	185,272	0	185,272	189,261.84	.00	-3,989.84	102.2%
<u>11450000 52470 TECHNOLOGY SERVICE</u>	60,000	0	60,000	46,916.27	.00	13,083.73	78.2%
<u>11450000 54000 SUPPLIES & MATERIAL</u>	6,000	6,000	12,000	12,000.00	.00	.00	100.0%
<u>11450000 54204 SCHOOL SECURITY</u>	25,200	36,100	61,300	72,059.95	.00	-10,759.95	117.6%
<u>11450000 57100 TRAVEL IN STATE</u>	5,000	3,000	8,000	8,168.76	.00	-168.76	102.1%
<u>11450000 58510 EQUIPMENT- TECHNOLO</u>	35,000	0	35,000	43,563.37	.00	-8,563.37	124.5%
<u>14400000 51056 SAL/NETWORK</u>	270,776	25,000	295,776	286,818.64	.00	8,957.36	97.0%
<u>14400000 52472 COMPUTER SERVICES</u>	379,000	-75,000	304,000	302,487.44	.00	1,512.56	99.5%
TOTAL DISTRICTWIDE MIS	1,089,015	-4,900	1,084,115	1,084,043.33	.00	71.67	100.0%
2110 CURRICULUM DIRECTORS							
<u>12110000 51050 SAL/SYS/CURR</u>	1,014,475	-34,498	979,977	979,976.81	.00	.00	100.0%
<u>12110000 51070 SAL/SYS/SEC</u>	35,870	0	35,870	35,869.47	.00	.53	100.0%
<u>12110000 51310 CURRICULUM STIPENDS</u>	9,000	-4,000	5,000	5,000.00	.00	.00	100.0%
<u>12110000 53170 STAFF DEVELOPMENT</u>	10,000	0	10,000	9,339.93	.00	660.07	93.4%
<u>12110000 53990 CONTRACTED SERVICES</u>	30,500	0	30,500	27,663.71	.00	2,836.29	90.7%
<u>12110000 54000 SUPPLIES - CURR COO</u>	1,500	0	1,500	417.65	1,110.00	-27.65	101.8%
<u>12110000 54630 ACHIEVEMENT/DIAGNOS</u>	25,000	-25,000	0	.00	.00	.00	.0%
<u>12110000 57140 COURSE REIMBURSEMEN</u>	10,000	-3,286	6,714	3,500.01	.00	3,213.88	52.1%
<u>12110000 58510 EQUIPMENT</u>	1,500	-592	908	907.98	.00	.00	100.0%
<u>12110023 53990 ELL CONTRACTED SERV</u>	0	7,000	7,000	6,714.10	.00	285.90	95.9%
<u>12110076 51003 SALARIES ASSISTANT</u>	102,510	0	102,510	102,509.94	.00	.06	100.0%
<u>12110076 51050 SALARIES SUPERVISIO</u>	122,767	0	122,767	122,767.06	.00	-.06	100.0%
<u>12110076 54000 PARENT ADVISORY COU</u>	750	0	750	600.00	.00	150.00	80.0%
<u>12110076 54200 SUPPLIES SUPERVISIO</u>	3,000	1,789	4,789	4,470.22	.00	318.37	93.4%
<u>12110076 54204 COMPUTER EQUIPMENT</u>	5,000	-4,000	1,000	1,000.00	.00	.00	100.0%
<u>12110076 57100 TRAVEL IN STATE</u>	2,600	1,838	4,438	6,466.08	.00	-2,027.93	145.7%
<u>12110076 57310 DUES/OTHER</u>	15,000	373	15,373	15,511.01	.00	-137.75	100.9%
<u>12110176 51050 SALARIES PROFESSION</u>	305,963	0	305,963	310,030.26	.00	-4,067.26	101.3%
<u>12110176 51070 SALARIES SECRETARIE</u>	83,208	0	83,208	83,207.93	.00	.07	100.0%
<u>12110976 51050 SAL/CHIPS/SUPERVISIO</u>	104,462	0	104,462	104,461.76	.00	.24	100.0%
TOTAL CURRICULUM DIRECTORS	1,883,105	-60,376	1,822,729	1,820,413.92	1,110.00	1,204.76	99.9%

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2210 SCHOOL LEADERSHIP-BUILDING							
12210100 51003 DEANS	321,430	0	321,430	321,430.32	.00	-.32	100.0%
12210100 51050 SAL/CHS/PRINCIPAL	136,460	0	136,460	136,461.00	.00	-1.00	100.0%
12210100 51060 SALARIES - CLERKS	88,826	0	88,826	91,647.19	.00	-2,821.19	103.2%
12210100 51070 SAL/CHS/CLER/SEC	132,948	0	132,948	124,747.79	.00	8,200.21	93.8%
12210100 53920 HS GRADUATION	22,734	0	22,734	21,121.10	.00	1,612.90	92.9%
12210100 53990 PRINTING HIGH SCHOO	8,153	0	8,153	1,759.46	.00	6,393.54	21.6%
12210100 54000 SUPPLIES HIGH SCHOO	7,025	0	7,025	3,768.87	.00	3,256.13	53.6%
12210100 54205 COMPUTER SUPP CHS	9,500	-1,830	7,670	7,669.79	.00	.00	100.0%
12210100 54206 SOFTWARE HIGH SCHOO	31,000	-9,349	21,652	21,651.50	.00	.00	100.0%
12210100 57310 PRINCIPAL DUES CHS	16,940	0	16,940	6,949.00	.00	9,991.00	41.0%
12210100 57800 LIBRARY HIGH SCHOOL	0	0	0	72.04	.00	-72.04	100.0%
12210100 57810 PRINCIPAL CONFERENC	9,300	0	9,300	5,961.72	.00	3,338.28	64.1%
12210200 51003 ASSISTANT PRINCIPAL	108,330	0	108,330	94,859.07	.00	13,470.93	87.6%
12210200 51050 SAL/McCARTHY/PRINCI	119,383	0	119,383	119,382.90	.00	.10	100.0%
12210200 51051 SALARIES - COPY CEN	17,108	0	17,108	17,226.03	.00	-118.03	100.7%
12210200 51060 SALARIES - CLERKS	23,446	0	23,446	22,043.77	.00	1,402.23	94.0%
12210200 51070 SAL/McCARTHY/SEC	72,651	0	72,651	74,565.52	.00	-1,914.52	102.6%
12210200 53990 PRINTING MCCARTHY	5,000	0	5,000	2,903.75	.00	2,096.25	58.1%
12210200 54000 SUPPLIES MCCARTHY	3,000	0	3,000	2,799.90	.00	200.10	93.3%
12210200 54205 COMPUTER SUPPLIES M	2,500	-1,038	1,462	1,462.04	.00	.00	100.0%
12210200 57310 DUES/CONFERENCES Mc	4,250	0	4,250	2,685.00	.00	1,565.00	63.2%
12210300 51003 ASSISTANT PRINCIPAL	108,330	0	108,330	108,329.86	.00	.14	100.0%
12210300 51050 SAL/PARKER/PRINCIPA	122,383	0	122,383	122,382.90	.00	.10	100.0%
12210300 51051 SALARIES - COPY CEN	16,071	0	16,071	16,152.99	.00	-81.99	100.5%
12210300 51060 SALARIES - CLERKS	22,334	0	22,334	19,221.48	.00	3,112.52	86.1%
12210300 51070 SAL/PARKER/SEC	72,651	0	72,651	73,350.24	.00	-699.24	101.0%
12210300 53990 PRINTING PARKER	5,800	0	5,800	3,090.94	.00	2,709.06	53.3%
12210300 54000 SUPPLIES PARKER	3,500	0	3,500	2,149.09	.00	1,350.91	61.4%
12210300 54205 COMPUTER SUPPLIES P	2,500	-907	1,593	1,592.57	.00	.00	100.0%
12210300 57310 DUES/CONFERENCES PA	4,250	0	4,250	1,240.98	.00	3,009.02	29.2%
12210400 51003 ASSISTANT PRINCIPAL	49,121	0	49,121	49,121.54	.00	-.54	100.0%
12210400 51050 SAL/BYAM/PRINCIPAL	115,220	0	115,220	115,220.12	.00	-.12	100.0%
12210400 51060 SALARIES - CLERKS	18,035	0	18,035	19,144.72	.00	-1,109.72	106.2%
12210400 51070 SAL/BYAM/CLER/SEC	36,454	0	36,454	36,495.72	.00	-41.72	100.1%
12210400 53990 PRINTING BYAM	550	0	550	550.00	.00	.00	100.0%
12210400 54000 SUPPLIES BYAM	2,000	0	2,000	1,006.91	.00	993.09	50.3%
12210400 54205 COMPUTER SUPPLIES B	2,500	0	2,500	2,500.00	.00	.00	100.0%
12210400 57310 DUES/CONFERENCES BY	1,500	0	1,500	300.00	.00	1,200.00	20.0%
12210500 51003 ASSISTANT PRINCIPAL	49,122	0	49,122	49,121.54	.00	.46	100.0%
12210500 51050 SAL/CENTER/PRINCIPA	115,220	0	115,220	115,220.12	.00	-.12	100.0%

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12210500 51060 SALARIES - CLERK	17,361	0	17,361	17,816.93	.00	-455.93	102.6%
12210500 51070 SAL/CENTER/CLER/SEC	36,454	0	36,454	36,453.56	.00	.44	100.0%
12210500 53990 PRINTING	750	15	765	739.20	.00	25.80	96.6%
12210500 54000 SUPPLIES	2,000	-15	1,985	1,943.60	.00	41.40	97.9%
12210500 54205 COMPUTER SUPPLIES -	2,500	-1,235	1,265	1,265.10	.00	.00	100.0%
12210500 57310 DUES/CONFERENCES C	1,500	0	1,500	696.99	.00	803.01	46.5%
12210600 51003 ASSISTANT PRINCIPAL	49,121	0	49,121	49,121.80	.00	-.80	100.0%
12210600 51050 SAL/HARR./PRINCIPAL	113,220	0	113,220	115,220.12	.00	-2,000.12	101.8%
12210600 51060 SALARIES - CLERK	16,978	0	16,978	18,296.04	.00	-1,318.04	107.8%
12210600 51070 SAL/HARR./CLER/SEC	35,658	0	35,658	36,384.64	.00	-726.64	102.0%
12210600 53990 PRINTING HARRINGTON	750	0	750	.00	.00	750.00	.0%
12210600 54000 SUPPLIES HARRINGTON	2,500	0	2,500	620.98	.00	1,879.02	24.8%
12210600 54205 COMPUTER SUPPLIES H	2,500	-823	1,677	1,677.05	.00	.00	100.0%
12210600 57310 DUES/CONFERENCES HA	1,500	0	1,500	502.00	.00	998.00	33.5%
12210700 51003 ASSISTANT PRINCIPAL	49,122	0	49,122	49,121.80	.00	.20	100.0%
12210700 51050 SAL/SO.ROW/PRINCIPA	116,220	0	116,220	116,220.12	.00	-.12	100.0%
12210700 51060 SALARIES - CLERK	16,786	0	16,786	17,217.27	.00	-431.27	102.6%
12210700 51070 SAL/SO.ROW/CLER/SEC	33,535	0	33,535	33,885.53	.00	-350.53	101.0%
12210700 53990 PRINTING SOUTH ROW	525	0	525	520.25	.00	4.75	99.1%
12210700 54000 SUPPLIES SOUTH ROW	2,000	500	2,500	2,307.26	.00	192.74	92.3%
12210700 54205 COMPUTER SUPPLIES S	2,500	-669	1,831	1,830.75	.00	.00	100.0%
12210700 57310 DUES/CONFERENCES SO	1,000	-500	500	300.00	.00	200.00	60.0%
12210976 51060 SALARIES - CLERK	23,500	0	23,500	23,875.89	.00	-375.89	101.6%
TOTAL SCHOOL LEADERSHIP-BUILDING	2,415,505	-15,851	2,399,654	2,343,376.36	.00	56,277.44	97.7%
2300 INSTRUCTION-TEACHING SERVICES							
12300000 51310 SALARIES-OVERTIME/S	7,075	143	7,218	7,218.00	.00	.00	100.0%
12300000 51311 SALARIES - STIPENDS	28,299	0	28,299	28,270.50	.00	28.50	99.9%
12300000 51312 SALARIES - STIPENDS	25,941	497	26,438	26,466.00	.00	-28.00	100.1%
TOTAL INSTRUCTION-TEACHING SERVICES	61,315	640	61,955	61,954.50	.00	.50	100.0%
2305 CLASSROOM TEACHERS							
12305000 51450 LONGEVITY	49,402	0	49,402	60,338.50	.00	-10,936.50	122.1%
12305000 51460 SALARY RESERVE - LE	126,000	-126,000	0	.00	.00	.00	.0%
12305039 51050 SAL/DIST.WIDE/TECH.	74,018	0	74,018	71,990.20	.00	2,027.80	97.3%
12305102 51050 SAL/CHS/ART	327,311	-14,316	312,995	312,384.88	.00	610.12	99.8%

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12305106 51050 SAL/CHS/BUS.	239,079	0	239,079	239,079.08	.00	-.08	100.0%
12305124 51050 SAL/CHS/ ENGLISH	1,256,959	9,589	1,266,548	1,294,254.68	.00	-27,706.68	102.2%
12305128 51050 SAL/CHS/F.LANG.	712,547	-685	711,862	701,328.49	.00	10,533.43	98.5%
12305134 51050 SAL/CHS/HLTH. ED.	239,079	0	239,079	239,079.10	.00	-.10	100.0%
12305136 51050 SAL/CHS/FAM.SCI.	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12305139 51050 SAL/CHS/TECH. ED.	198,607	-56,967	141,640	141,640.17	.00	.00	100.0%
12305156 51050 SAL/CHS/MATH	1,413,309	23,591	1,436,900	1,436,900.89	.00	-.89	100.0%
12305158 51050 SAL/CHS/MUSIC	332,138	0	332,138	331,240.74	.00	897.26	99.7%
12305174 51050 SAL/CHS/PHYS. ED	297,945	792	298,737	298,547.13	.00	189.87	99.9%
12305178 51050 SAL/CHS/SCIENCE	1,298,966	-37,315	1,261,651	1,262,124.68	.00	-473.60	100.0%
12305184 51050 SAL/CHS/SOC.ST.	1,220,002	2,378	1,222,380	1,190,448.73	.00	31,931.27	97.4%
12305202 51050 SAL/McCARTHY/ART	161,707	0	161,707	161,707.00	.00	.00	100.0%
12305224 51050 SAL/McCARTHY/ENGLIS	385,140	-5,991	379,149	370,933.38	.00	8,215.67	97.8%
12305228 51050 SAL/McCARTHY/F.LANG	215,934	0	215,934	215,933.90	.00	.10	100.0%
12305234 51050 SAL/McCARTHY/HLTH.	163,804	0	163,804	163,804.16	.00	-.16	100.0%
12305239 51050 SAL/McCARTHY/TECH.	136,526	0	136,526	136,526.00	.00	.00	100.0%
12305256 51050 SAL/McCARTHY/MATH	382,261	0	382,261	382,261.10	.00	-.10	100.0%
12305258 51050 SAL/McCARTHY/MUSIC	298,689	4,530	303,219	352,051.25	.00	-48,832.25	116.1%
12305274 51050 SAL/McCARTHY/PHYS.	232,950	0	232,950	235,080.96	.00	-2,130.96	100.9%
12305278 51050 SAL/McCARTHY/SCIENC	361,709	0	361,709	361,709.16	.00	-.16	100.0%
12305284 51050 SAL/McCARTHY/SOC.ST	382,233	-5,978	376,255	355,331.08	.00	20,923.92	94.4%
12305296 51050 SAL/McCARTHY/GRADE5	662,973	0	662,973	662,749.11	.00	223.89	100.0%
12305297 51050 SAL/McCARTHY/GRADE6	697,306	-11,006	686,300	669,376.23	.00	16,923.31	97.5%
12305302 51050 SAL/PARKER/ART	107,070	0	107,070	112,187.93	.00	-5,117.93	104.8%
12305324 51050 SAL/PARKER/ENGLISH	325,369	-16,173	309,196	301,716.22	.00	7,480.03	97.6%
12305328 51050 SAL/PARKER/F.LANG.	193,551	0	193,551	169,170.30	.00	24,380.70	87.4%
12305334 51050 SAL/PARKER/HLTH.ED.	149,951	0	149,951	149,951.10	.00	-.10	100.0%
12305339 51050 SAL/PARKER/TECH. ED	136,039	0	136,039	136,039.02	.00	-.02	100.0%
12305356 51050 SAL/PARKER/MATH	329,769	0	329,769	329,769.18	.00	-.18	100.0%
12305358 51050 SAL/PARKER/MUSIC	190,702	-28,667	162,035	140,654.54	.00	21,380.29	86.8%
12305374 51050 SAL/PARKER/PHYS. ED	174,463	0	174,463	157,177.02	.00	17,285.98	90.1%
12305378 51050 SAL/PARKER/SCIENCE	276,652	6,627	283,279	295,599.04	.00	-12,320.04	104.3%
12305384 51050 SAL/PARKER/SOC. ST.	309,974	0	309,974	309,974.26	.00	-.26	100.0%
12305396 51050 SAL/PARKER/GRADE5	655,216	0	655,216	655,216.64	.00	-.64	100.0%
12305397 51050 SAL/PARKER/GRADE6	606,295	5,131	611,426	611,426.40	.00	-.40	100.0%
12305400 51050 SAL/BYAM/CLASSROOMT	1,349,149	794	1,349,943	1,421,957.49	.00	-72,014.49	105.3%
12305402 51050 SAL/BYAM/ART	68,049	0	68,049	68,049.02	.00	-.02	100.0%
12305458 51050 SAL/BYAM/MUSIC	69,287	0	69,287	69,286.88	.00	.12	100.0%
12305474 51050 SAL/BYAM/PHYS. ED	81,276	0	81,276	81,276.31	.00	-.31	100.0%
12305491 51050 SALARIES - PROFESSI	362,858	-38,000	324,858	313,893.32	.00	10,964.68	96.6%
12305500 51050 SAL/CENTER/CLASSROO	1,250,656	-27,049	1,223,607	1,213,293.46	.00	10,313.54	99.2%
12305502 51050 SAL/CENTER/ART	87,226	0	87,226	87,226.02	.00	-.02	100.0%
12305558 51050 SAL/CENTER/MUSIC	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12305574 51050 SAL/CENTER/PHYS. ED	87,226	0	87,226	87,226.10	.00	-.10	100.0%

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12305591 51050 SALARIES - PROFESSI	225,298	0	225,298	225,298.32	.00	-.32	100.0%
12305600 51050 SAL/HARR./CLASSROOM	1,372,684	-35,006	1,337,678	1,337,678.14	.00	.00	100.0%
12305602 51050 SAL/HARR./ART	75,275	0	75,275	75,274.92	.00	.08	100.0%
12305658 51050 SAL/HARR./MUSIC	81,902	-19,565	62,337	58,953.08	.00	3,383.52	94.6%
12305674 51050 SAL/HARR./PHYS. ED	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12305691 51050 SALARIES - PROFESSI	312,744	0	312,744	312,744.12	.00	-.12	100.0%
12305700 51050 SAL/SO. ROW/CLASSRO	1,231,001	-3,004	1,227,997	1,197,622.17	.00	30,374.69	97.5%
12305702 51050 SAL/SO. ROW/ART	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12305758 51050 SAL/SO. ROW/MUSIC	68,049	0	68,049	68,049.02	.00	-.02	100.0%
12305774 51050 SAL/SO. ROW/PHYS. E	65,279	0	65,279	53,475.11	.00	11,803.89	81.9%
12305791 51050 SALARIES - PROFESSI	261,115	0	261,115	261,115.14	.00	-.14	100.0%
TOTAL CLASSROOM TEACHERS	22,698,327	-372,291	22,326,036	22,275,729.19	.00	50,307.25	99.8%
2310 SPECIALIST TEACHERS							
12310000 51050 TUTORING	15,000	2,898	17,898	17,897.84	.00	.16	100.0%
12310076 51054 SALARIES SPECIALIST	1,069,596	0	1,069,596	1,046,019.64	.00	23,576.36	97.8%
12310076 51110 BOARD CERTIFIED BEH	245,706	0	245,706	240,165.12	.00	5,540.88	97.7%
12310076 51120 OTHER SALARIES - SU	96,500	0	96,500	96,470.81	.00	29.19	100.0%
12310123 51050 SAL/CHS/ELL	56,967	0	56,967	56,967.04	.00	-.04	100.0%
12310176 51054 SALARIES SPECIALIST	936,317	-130,558	805,759	803,746.14	.00	2,012.86	99.8%
12310177 51050 SAL/CHS/READING	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12310223 51050 SAL/McCARTHY/ELL	56,967	0	56,967	56,967.04	.00	-.04	100.0%
12310276 51054 SALARIES SPECIALIST	802,992	794	803,786	762,051.37	.00	41,734.63	94.8%
12310277 51050 SAL/McCARTHY/READIN	167,941	0	167,941	167,941.02	.00	-.02	100.0%
12310323 51050 SAL/PARKER/ELL	56,967	1,382	58,349	59,738.07	.00	-1,389.07	102.4%
12310376 51054 SALARIES SPECIALIST	620,407	0	620,407	608,252.89	.00	12,154.11	98.0%
12310377 51050 SAL/PARKER/READING	166,269	0	166,269	166,268.96	.00	.04	100.0%
12310423 51050 SAL/BYAM/ELL	70,957	0	70,957	70,957.12	.00	-.12	100.0%
12310476 51054 SALARIES SPECIALIST	533,429	0	533,429	527,888.14	.00	5,540.86	99.0%
12310477 51050 SAL/BYAM/READING	163,804	0	163,804	163,804.18	.00	-.18	100.0%
12310523 51050 SAL/CENTER/ELL	76,361	0	76,361	76,360.96	.00	.04	100.0%
12310576 51054 SALARIES SPECIALIST	354,067	0	354,067	354,067.22	.00	-.22	100.0%
12310577 51050 SAL/CENTER/READING	163,804	0	163,804	163,804.16	.00	-.16	100.0%
12310623 51050 SAL/HARR./ELL	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12310676 51054 SALARIES SPECIALIST	316,663	0	316,663	316,663.38	.00	-.38	100.0%
12310677 51050 SAL/HARR./READING	152,863	0	152,863	152,863.10	.00	-.10	100.0%
12310723 51050 SAL/SO.ROW/ELL	68,049	0	68,049	56,967.05	.00	11,081.95	83.7%
12310776 51054 SALARIES SPECIALIST	291,508	130,558	422,066	407,346.06	.00	14,719.94	96.5%
12310777 51050 SAL/SO.ROW/READING	163,804	0	163,804	163,804.16	.00	-.16	100.0%
12310976 51054 SALARIES- SPECIALIS	410,230	5,408	415,638	530,638.16	.00	-115,000.16	127.7%

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TOTAL SPECIALIST TEACHERS	7,220,972	10,482	7,231,454	7,231,453.79	.00	.21	100.0%
2320 MEDICAL/THERAPEUTIC SERVICES							
<u>12320076 51053 SAL MEDICAL/THERAPE</u>	215,829	0	215,829	215,828.86	.00	.14	100.0%
<u>12320076 51054 SALARIES- PHYSICAL</u>	101,983	0	101,983	94,052.55	.00	7,930.45	92.2%
<u>12320076 51110 SALARIES- COTA</u>	50,334	0	50,334	50,333.92	.00	.08	100.0%
TOTAL MEDICAL/THERAPEUTIC SERVICES	368,146	0	368,146	360,215.33	.00	7,930.67	97.8%
2325 SUBSTITUTES							
<u>12325000 51004 DTD SUBSTITUTE PARA</u>	125,000	-25,000	100,000	102,696.83	.00	-2,696.83	102.7%
<u>12325000 51005 DTD SUBSTITUTE TEAC</u>	300,000	-34,280	265,720	254,866.58	.00	10,853.42	95.9%
<u>12325000 51006 LTS SUBSTITUTE TEAC</u>	125,000	0	125,000	123,112.50	.00	1,887.50	98.5%
TOTAL SUBSTITUTES	550,000	-59,280	490,720	480,675.91	.00	10,044.09	98.0%
2330 PARAPROFESSIONALS/ INST ASST							
<u>12330076 51060 SPED - PSP'S - SYST</u>	11,600	0	11,600	14,100.00	.00	-2,500.00	121.6%
<u>12330100 51060 SAL/CHS/PSP</u>	13,635	0	13,635	13,552.81	.00	82.19	99.4%
<u>12330176 51060 SPED PSP SALARY - C</u>	642,532	-83,992	558,540	490,348.64	.00	68,191.36	87.8%
<u>12330200 51060 SAL/McCARTHY/PSP</u>	82,467	0	82,467	75,907.58	.00	6,559.42	92.0%
<u>12330276 51060 SPED PSP SALARY - M</u>	484,420	0	484,420	487,566.35	.00	-3,146.35	100.6%
<u>12330300 51060 SAL/PARKER/PSP</u>	66,432	0	66,432	66,426.63	.00	5.37	100.0%
<u>12330376 51060 SPED PSP SALARY - P</u>	418,640	0	418,640	446,527.11	.00	-27,887.11	106.7%
<u>12330400 51060 SAL/BYAM/PSP</u>	64,634	0	64,634	64,485.45	.00	148.55	99.8%
<u>12330476 51060 SPED PSP SALARY - B</u>	583,344	0	583,344	568,544.07	.00	14,799.93	97.5%
<u>12330500 51060 SAL/CENTER/PSP</u>	65,124	0	65,124	65,574.36	.00	-450.36	100.7%
<u>12330576 51060 SPED - PSP SALARY -</u>	340,577	0	340,577	361,128.52	.00	-20,551.52	106.0%
<u>12330600 51060 SAL/HARR./PSP</u>	64,635	0	64,635	64,048.11	.00	586.89	99.1%
<u>12330676 51060 SPED PSP SALARY - H</u>	300,597	0	300,597	337,117.21	.00	-36,520.21	112.1%
<u>12330700 51060 SAL/SO.ROW/PSP</u>	64,144	0	64,144	60,390.35	.00	3,753.65	94.1%
<u>12330776 51060 SPED - PSP SALARY -</u>	259,288	83,992	343,280	313,677.05	.00	29,602.95	91.4%
<u>12330976 51060 PSP/CHIPS</u>	362,422	0	362,422	357,436.51	.00	4,985.49	98.6%
TOTAL PARAPROFESSIONALS/ INST ASST	3,824,491	0	3,824,491	3,786,830.75	.00	37,660.25	99.0%

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2340 LIBRARIANS MEDIA CENTER DIRECT							
12340100 51050 SAL/CHS/LIBRARY	86,432	0	86,432	86,432.06	.00	-.06	100.0%
12340100 51060 SAL/CHS/PSP/LIBRARY	48,376	0	48,376	48,409.16	.00	-33.16	100.1%
12340200 51050 SAL/McCARTHY/LIBRAR	59,871	0	59,871	59,870.98	.00	.02	100.0%
12340300 51050 SAL/PARKER/LIBRARY	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12340400 51051 TECHNOLOGY ASSISTAN	47,897	0	47,897	47,897.01	.00	-.01	100.0%
12340400 51060 SAL/BYAM/PSP/LIBRAR	47,897	0	47,897	47,896.94	.00	.06	100.0%
12340500 51051 TECHNOLOGY ASSISTAN	47,897	0	47,897	47,896.94	.00	.06	100.0%
12340500 51060 SAL/CENTER/PSP/LIBR	47,897	0	47,897	47,547.01	.00	349.99	99.3%
12340600 51051 TECHNOLOGY ASSISTAN	47,897	0	47,897	47,896.94	.00	.06	100.0%
12340600 51060 SAL/HARR./PSP/LIBRA	47,897	0	47,897	47,896.94	.00	.06	100.0%
12340700 51050 SAL/SO.ROW/LIBRARY	45,487	0	45,487	45,487.00	.00	.00	100.0%
12340700 51051 TECHNOLOGY ASSISTAN	47,897	0	47,897	47,897.01	.00	-.01	100.0%
TOTAL LIBRARIANS MEDIA CENTER DIRECT	657,347	0	657,347	657,030.07	.00	316.93	100.0%
2357 PROFESSIONAL DEVELOPMENT STIPE							
12357000 51310 MENTOR STIPENDS	28,000	0	28,000	20,007.50	.00	7,992.50	71.5%
12357000 57130 TEACHERS CONFERENCE	10,000	0	10,000	9,748.55	.00	251.45	97.5%
12357000 57140 TEACHERS COURSE REI	75,000	0	75,000	44,615.75	13,750.00	16,634.25	77.8%
12357000 57800 SEC/PARA COURSE REI	5,000	0	5,000	1,200.00	750.00	3,050.00	39.0%
12357100 57130 CHS - TEACHER CONFE	13,175	0	13,175	12,210.42	.00	964.58	92.7%
12357200 57130 MCCARTHY TEACHER CO	4,500	0	4,500	2,334.00	.00	2,166.00	51.9%
12357300 57130 PARKER TEACHER CONF	3,000	0	3,000	2,098.73	.00	901.27	70.0%
12357400 57130 BYAM TEACHER CONFER	4,000	0	4,000	1,231.99	.00	2,768.01	30.8%
12357500 57130 CENTER TEACHER CONF	4,000	0	4,000	350.00	.00	3,650.00	8.8%
12357600 57130 HARRINGTON TEACHER	4,000	0	4,000	359.00	.00	3,641.00	9.0%
12357700 57130 SOUTH ROW TEACHER C	4,000	0	4,000	1,448.00	.00	2,552.00	36.2%
TOTAL PROFESSIONAL DEVELOPMENT STIPE	154,675	0	154,675	95,603.94	14,500.00	44,571.06	71.2%
2410 TEXTBOOKS & MEDIA MATERIALS							
12410000 53990 REBINDING	4,000	0	4,000	1,039.50	.00	2,960.50	26.0%
12410000 54000 TEXTBOOK ADOPTIONS	158,500	-18,192	140,308	158,533.81	2,242.39	-20,468.41	114.6%
12410023 54000 TEXTS/ELL/GENERAL	2,500	0	2,500	2,457.83	.00	42.17	98.3%

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12410076 54000 SUPPLIES/CURRICULUM	35,000	0	35,000	24,249.91	.00	10,750.09	69.3%
12410100 54000 TEXTS/CHS/GENERAL	11,000	-2,066	8,934	.00	.00	8,934.00	.0%
12410106 54000 TEXTS/CHS/BUS.	4,000	0	4,000	4,000.00	.00	.00	100.0%
12410124 54000 TEXTS/CHS/ENGLISH	12,000	0	12,000	11,979.32	.00	20.68	99.8%
12410128 54000 TEXTS/CHS/F. LANG.	8,000	0	8,000	1,041.77	.00	6,958.23	13.0%
12410156 54000 TEXTS/CHS/MATH	3,000	-1,462	1,538	1,537.56	.00	.00	100.0%
12410177 54000 TEXTS/CHS/READING	2,000	0	2,000	3,765.69	.00	-1,765.69	188.3%
12410178 54000 TEXTS/CHS/SCIENCE	30,000	-16,868	13,132	13,132.26	.00	.00	100.0%
12410184 54000 TEXTS/CHS/SOC. ST.	6,000	0	6,000	5,822.73	.00	177.27	97.0%
12410224 54000 TEXTS/McCARTHY/ENGL	4,000	0	4,000	3,942.76	.00	57.24	98.6%
12410228 54000 TEXTS/McCARTHY/F. L	1,900	0	1,900	131.38	.00	1,768.62	6.9%
12410256 54000 TEXTS/McCARTHY/MATH	7,000	0	7,000	6,977.12	.00	22.88	99.7%
12410277 54000 TEXTS/McCARTHY/READ	2,000	0	2,000	4,143.73	76.74	-2,220.47	211.0%
12410278 54000 TEXTS/McCARTHY/SCIE	7,500	1,888	9,388	9,388.23	.00	.00	100.0%
12410284 54000 TEXTS/McCARTHY/SOC.	6,000	0	6,000	5,909.87	.00	90.13	98.5%
12410324 54000 TEXTS/PARKER/ENGLIS	4,000	0	4,000	3,890.12	.00	109.88	97.3%
12410328 54000 TEXTS/PARKER/F. LAN	1,900	0	1,900	247.88	.00	1,652.12	13.0%
12410356 54000 TEXTS/PARKER/MATH	7,000	0	7,000	6,977.12	.00	22.88	99.7%
12410377 54000 TEXTS/PARKER/READIN	2,000	0	2,000	3,113.37	.00	-1,113.37	155.7%
12410378 54000 TEXTS/PARKER/SCIENC	7,500	8,221	15,721	15,721.31	.00	.00	100.0%
12410384 54000 TEXTS/PARKER/SOC. S	4,000	0	4,000	3,909.87	.00	90.13	97.7%
12410451 54000 TEXTS/BYAM/LANG. AR	3,740	2,713	6,453	6,338.30	115.00	.00	100.0%
12410456 54000 TEXTS/BYAM/MATH	18,000	1,930	19,930	19,929.91	.00	.00	100.0%
12410478 54000 TEXTS/BYAM/SCIENCE	23,000	4,420	27,420	27,420.16	.00	.00	100.0%
12410484 54000 TEXTS/BYAM/SOC. ST.	2,000	0	2,000	6,227.44	206.01	-4,433.45	321.7%
12410551 54000 TEXTS/CENTER/LANG.	3,260	2,429	5,689	5,574.14	115.00	.00	100.0%
12410556 54000 TEXTS/CENTER/MATH	15,000	5,307	20,307	20,306.57	.00	.00	100.0%
12410578 54000 TEXTS/CENTER/SCIENC	23,000	7,339	30,339	30,339.02	.00	.00	100.0%
12410584 54000 TEXTS/CENTER/SOC. S	2,000	0	2,000	1,950.23	.00	49.77	97.5%
12410651 54000 TEXTS/HARR./LANG. A	3,740	3,293	7,033	6,918.09	115.00	.00	100.0%
12410656 54000 TEXTS/HARR./MATH	17,000	383	17,383	17,382.52	.00	.00	100.0%
12410678 54000 TEXTS/HARR./SCIENCE	23,000	11,792	34,792	34,792.11	.00	.00	100.0%
12410684 54000 TEXTS/HARR./SOC. ST	2,000	0	2,000	1,968.01	.00	31.99	98.4%
12410751 54000 TEXTS/SO. ROW/LANG.	3,260	0	3,260	3,259.42	.00	.58	100.0%
12410756 54000 TEXTS/SO. ROW/MATH	15,000	161	15,161	15,161.08	.00	.00	100.0%
12410778 54000 TEXTS/SO. ROW/SCIEN	23,000	-13,354	9,646	9,645.95	.00	.00	100.0%
12410784 54000 TEXTS/SO. ROW/SOC.	2,000	0	2,000	1,962.10	.00	37.90	98.1%
TOTAL TEXTBOOKS & MEDIA MATERIALS	509,800	-2,066	507,734	501,088.19	2,870.14	3,775.67	99.3%
2415 OTHER INSTRUCTIONAL MATERIALS							
12415000 53990 CURRICULUM DEVELOPM	50,000	2,066	52,066	52,945.00	.00	-879.00	101.7%

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<u>12415058 54000 SUPPLIES/MUSIC</u>	8,000	0	8,000	6,634.90	665.00	700.10	91.2%
<u>12415100 53990 CONTRACTUAL SERVICE</u>	11,000	-1,086	9,914	9,913.72	.00	.00	100.0%
<u>12415100 54000 LIBRARY SUPPLIES/HI</u>	10,000	0	10,000	9,975.36	.00	24.64	99.8%
<u>12415200 54000 LIBRARY SUP/MCCARTH</u>	6,000	-651	5,349	5,174.98	10.57	163.28	96.9%
<u>12415300 54000 LIBRARY SUPPLIES/PA</u>	6,000	0	6,000	5,987.84	31.51	-19.35	100.3%
<u>12415400 54000 LIBRARY GENERAL SUP</u>	3,500	0	3,500	3,500.00	.00	.00	100.0%
<u>12415500 54000 LIBRARY GEN SUPPLIE</u>	3,500	0	3,500	3,497.37	.00	2.63	99.9%
<u>12415600 54000 LIBRARY GENERAL SUP</u>	3,500	0	3,500	3,492.29	.00	7.71	99.8%
<u>12415700 54000 LIBRARY GENERAL SUP</u>	3,500	0	3,500	3,499.64	.00	.36	100.0%
TOTAL OTHER INSTRUCTIONAL MATERIALS	105,000	329	105,329	104,621.10	707.08	.37	100.0%
2420 INSTRUCTIONAL EQUIPMENT							
<u>12420000 58510 EQUIP/CENT/GENERAL</u>	35,000	0	35,000	34,902.07	.00	97.93	99.7%
<u>12420002 53990 CONTRACTED SERVICES</u>	1,500	0	1,500	1,057.30	.00	442.70	70.5%
<u>12420074 58510 EQUIPMENT MAINT/PE</u>	30,000	17,133	47,133	47,133.43	.00	.00	100.0%
<u>12420100 58510 EQUIP/CHS/GENERAL</u>	6,000	-4,888	1,112	1,111.79	.00	.00	100.0%
<u>12420139 52460 MACHINE MAINT/TECH</u>	1,200	0	1,200	914.11	.00	285.89	76.2%
<u>12420139 58510 EQUIP/CHS/TECH.ED.</u>	9,000	16,173	25,173	25,172.75	.00	.00	100.0%
<u>12420174 58510 EQUIP/CHS/PHYS.ED</u>	4,000	19,564	23,564	13,767.26	9,782.70	14.06	99.9%
<u>12420178 52460 MACHINE MAINT/SCIEN</u>	1,000	0	1,000	944.36	.00	55.64	94.4%
<u>12420178 58510 EQUIP/CHS/SCIENCE</u>	5,000	20,415	25,415	24,848.07	.00	566.83	97.8%
<u>12420200 58510 EQUIP/McCARTHY/GENE</u>	2,000	-314	1,686	1,685.52	.00	.00	100.0%
<u>12420274 58510 EQUIP/McCARTHY/PHYS</u>	2,500	1	2,501	2,501.38	.00	.00	100.0%
<u>12420278 52460 MACHINE MAINT/SCIEN</u>	500	0	500	500.00	.00	.00	100.0%
<u>12420278 58510 EQUIP/McCARTHY/SCIE</u>	5,000	0	5,000	4,991.56	.00	8.44	99.8%
<u>12420300 58510 EQUIP/PARKER/GENERA</u>	2,000	-1,426	574	574.35	.00	.00	100.0%
<u>12420374 58510 EQUIP/PARKER/PHYS.E</u>	2,500	0	2,500	2,500.00	.00	.00	100.0%
<u>12420378 52460 MACH MAINT/SCIENCE/</u>	500	0	500	458.14	.00	41.86	91.6%
<u>12420378 58510 EQUIP/PARKER/SCIENC</u>	5,000	0	5,000	4,973.36	.00	26.64	99.5%
<u>12420400 58510 EQUIP/BYAM/GENERAL</u>	5,000	-3,613	1,387	1,386.85	.00	.00	100.0%
<u>12420474 58510 EQUIP/BYAM/PHYS.ED</u>	1,000	0	1,000	995.38	.00	4.62	99.5%
<u>12420500 58510 EQUIP/CENTER/GENERA</u>	5,000	-3,613	1,387	1,386.85	.00	.00	100.0%
<u>12420574 58510 EQUIP/CENTER/PHYS.E</u>	1,000	0	1,000	954.36	.00	45.64	95.4%
<u>12420600 58510 EQUIP/HARR./GENERAL</u>	6,000	-4,613	1,387	1,386.85	.00	.00	100.0%
<u>12420674 58510 EQUIP/HARR./PHYS.ED</u>	1,000	0	1,000	999.98	.00	.02	100.0%
<u>12420700 58510 EQUIP/SO. ROW/GENER</u>	4,000	-805	3,195	3,195.42	.00	.00	100.0%
<u>12420774 58510 EQUIP/SO. ROW/PHYS.</u>	1,000	20	1,020	1,019.90	.00	.00	100.0%
TOTAL INSTRUCTIONAL EQUIPMENT	136,700	54,034	190,734	179,361.04	9,782.70	1,590.27	99.2%
2430 GENERAL SUPPLIES							
<u>12430000 54200 COPIER PAPER</u>	77,000	-7,042	69,958	66,823.81	.00	3,134.19	95.5%

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12430023 54000 SUPP./SYSTEMWIDE/EL	3,000	0	3,000	2,682.42	.00	317.58	89.4%
12430058 57800 OTHER EXPENSE/MUSIC	14,000	581	14,581	12,810.29	1,564.80	205.62	98.6%
12430076 54000 SUPPLIES SPECIAL ED	42,500	0	42,500	42,098.21	.00	401.79	99.1%
12430100 54000 SUPP./CHS/GENERAL	40,725	0	40,725	39,671.66	.00	1,053.34	97.4%
12430102 54000 SUPP./CHS/ART	23,750	0	23,750	23,652.25	.00	97.75	99.6%
12430106 54000 SUPP./CHS/BUS.	4,000	0	4,000	3,999.33	.00	.67	100.0%
12430124 54000 SUPP./CHS/ENGLISH	2,000	0	2,000	1,996.54	.00	3.46	99.8%
12430128 54000 SUPP./CHS/F. LANG.	5,000	0	5,000	1,825.38	.00	3,174.62	36.5%
12430134 54000 SUPP./CHS/HLTH. ED.	2,200	0	2,200	2,187.34	.00	12.66	99.4%
12430139 54000 SUPP./CHS/TECH. ED.	5,500	1,700	7,200	7,157.73	.00	42.27	99.4%
12430156 54000 SUPP./CHS/MATH	3,350	0	3,350	3,268.00	.00	82.00	97.6%
12430158 54000 SUPP./CHS/MUSIC	10,050	9,222	19,272	19,196.46	.00	76.00	99.6%
12430177 54000 SUPP./CHS/READING	1,600	0	1,600	1,581.19	.00	18.81	98.8%
12430178 54000 SUPP./CHS/SCIENCE	26,000	0	26,000	25,573.00	145.87	281.13	98.9%
12430184 54000 SUPP./CHS/SOC. ST.	3,000	0	3,000	2,904.69	.00	95.31	96.8%
12430200 54000 SUPP./McCARTHY/GENE	15,000	0	15,000	12,334.63	.00	2,665.37	82.2%
12430202 54000 SUPP./McCARTHY/ART	7,300	0	7,300	7,237.01	.00	62.99	99.1%
12430224 54000 SUPP./McCARTHY/ENGL	1,600	0	1,600	1,599.87	.00	.13	100.0%
12430228 54000 SUPP./McCARTHY/F. L	900	0	900	900.00	.00	.00	100.0%
12430234 54000 SUPP./McCARTHY/HLTH	800	0	800	800.00	.00	.00	100.0%
12430239 54000 SUPP./McCARTHY/TECH	8,500	0	8,500	8,497.77	.00	2.23	100.0%
12430256 54000 SUPP./McCARTHY/MATH	2,500	0	2,500	2,237.82	.00	262.18	89.5%
12430258 54000 SUPP./McCARTHY/MUSI	6,750	1,387	8,137	8,137.02	.00	.00	100.0%
12430274 54000 SUPP./McCARTHY/PHYS	100	0	100	100.00	.00	.00	100.0%
12430277 54000 SUPP./McCARTHY/READ	2,500	-50	2,450	2,449.16	.00	.84	100.0%
12430278 54000 SUPP./McCARTHY/SCIE	10,500	0	10,500	7,173.99	.00	3,326.01	68.3%
12430284 54000 SUPP./McCARTHY/SOC.	4,800	-1	4,799	4,588.25	.00	210.76	95.6%
12430300 54000 SUPP./PARKER/GENERA	11,500	0	11,500	8,642.47	.00	2,857.53	75.2%
12430302 54000 SUPP./PARKER/ART	6,500	0	6,500	6,494.36	.00	5.64	99.9%
12430324 54000 SUPP./PARKER/ENGLIS	1,200	0	1,200	1,189.66	.00	10.34	99.1%
12430328 54000 SUPP./PARKER/F. LAN	900	0	900	620.91	.00	279.09	69.0%
12430334 54000 SUPP./PARKER/HLTH.	800	0	800	800.00	.00	.00	100.0%
12430339 54000 SUPP./PARKER/TECH.	6,000	0	6,000	5,999.46	.00	.54	100.0%
12430356 54000 SUPP./PARKER/MATH	2,500	0	2,500	2,311.37	.00	188.63	92.5%
12430358 54000 SUPP./PARKER/MUSIC	6,750	-59	6,691	6,691.00	.00	.00	100.0%
12430374 54000 SUPP./PARKER/PHYS.	100	0	100	100.00	.00	.00	100.0%
12430377 54000 SUPP./PARKER/READIN	2,500	0	2,500	2,491.53	.00	8.47	99.7%
12430378 54000 SUPP./PARKER/SCIENC	10,500	0	10,500	8,962.50	.00	1,537.50	85.4%
12430384 54000 SUPP./PARKER/SOC. S	3,500	1	3,501	3,500.99	.00	.00	100.0%
12430400 54000 GENERAL SUPPLIES/BY	24,550	0	24,550	22,268.90	.00	2,281.10	90.7%
12430402 54000 SUPP./BYAM/ART	3,300	0	3,300	3,236.62	.00	63.38	98.1%
12430439 54000 SUPP./BYAM/TECH. ED.	1,500	0	1,500	1,495.00	.00	5.00	99.7%
12430451 54000 SUPP./BYAM/LANG. AR	3,316	0	3,316	2,973.82	.00	342.18	89.7%
12430456 54000 SUPP./BYAM/MATH	2,500	0	2,500	2,446.82	.00	53.18	97.9%

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12430458 54000 SUPP./BYAM/MUSIC	1,100	-25	1,075	1,075.06	.00	.00	100.0%
12430478 54000 SUPP./BYAM/SCIENCE	2,500	0	2,500	1,954.24	.00	545.76	78.2%
12430484 54000 SUPP./BYAM/SOC. ST.	1,000	0	1,000	764.34	.00	235.66	76.4%
12430500 54000 SUPP./CENTER/GENERA	20,000	0	20,000	19,796.74	.00	203.26	99.0%
12430502 54000 SUPP./CENTER/ART	3,248	0	3,248	3,245.04	.00	2.96	99.9%
12430539 54000 SUPP./CENTER/TECH.ED	1,500	0	1,500	1,500.00	.00	.00	100.0%
12430551 54000 SUPP./CENTER/LANG.	2,884	50	2,934	2,928.46	.00	5.54	99.8%
12430556 54000 SUPP./CENTER/MATH	2,500	0	2,500	2,383.28	.00	116.72	95.3%
12430558 54000 SUPP./CENTER/MUSIC	1,100	0	1,100	1,100.00	.00	.00	100.0%
12430578 54000 SUPP./CENTER/SCIENC	2,500	0	2,500	1,697.35	.00	802.65	67.9%
12430584 54000 SUPP./CENTER/SOC. S	1,000	0	1,000	929.84	.00	70.16	93.0%
12430600 54000 SUPP./HARR./GENERAL	21,000	0	21,000	20,627.79	.00	372.21	98.2%
12430602 54000 SUPP./HARR./ART	3,400	0	3,400	3,312.67	.00	87.33	97.4%
12430639 54000 SUPP/HARR./TECH.ED.	1,500	0	1,500	1,500.00	.00	.00	100.0%
12430651 54000 SUPP./HARR./LANG. A	3,316	0	3,316	3,306.58	.00	9.42	99.7%
12430656 54000 SUPP./HARR./MATH	2,500	0	2,500	2,407.18	.00	92.82	96.3%
12430658 54000 SUPP./HARR./MUSIC	1,100	-90	1,010	1,010.15	.00	.00	100.0%
12430678 54000 SUPP./HARR./SCIENCE	2,500	0	2,500	1,688.03	.00	811.97	67.5%
12430684 54000 SUPP./HARR./SOC. ST	1,000	0	1,000	769.34	.00	230.66	76.9%
12430700 54000 SUPP./SO. ROW/GENER	18,600	0	18,600	18,353.49	.00	246.51	98.7%
12430702 54000 SUPP./SO. ROW/ART	3,052	0	3,052	3,025.13	.00	26.87	99.1%
12430739 54000 SUPP/SO.ROW./TECH.E	1,500	0	1,500	1,500.00	.00	.00	100.0%
12430751 54000 SUPP./SO. ROW/LANG.	2,884	0	2,884	2,883.39	.00	.61	100.0%
12430756 54000 SUPP./SO. ROW/MATH	2,500	0	2,500	2,396.27	.00	103.73	95.9%
12430758 54000 SUPP./SO. ROW/MUSIC	900	-10	890	888.31	.00	1.75	99.8%
12430778 54000 SUPP./SO. ROW/SCIEN	2,500	0	2,500	1,606.57	.00	893.43	64.3%
12430784 54000 SUPP./SO. ROW/SOC.	1,000	0	1,000	621.65	.00	378.35	62.2%
TOTAL GENERAL SUPPLIES	521,425	5,664	527,089	496,980.13	1,710.67	28,398.66	94.6%
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2440 OTHER INSTRUCTIONAL SERVICES							
12440076 53981 TUTORING/INSTRUCTIO	24,000	0	24,000	12,153.34	.00	11,846.66	50.6%
12440076 53990 CONTRACTUAL SERVICE	169,150	-110,843	58,307	25,255.50	2,330.68	30,720.51	47.3%
12440076 54000 CONTINGENCY EXPENSE	25,000	13,806	38,806	33,625.55	.00	5,180.70	86.6%
TOTAL OTHER INSTRUCTIONAL SERVICES	218,150	-97,037	121,113	71,034.39	2,330.68	47,747.87	60.6%
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2451 CLASSROOM INST TECHNOLOGY							
12451100 54204 INSTR TECH/CHS	70,000	243,397	313,397	313,063.07	333.84	.00	100.0%

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12451128 54205 INSTR TECH/CHS/F.LA	10,000	0	10,000	10,000.00	.00	.00	100.0%
12451200 54204 INSTR TECH/McC	50,000	41,069	91,069	91,068.74	.00	.00	100.0%
12451300 54204 INSTR TECH PARKER	50,000	30,754	80,754	80,754.47	.00	.00	100.0%
12451414 54204 COMPUTER/EQUIP/BYAM	16,000	38,016	54,016	54,016.25	.00	.00	100.0%
12451514 54204 COMPUTER EQUIPMENT	16,000	28,781	44,781	44,781.09	.00	.00	100.0%
12451614 54204 INSTR TECH/HARR/COM	16,000	40,663	56,663	56,663.29	.00	.00	100.0%
12451714 54204 INSTR TECH/SROW/COM	16,000	20,628	36,628	36,627.88	.00	.00	100.0%
TOTAL CLASSROOM INST TECHNOLOGY	244,000	443,309	687,309	686,974.79	333.84	.00	100.0%
2455 INSTRUCTIONAL SOFTWARE							
12455000 54000 INSTRUCTIONAL SOFTW	175,000	494	175,494	175,494.28	.00	.00	100.0%
TOTAL INSTRUCTIONAL SOFTWARE	175,000	494	175,494	175,494.28	.00	.00	100.0%
2710 GUIDANCE COUNSELORS							
12710000 51310 MTSS/SEL STIPENDS	45,000	0	45,000	42,500.00	.00	2,500.00	94.4%
12710100 51050 GUID SALARIES /CHS	490,118	0	490,118	490,118.24	.00	-.24	100.0%
12710100 51070 SAL/SEC/GUID	75,411	0	75,411	75,411.02	.00	-.02	100.0%
12710100 51310 STIPEND - GUIDANCE	10,800	0	10,800	9,311.56	.00	1,488.44	86.2%
12710100 54000 SUPP./CHS/GUID	20,087	0	20,087	15,011.16	.00	5,075.84	74.7%
12710200 51050 GUID SALARIES /McC	212,242	0	212,242	212,242.16	.00	-.16	100.0%
12710200 54000 SUPP./McCARTHY/GUID	1,150	0	1,150	799.05	.00	350.95	69.5%
12710300 51050 GUID SALARIES /PARK	158,183	0	158,183	149,758.29	.00	8,424.71	94.7%
12710300 54000 SUPP./PARKER/GUID	910	0	910	698.06	.00	211.94	76.7%
12710400 51050 GUID SALARIES /BYAM	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12710400 54000 SUPP./BYAM/GUID	8,590	0	8,590	7,143.11	.00	1,446.89	83.2%
12710500 51050 GUID SALARIES /CENT	81,902	0	81,902	81,902.08	.00	-.08	100.0%
12710500 54000 SUPP./CENTER/GUID	8,590	-90	8,500	6,949.63	.00	1,550.33	81.8%
12710600 51050 GUID SALARIES /HARR	54,196	0	54,196	54,195.96	.00	.04	100.0%
12710600 54000 SUPP./HARR./GUID	8,590	90	8,680	8,680.04	.00	.00	100.0%
12710700 51050 GUID SALARIES /SROW	91,491	0	91,491	91,490.88	.00	.12	100.0%
12710700 54000 SUPP./SO.ROW/GUID	8,590	0	8,590	7,200.97	.00	1,389.03	83.8%
TOTAL GUIDANCE COUNSELORS	1,357,752	0	1,357,752	1,335,314.29	.00	22,437.71	98.3%
2800 PSYCHOLOGICAL SERVICES							
12800100 51050 SAL/CHS/PSYCH	250,743	0	250,743	250,742.96	.00	.04	100.0%

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12800200 51050 SAL/McCARTHY/PSYCH	91,491	0	91,491	91,490.88	.00	.12	100.0%
12800300 51050 SAL/PARKER/PSYCH	91,491	0	91,491	91,490.88	.00	.12	100.0%
12800400 51050 SAL/BYAM/PSYCH	67,760	0	67,760	67,760.07	.00	-.07	100.0%
12800500 51050 SAL/CENTER/PSYCH	67,760	0	67,760	67,759.90	.00	.10	100.0%
12800600 51050 SAL/HARR./PSYCH	75,003	0	75,003	67,215.98	.00	7,787.02	89.6%
12800700 51050 SAL/SO.ROW/PSYCH	91,491	0	91,491	91,490.88	.00	.12	100.0%
TOTAL PSYCHOLOGICAL SERVICES	735,739	0	735,739	727,951.55	.00	7,787.45	98.9%
3200 MEDICAL/HEALTH SERVICES							
13200000 51007 NURSES/SUB	38,000	0	38,000	35,052.50	.00	2,947.50	92.2%
13200000 51060 TOWN HEALTH EDUCATO	22,935	0	22,935	22,935.00	.00	.00	100.0%
13200000 53170 DOCTOR SALARY	2,500	0	2,500	2,500.00	.00	.00	100.0%
13200000 53990 CONTRACTUAL SERVICE	9,300	0	9,300	8,895.00	.00	405.00	95.6%
13200000 57140 COURSE REIMBURSEMEN	3,000	0	3,000	2,227.00	.00	773.00	74.2%
13200100 51050 SAL/CHS/NURSE	152,662	-20,098	132,564	124,986.94	.00	7,577.06	94.3%
13200100 54000 SUPP/CHS/NURSE	2,100	5,105	7,205	6,720.21	502.90	-18.59	100.3%
13200100 57100 HEALTH TRAVEL/HIGH	700	0	700	.00	.00	700.00	.0%
13200100 58510 EQUIP/CHS/NURSE	2,600	-463	2,137	1,885.00	.00	252.23	88.2%
13200200 51050 SAL/McCARTHY/NURSE	81,902	0	81,902	81,902.08	.00	-.08	100.0%
13200200 53990 INSUR./McCARTHY/NUR	1,300	0	1,300	723.00	.00	577.00	55.6%
13200200 54000 SUPP/McCARTHY/NURSE	1,599	0	1,599	1,563.28	.00	35.72	97.8%
13200263 51050 SAL/McCARTHY/NURSE	35,234	0	35,234	34,075.54	.00	1,158.46	96.7%
13200300 51050 SAL/PARKER/NURSE	51,596	0	51,596	82,076.55	.00	-30,480.55	159.1%
13200300 54000 SUPP/PARKER/NURSE	1,342	-74	1,268	1,125.81	.00	141.83	88.8%
13200363 51050 SAL/PARKER/NURSE	31,841	0	31,841	31,840.90	.00	.10	100.0%
13200400 51050 SAL/BYAM/NURSE	76,361	0	76,361	76,360.96	.00	.04	100.0%
13200400 54000 SUPP/BYAM/NURSE	1,100	0	1,100	1,032.46	.00	67.54	93.9%
13200500 51050 SAL/CENTER/NURSE	75,275	0	75,275	75,274.92	.00	.08	100.0%
13200500 54000 SUPP/CENTER/NURSE	1,000	0	1,000	950.46	.00	49.54	95.0%
13200600 51050 SAL/HARR./NURSE	81,902	-30,000	51,902	33,877.68	.00	18,024.32	65.3%
13200600 54000 SUPP/HARR./NURSE	1,100	0	1,100	996.42	.00	103.58	90.6%
13200700 51050 SAL/SO.ROW/NURSE	54,227	0	54,227	54,226.90	.00	.10	100.0%
13200700 54000 SUPP/SO.ROW/NURSE	1,000	0	1,000	842.56	.00	157.44	84.3%
13200976 51050 SAL/CHIPS/NURSE	43,216	0	43,216	43,216.14	.00	-.14	100.0%
TOTAL MEDICAL/HEALTH SERVICES	773,792	-45,531	728,261	725,287.31	502.90	2,471.18	99.7%
3300 TRANSPORTATION							
13300000 51060 SALARIES PSP	10,800	0	10,800	3,912.00	.00	6,888.00	36.2%

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<u>13300000 51070 SALARIES -TRANSPORT</u>	45,900	0	45,900	45,899.88	.00	.12	100.0%
<u>13300000 53988 REGULAR TRANSPORTAT</u>	1,511,340	33,300	1,544,640	1,511,224.00	.00	33,416.00	97.8%
<u>13300000 53990 LATE BUSES/HIGH-MCC</u>	43,200	0	43,200	38,218.00	.00	4,982.00	88.5%
<u>13300000 53996 FOSTER TRANS</u>	0	14,000	14,000	24,871.61	.00	-10,871.61	177.7%
<u>13300000 53997 TRANSPORTATION SOFT</u>	4,995	0	4,995	4,995.00	.00	.00	100.0%
<u>13300000 53999 HOMELESS TRANS</u>	55,000	-14,000	41,000	10,849.92	.00	30,150.08	26.5%
<u>13300076 53990 SPED TRANSPORTATION</u>	1,850,000	22,000	1,872,000	1,879,818.84	.00	-7,818.84	100.4%
TOTAL TRANSPORTATION	3,521,235	55,300	3,576,535	3,519,789.25	.00	56,745.75	98.4%
3400 FOOD SERVICES							
<u>13400000 51110 SALARIES-FULL TIME</u>	79,560	0	79,560	79,560.00	.00	.00	100.0%
<u>13400000 53990 CAFE CONT SERVICE</u>	25,000	0	25,000	9,263.90	.00	15,736.10	37.1%
<u>13400000 57800 OTHER EXPENSES-UNCO</u>	0	5,342	5,342	21,077.26	.00	-15,735.26	394.6%
TOTAL FOOD SERVICES	104,560	5,342	109,902	109,901.16	.00	.84	100.0%
3510 ATHLETIC SERVICES							
<u>13510100 51040 SAL/ATHLETIC STUDEN</u>	11,902	0	11,902	9,873.28	.00	2,028.72	83.0%
<u>13510100 51050 SAL/CHS/AD/TRAINER</u>	99,487	0	99,487	99,487.18	.00	-.18	100.0%
<u>13510100 51060 SAL/ATHLETICTRAINER</u>	48,150	0	48,150	48,149.40	.00	.60	100.0%
<u>13510100 51070 SAL/SEC/ATHL</u>	22,622	0	22,622	22,622.04	.00	-.04	100.0%
<u>13510100 52110 ATH DEPT STADIUM LI</u>	2,000	0	2,000	1,024.44	.00	975.56	51.2%
<u>13510100 52400 POOL & ICE</u>	64,000	0	64,000	61,380.54	.00	2,619.46	95.9%
<u>13510100 53989 OFFICIALS/POLICE</u>	85,075	-9,000	76,075	68,067.75	.00	8,007.25	89.5%
<u>13510100 53990 RECONDITIONING</u>	18,963	0	18,963	17,398.84	.00	1,564.16	91.8%
<u>13510100 53995 TRANSPORTATION</u>	103,000	0	103,000	106,551.90	.00	-3,551.90	103.4%
<u>13510100 54000 SUPP/CHS/ATHL</u>	55,000	17,224	72,224	71,826.51	.00	397.46	99.4%
<u>13510100 54310 MEDICAL</u>	6,000	0	6,000	5,169.00	.00	831.00	86.2%
<u>13510100 57400 INSUR./CHS/ATHL</u>	26,860	0	26,860	26,860.00	.00	.00	100.0%
<u>13510100 57800 OTHER EXPENSES</u>	34,600	84,407	119,007	114,485.71	.00	4,521.29	96.2%
TOTAL ATHLETIC SERVICES	577,659	92,631	670,290	652,896.59	.00	17,393.38	97.4%
3520 OTHER STUDENT ACTIVITIES							
<u>13520064 54000 DESTINATION IMAGINE</u>	2,300	0	2,300	2,300.00	.00	.00	100.0%

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<u>13520100 51050 SAL/CHS/ADVISORS</u>	38,690	0	38,690	38,690.00	.00	.00	100.0%
<u>13520154 53990 MATH TEAM TRANSP</u>	2,750	0	2,750	2,548.70	.00	201.30	92.7%
<u>13520160 54000 NAT'L HONOR SOC/HIG</u>	3,400	0	3,400	3,031.66	.00	368.34	89.2%
<u>13520178 53910 SCIENCE CLUB/HIGH</u>	2,000	0	2,000	1,961.15	.00	38.85	98.1%
<u>13520194 51465 NIGHT SCHOOL HS</u>	5,000	0	5,000	3,237.48	.00	1,762.52	64.7%
<u>13520200 51050 SAL/McCARTHY/ADVISO</u>	22,400	0	22,400	22,373.67	.00	26.33	99.9%
<u>13520200 51310 SAL/McCARTHY/K.B.AD</u>	1,500	0	1,500	1,000.00	.00	500.00	66.7%
<u>13520300 51050 SAL/PARKER/ADVISORS</u>	22,470	0	22,470	20,688.04	.00	1,781.96	92.1%
<u>13520300 51310 SAL/PARKER/K.B.ADV</u>	1,500	0	1,500	1,000.00	.00	500.00	66.7%
TOTAL OTHER STUDENT ACTIVITIES	102,010	0	102,010	96,830.70	.00	5,179.30	94.9%
 3600 SCHOOL SECURITY							
<u>13600100 51060 STCH SCHOOL SECURIT</u>	89,505	-6,891	82,614	82,613.06	.00	.94	100.0%
<u>13600100 51310 COURT LIAISON</u>	9,000	0	9,000	8,999.97	.00	.03	100.0%
<u>13600200 51060 MCC PSP - SECURITY</u>	50,334	0	50,334	50,334.06	.00	-.06	100.0%
<u>13600300 51060 PARKER - PSP - SECU</u>	50,334	0	50,334	50,333.92	.00	.08	100.0%
TOTAL SCHOOL SECURITY	199,173	-6,891	192,282	192,281.01	.00	.99	100.0%
 4110 CUSTODIAL SERVICES							
<u>14110000 51040 SALARIES - CUSTODIA</u>	385,258	20,098	405,356	413,933.32	.00	-8,577.32	102.1%
<u>14110000 51050 SALARIES - PROFESSI</u>	101,745	0	101,745	101,745.02	.00	-.02	100.0%
<u>14110000 51070 FACILITIES - SECRET</u>	12,734	0	12,734	12,734.54	.00	-.54	100.0%
<u>14110000 51110 SALARIES-CUST OT -</u>	8,800	0	8,800	5,924.41	.00	2,875.59	67.3%
<u>14110000 51310 SALARIES- CUST OVER</u>	5,000	0	5,000	7,365.34	.00	-2,365.34	147.3%
<u>14110000 53990 CONTRACTUAL SERVICE</u>	788,666	0	788,666	779,191.00	3,150.00	6,325.00	99.2%
<u>14110000 54000 SUPPLIES</u>	195,000	25,978	220,978	212,821.42	7,493.19	663.39	99.7%
<u>14110000 57800 OTHER CHARGES/EXPEN</u>	6,000	0	6,000	4,979.17	.00	1,020.83	83.0%
<u>14110119 54000 SUPP/CHS/PERFORMING</u>	12,000	0	12,000	11,941.15	.00	58.85	99.5%
TOTAL CUSTODIAL SERVICES	1,515,203	46,076	1,561,279	1,550,635.37	10,643.19	.44	100.0%
 4120 HEATING OF BUILDINGS							
<u>14120000 52130 FUEL</u>	3,500	2,525	6,025	6,238.60	.00	-213.60	103.5%

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TOWN OF CHELMSFORD
YEAR TO DATE BUDGET REPORT

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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>14120100 52130 FUEL/HIGH</u>	112,500	20,200	132,700	122,991.08	.00	9,708.92	92.7%
<u>14120200 52130 FUEL/MCCARTHY</u>	61,000	-775	60,225	63,487.37	.00	-3,262.37	105.4%
<u>14120300 52130 FUEL/PARKER</u>	50,500	-3,800	46,700	51,246.08	.00	-4,546.08	109.7%
<u>14120400 52130 FUEL / BYAM</u>	32,000	-2,350	29,650	29,282.63	.00	367.37	98.8%
<u>14120500 52130 FUEL - CENTER SCHOO</u>	26,000	2,000	28,000	26,053.26	.00	1,946.74	93.0%
<u>14120600 52130 FUEL-HARRINGTON</u>	9,000	7,500	16,500	16,168.10	.00	331.90	98.0%
<u>14120700 52130 FUEL-SOUTH ROW</u>	24,000	3,700	27,700	29,489.48	.00	-1,789.48	106.5%
TOTAL HEATING OF BUILDINGS	318,500	29,000	347,500	344,956.60	.00	2,543.40	99.3%
4130 UTILITY SERVICES							
<u>14130000 52110 ELECTRIC</u>	18,800	0	18,800	17,713.50	.00	1,086.50	94.2%
<u>14130000 53410 TELEPHONE/SUPT OFFI</u>	55,000	3,765	58,765	57,260.90	75.02	1,429.08	97.6%
<u>14130100 52110 ELECTRICITY/HIGH</u>	205,000	-8,017	196,983	191,529.92	.00	5,453.08	97.2%
<u>14130100 52310 WATER/HIGH</u>	7,600	0	7,600	7,260.30	.00	339.70	95.5%
<u>14130100 53410 TELEPHONE/HIGH</u>	65,000	1,670	66,670	39,396.44	132.65	27,140.91	59.3%
<u>14130200 52110 ELECTRICITY/McCARTH</u>	73,000	-8,234	64,766	86,889.13	.00	-22,123.13	134.2%
<u>14130200 53410 TELEPHONE/MCCARTHY</u>	23,000	2,582	25,582	24,320.43	23.52	1,238.05	95.2%
<u>14130300 52110 ELECTRICITY/PARKER</u>	93,000	-7,944	85,056	85,314.10	.00	-258.10	100.3%
<u>14130300 53410 TELEPHONE/PARKER</u>	23,000	2,129	25,129	24,877.27	.00	251.73	99.0%
<u>14130400 52110 ELECTRICITY/BYAM</u>	44,000	515	44,515	49,895.36	.00	-5,380.36	112.1%
<u>14130400 53410 TELEPHONE/BYAM</u>	13,000	1,931	14,931	13,969.77	23.69	937.54	93.7%
<u>14130500 52110 ELECTRIC - CENTER</u>	41,000	331	41,331	53,062.84	.00	-11,731.84	128.4%
<u>14130500 52310 WATER CENTER SCHOOL</u>	1,500	0	1,500	396.00	.00	1,104.00	26.4%
<u>14130500 53410 TELEPHONE - CENTER</u>	11,000	2,448	13,448	13,101.67	23.52	322.81	97.6%
<u>14130600 52110 ELECTRICITY/HARR</u>	46,000	0	46,000	44,662.66	.00	1,337.34	97.1%
<u>14130600 52310 WATER/HARRINGTON</u>	3,500	0	3,500	2,807.69	.00	692.31	80.2%
<u>14130600 53410 TELEPHONE/HARR</u>	12,000	2,002	14,002	13,098.57	24.99	878.44	93.7%
<u>14130700 52110 ELECTRICITY/SO ROW</u>	34,000	4,940	38,940	40,466.80	.00	-1,526.80	103.9%
<u>14130700 53410 TELEPHONE/SO ROW</u>	10,000	1,882	11,882	11,994.92	.00	-112.92	101.0%
TOTAL UTILITY SERVICES	779,400	0	779,400	778,018.27	303.39	1,078.34	99.9%
4210 MAINTENANCE OF GROUNDS							
<u>14210000 59238 GENERAL MAINT</u>	5,000	25,000	30,000	25,967.23	.00	4,032.77	86.6%
<u>14210100 59238 GROUNDS/HIGH</u>	20,000	0	20,000	23,757.84	.00	-3,757.84	118.8%
TOTAL MAINTENANCE OF GROUNDS	25,000	25,000	50,000	49,725.07	.00	274.93	99.5%
5150 EMPLOYEE SEPERATION COSTS							

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TOWN OF CHELMSFORD
YEAR TO DATE BUDGET REPORT

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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>15150000 51140 RETIREMENT/SICK BUY</u>	78,672	2,000	80,672	80,671.67	.00	.33	100.0%
TOTAL EMPLOYEE SEPERATION COSTS	78,672	2,000	80,672	80,671.67	.00	.33	100.0%
<hr/>							
9300 TUITION NON-PUBLIC SCHOOLS							
<u>19300076 53990 TUITIONS</u>	4,199,088	-81,100	4,117,988	4,407,603.35	181,307.65	-470,923.00	111.4%
TOTAL TUITION NON-PUBLIC SCHOOLS	4,199,088	-81,100	4,117,988	4,407,603.35	181,307.65	-470,923.00	111.4%
TOTAL UNDEFINED	59,000,000	0	59,000,000	58,758,234.89	241,765.11	.00	100.0%
GRAND TOTAL	59,000,000	0	59,000,000	58,758,234.89	241,765.11	.00	100.0%

** END OF REPORT - Generated by Joanna Johnson-Collins **

CHELMSFORD PUBLIC SCHOOLS
 FY19 GRANT AND REVOLVING FUND SUMMARY
 AS OF JUNE 30, 2019

MUNIS #	DESE #		FY19 Award	Balance 7/1/2018	Receipts	Expenditures	Encumbrances	Current Ending Balance (ties to Munis)	Remaining Revenue	Ending Balance with Remaining Revenue
Federal & State Grants										
140	140	Title IIA Teacher Quality - FY18	84,426	0.00	84,426.00	84,426.00		0.00	-	-
180	180	Title III - FY18	25,156	0.00	25,156.00	25,156.00		0.00	-	-
240	240	SPED Entitlement Allocation - FY18	1,163,872	0.00	1,163,872.00	1,163,872.00		0.00	-	-
262	262	SPED Early Childhood (EEC) - FY18	35,445	0.00	35,445.00	35,445.00		0.00	-	-
305	305	Title I - FY18	165,957	0.00	165,957.00	165,957.00		0.00	-	-
309	309	Title IVA - FY18	8,091	0.00	8,091.00	8,091.00		0.00	-	-

140	140	Title IIA Teacher Quality - FY19	90,941	0.00	90,941.00	90,941.00		0.00	-	-
180	180	Title III - FY19	29,011	0.00	24,861.00	24,313.48		547.52	4,150.00	4,697.52
240	240	SPED Entitlement Allocation - FY19	1,225,683	0.00	512,515.00	642,651.66		(130,136.66)	713,168.00	583,031.34
251	251	Puerto Rico Relief - State Alloc - FY19	144	0.00	143.80	144.00		(0.20)	0.20	-
262	262	SPED Early Childhood - FY19	36,618	0.00	36,618.00	36,618.00		0.00	-	-
305	305	Title I - FY19	175,314	0.00	168,441.00	168,441.42		(0.42)	6,873.00	6,872.58
309	309	Title IVA - FY19	11,930	0.00	11,930.00	11,930.00		0.00	-	-

Other Grant Funds										
237	---	ATEF Grant	3,038	427.37	3,037.51	3,037.51		427.37		427.37
250	---	Essential School Health Grant (State)	3,000		3,000.00	3,000.00		0.00		-
254	---	Terraponics Science Grant (Energy Consv Comn	7,500		7,500.00	6,700.00		800.00		800.00
273	---	E-rate	36,138		36,138.38	36,138.38		0.00		-
301	---	Lowell General Hospital Circle Health (Private Grant 10K)		3,561.36		2,714.95		846.41		846.41
301	---	Project Lead the Way (Private Grant)	5,000		5,000.00	3,710.60		1,289.40		1,289.40
301	---	Science Eco Rise (Private Grant)	2,852	0.00	2,852.00	2,768.98		83.02		83.02
301	---	Analog Robotics (Private Grant)	5,000		5,000.00	344.95		4,655.05		4,655.05
310	---	Circuit Breaker	-	998,984.99	3,270,336.00	2,274,416.44		1,994,904.55		1,994,904.55
313	---	Lockhead Martin Robotics (Private Grant)	2,500	0.00	2,500.00	1,416.43		1,083.57		1,083.57

Revolving Accounts										
			Estimated Receipts	Balance 7/1/2018	Receipts	Expenditures	Encumbrances	Current Ending Balance	Estimated Revenue	Ending Balance with Estimated Revenue
501	---	Café (School Nutrition)	1,006,450.00	614,053.66	1,273,548.42	1,193,478.77		694,123.31		694,123.31
502	---	Athletic	365,000.00	13,455.67	371,108.38	376,056.64		8,507.41		8,507.41
503	---	Gifts & Donations		24,368.56	7,421.34	3,983.42		27,806.48		27,806.48
504	---	Lost / Damaged Books	0.00	4,309.78	642.99	0.00		4,952.77		4,952.77
505	---	Musical Instrument Repair	0.00	0.00	0.00	0.00		0.00		-
506	---	Adult Education/Music/Guidance	195,000.00	73,661.04	294,511.35	227,826.33		140,346.06		140,346.06
507	---	Childcare	2,080,000.00	1,980,165.47	2,408,127.38	2,549,086.01		1,839,206.84		1,839,206.84
508	---	Out of Town Tuition Reimbursement		59,988.70				59,988.70		59,988.70
509	---	Summer School	5,600.00	6,527.61	7,588.68	2,000.00		12,116.29		12,116.29
510	---	School Choice	285,924.00	1,329,917.63	299,422.00	0.00		1,629,339.63		1,629,339.63
511	---	Civic Activities	0.00	126,673.97	231,744.95	151,239.39		207,179.53		207,179.53
516	---	Transportation	320,000.00	227,032.36	456,711.99	313,816.21		369,928.14		369,928.14
517	---	Student Activity	95,000.00	32,356.66	212,186.00	127,162.05		117,380.61		117,380.61
518	---	Turf Fields	89,900.00	49,124.75	103,337.00	104,201.03		48,260.72		48,260.72

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

FROM: Cheryl Kirkpatrick, Director Personnel & Professional Learning

DATE: August 2, 2019

RE: Updates to 2019 Employee Handbook

The purpose of this memo is to provide the School Committee with recommended updates to our 2019 Employee Handbook for their approval. Attached you will find a marked-up version of the 2019 Employee handbook indicating the changes that were made to the original, approved version, as well as a clean version of the 2019 Employee Handbook with changes incorporated.

The Employee Handbook was first approved in July of 2018 as a resource for all Chelmsford Public Schools staff. The Office of Human Resources uses it often to provide people with easy access to resources and answers to many of their questions. One source of updates for 2019-2020 was the need to update resources that staff request that change from year to year. For example, health and dental benefit descriptions and costs were updated. We also added information about our new vision insurance.

The second main source of updates is found in Section V: Staff Conduct. The district worked with the Chelmsford Federation of Teachers to agree to slightly modified language in various parts of this section. We believe the changes are positive and will be well-received by staff.

Our Employee Handbook is available on the Chelmsford Public School website and enables staff access to all of its resources digitally through links embedded in the document. It is seen as a model by several other districts and has been requested by districts to guide their own efforts to create useful and useable digital handbooks.

Chelmsford Public Schools



Employee Handbook

Published ~~2018~~2019

Dear Chelmsford Public Schools Employees,

The Chelmsford Public Schools (CPS) provides top-notch instruction and services to the students of Chelmsford because of you - the amazing staff who teach them and attend to their every need. I am proud to be a part of this team of talented educators and service providers, and I am committed to ensuring that you have what you need to do your best for your students and for each other.

To this end, it is with great pleasure that I share with you a resource that I hope will assist many of you in accessing answers to common questions that CPS employees have, and resources that CPS employees may need. The content of this resource reflects the P.R.I.D.E. we collectively communicate to our students as important attributes, and which we cultivate as a professional community through our support of each other, and the important work we do. We hope this handbook supports you by connecting you to information and services that may be important to you as an employee of the Chelmsford Public Schools. In it you will find information about licensure, benefits, policies, state and federal laws and contacts, all of which are presented to support you in your work in Chelmsford.

I want to thank you for taking the time to review this resource and for continuing to provide us with feedback that will make it better. I also want to thank those staff members who worked to devise the contents and the online structure of this resource, and who continue to attend to your professional needs in countless other ways. By making these supports and resources accessible to you, we'll be supported to best focus our energy on the mission and vision that brings us together: cultivating inspired, creative, and well-rounded lifelong learners.

Sincerely,

Jay Lang, Ed.D.
Superintendent of Schools

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This table of contents is designed to enable employees to navigate to each section of this handbook by clicking the embedded link. To do this, click on the section heading you are interested in viewing which will enable you to click on the link of the section. Bread crumbs (“back to t.o.c” links) will enable you to return to the table of contents when desired.

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ABOUT THIS EMPLOYEE HANDBOOK

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This employee handbook is designed as a resource and support of all staff members for the Chelmsford Public Schools. It is created to make accessing policies, resources and laws that may impact employees easier. It provides employees with general personnel information on procedures, policies, obligations and laws for which employees are responsible and which may impact them professionally.

This handbook does not constitute a contract and makes no guarantee of employment, compensation or benefits. The Superintendent and/or School Committee reserve the right to make changes to policies and practices at any time at their sole discretion, without prior notice, and interpret and administer these policies as needed in light of changing circumstances and applicable statutory obligation. The Chelmsford Public Schools will make its best efforts to notify you of these changes.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for detailed information, including information regarding certain working conditions and benefits. Copies of the contracts are available on the Chelmsford Public Schools website and from union representatives. If there is any conflict between the policies contained herein and the collective bargaining agreement, the collective bargaining agreement would govern the particular term of employment. Nothing in this handbook is intended to infringe on employees' rights under M.G.L. c. 150E.

Chelmsford Public Schools maintains a policy of employment at-will for any employees not covered by a collective bargaining agreement or individual contract. Employment at-will means that employment can be terminated with or without notice at any time and for any lawful reason at either the option of the employee or the School. Accordingly, as noted above, neither the policies nor this Handbook create a contract, and do not make any promises or guarantees.

We hope you will find the contents and the manner with which this handbook is electronically presented to be convenient and useful in support of your work as a Chelmsford Public School employee. Please direct any suggestions or questions to the Office of Human Resources (978)251-5100 x6939 or Berglundk@chelmsford.k12.ma.us.

SECTION I – SCHOOL COMMITTEE AND ADMINISTRATION

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Mission and Vision of the Chelmsford Public Schools

The mission of the Chelmsford Public Schools is to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members.

The Chelmsford Public Schools provide all students with multiple pathways to optimize their own potential for academic excellence, leadership, and social and emotional wellness. Teachers work from a rigorous curriculum that is aligned with state standards incorporating the common core, and they use multiple forms of data that informs innovative approaches to teaching. Student success is anchored in the high expectations of teachers who are part of a professional, collaborative culture that demands a continuous focus on instructional improvement. Every student feels safe, cared for, and appropriately challenged and supported in schools that are fully staffed and technologically integrated. Student successes are celebrated within and across schools as well as throughout the broader community. Parents and the community are connected to the daily life of Chelmsford schools through consistent, multidirectional and multi-modal communication, which builds external support for and pride in the district, schools, teachers, and students. As a result of high quality teaching, meaningful partnerships, and well-resourced schools, students contribute to the Chelmsford community as self-directed, creative, and inspired learners who are ready to tackle contemporary issues.

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School Governance

The Chelmsford Public Schools is led by a 5-member School Committee which includes the Superintendent of Schools. Find out more about School Committee meetings, agendas, budgets, and the central office administrative team with the following links:

[School Committee](#)

[Central Office Administration](#)

[\(back to t.o.c.\)](#)

Principals/Schools

The Chelmsford Public Schools (CPS) is comprised of 1 preschool, 4 elementary schools, 2 middle schools and a high school, as well as a Community Education Program offering extended day and extended year programs. In total, CPS serves approximately 5,000 students and has a staff of teachers, support staff, custodians, administrators and other service providers of approximately 940. Please find information about each school by accessing the links below:

[Byam Elementary School](#)

[Center Elementary School](#)
[Chelmsford High School](#)
[Chelmsford Integrated Preschool](#)
[Chelmsford Community Education](#)
[Harrington Elementary School](#)
[McCarthy Middle School](#)
[Parker Middle School](#)
[South Row Elementary School](#)

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System Wide Departments and Leaders

Below, please find links to each of the district's administrative departments which include Business and Finance, Curriculum, Human Resources, Student Support Services, and Technology and Information Systems:

- [Finance and Business](#)
- [Curriculum, Instruction and Assessment](#)
 - [Business Education Department](#)
 - [English Language Arts Department](#)
 - [English Language Learning Department](#)
 - [Fine and Performing Arts Department](#)
 - [Health, Physical Education, and Family and Consumer Science Department](#)
 - [Mathematics Department](#)
 - [Reading Department](#)
 - [School Counseling Department](#)
 - [Science Department](#)
 - [Social Studies Department](#)
 - [Technology Engineering Department](#)
 - [World Languages Department](#)
- [Human Resources](#)
- [Student Services](#)
 - [Special Education](#)
 - [Health Services](#)
 - [School Nutrition](#)
- [Technology and Information Systems](#)

[\(back to t.o.c.\)](#)

Navigating the Academic Year

Each year, the School Committee announces the next years' school calendar. In addition to the calendar, the district provides information regarding delays and school cancellations on its website. We hope these resources will help you navigate the upcoming academic year:

- [Chelmsford Public Schools Home Page](#)
- [School Calendar](#)
- [School Cancellation and Delays](#)

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SECTION II – GENERAL PERSONNEL INFORMATION

[\(back to t.o.c.\)](#)

The Chelmsford Public Schools aim to attract, develop and retain spirited, skilled and committed educators to serve all students. All employment opportunities for the Chelmsford Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, ancestry, gender identity or expression, pregnancy or pregnancy related medical conditions, marital status, age, veteran or military status, homelessness, age and/or disability, and any other class or characteristic protected by law.

Staff Hiring and On-boarding

The Chelmsford Public Schools' Office of Human Resources on-boards all new employees. This process includes background checks, policies review, benefits selection, retirement enrollment, payroll and arranging for any payroll deductions. All of the forms employees receive during on-board can be accessed here, as well as a checklist to assist new employees in this process.

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New Hire Forms

- [On-boarding Checklist](#)
- [New Hire Email Instructions](#)
- [Employee Information Sheet](#)

Background Checks

All offers of employment are contingent upon satisfactory results of these employment screening processes as well as any others that may be required. Chelmsford Public Schools will update CORI records every three (3) years, for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory CORI or SAFIS report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should ensure notification to the Director of Personnel and Professional Learning.

- [Criminal Offender Record Information \(CORI\)](#)
- [How to Get Fingerprints Taken](#)
- [SAFIS Registration Guide](#)

Payroll Documents

- [W-4 2019](#)
- [Change MA Withholdings](#)
- ~~[M-4 \(form used to make changes in State withholdings\)](#)~~
- ~~[I-9](#)~~
- [Direct Deposit Form](#)
- [Statement about employment in job not covered by Social Security](#)
- ~~[Union Enrollment Card](#)~~
- [Sick bank enrollment](#) (for CFT members only)

Mandatory Employee Policies

All employees review and acknowledge these policies at time of hire:

- [Acknowledgment of Receipt of Mandatory Employee Policies](#)
- [Sexual Harassment Policy](#)
- [Discrimination and Harassment Policy Procedures](#)
- [Summary of the Conflict of Interest Law for Municipal Employees](#)
- [Staff Safety Policy](#)
- [Internet Usage Policies](#)
- [State and Federal Employment Policies](#)
- [Conflict of Interest Training](#)

All municipal employees are required by the State to take an online test, for which a certificate of completion will be issued. This online training must be completed every two years and a copy of the certificate sent to the Office of Human Resources. See a summary of the MA conflict of interest law here:

- [Conflict of Interest Summary](#)

All employees review and acknowledge these policies annually:

- [Link to annual staff sign-offs](#)

Retirement Enrollment

All full-time employees of Chelmsford Public Schools enroll in one of two retirement systems. Licensed educators participate in MTRS. Others participate in Middlesex Retirement System. Part-time employees enroll in OBRA. Links for each are found below:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex Retirement System](#)
- [OBRA](#)

AESOP

Aesop is a web based Absence Management program utilized by the district to secure substitute coverage and record absences for staff. Once you have completed all new hire paperwork you will receive an email with your login information and a link to your Aesop profile homepage. For a general overview of how Aesop works please click the links below.

- [AESOP Overview](#)
- [Employee Basic Training Video](#)
- [Employee Quick Start Guide](#)

Benefits (See section below)

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Employee Orientation

All newly hired teachers, nurses and others in the CFT Teachers Bargaining Unit participate in a 2-day orientation that occurs before school begins. The following topics are discussed:

- Introduction to central office and building administrators
- Introduction to union leadership
- Technology training
- An overview of educator evaluation in Chelmsford
- Time to set up classrooms/working spaces

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Benefits

Chelmsford Public Schools' benefit options are applicable to personnel who are permanent, full-time employees and permanent, part-time employees who work a regularly scheduled work week of at least 20 hours per week and participate in a public retirement system. Employees who are less than the hours required per week are not eligible for benefits.

Insurance benefit deductions are taken a month in advance. All benefits are based on a July 1 to June 30 calendar year. Information regarding benefits can also be found under the Human Resource's tab on the Chelmsford Public Schools website: [Information regarding CPS benefits](#)

Many benefit plans are governed by documents issued by the plan providers. This section is only intended to provide an overview of available benefits. If there is any conflict between the handbook and the benefit plan documents, the plan documents will control.

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Insurance Options

Health Insurance - Blue Cross Blue Shield <https://www.emiia.org/>

Employees can choose between three health insurance policies: PPO, HMO and HMO Select

For new enrollments, BCBS now requires copies of the following:

1. Copy of marriage license (if enrolling spouse)
2. Copies of birth certificates for employee, spouse, all dependent children

- [Blue Cross Blue Shield Enrollment Form](#)
- [Insurance Rates ~~2018-2019~~FY 2019-2020](#)
- [PPO Policy Description](#)
- [HMO ~~Blue~~ Policy Description](#)
- [HMO ~~Blue~~ Select Policy Description](#)
- [Health and Dental Description of Services](#)
- [Joint Strong Program](#)

Dental Insurance - Blue Cross Blue Shield <https://www.emia.org/>

Employees can choose between two dental insurance policies: High and Low

- [Blue Cross Blue Shield Enrollment Form](#)
- [Insurance Rates FY 2019-2020 ~~2018-2019~~](#)
- [Low Dental Policy Description ~~Dental Insurance Low Policy Description~~](#)
- [High Dental Policy Description ~~Dental Insurance High Policy Description~~](#)
- [Health and Dental Description of Services](#)

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COBRA Continuation Coverage of Health and Dental Insurance

- Upon termination of active employment, employees can elect to COBRA health and dental insurance for up to 18 months.
- Under federal law, you have 60 days from the date coverage would be lost to choose whether or not to elect COBRA coverage.
- The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, the Chelmsford Public Schools will no longer contribute to the cost of health insurance premiums.

Vision Insurance - Met Life www.metlife.com

- [Eye health exam](#)
- [Prescription glasses and sunglasses](#)
- [Contact lenses](#)
- [Laser Vision Correction](#)
- [Employees can choose between individual, Individual +1, Family coverage](#)
 - [Vision Insurance Enrollment Form](#)
 - [Insurance Rates FY 2019-2020~~2018-2019~~](#)
 - [Policy Description](#)
 - [Find A Provider Mobile App](#)
 - [My Benefits Flyer](#)

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Basic Life and Voluntary Insurance - Boston Mutual <http://www.bostonmutual.com>

- Employees can choose a basic life insurance policy that breaks down to \$5,000 toward life insurance or \$5,000 toward accidental death or dismemberment.
- Employees can also choose a voluntary life insurance policy of an amount up to \$100,000 with the stipulation that any coverage over \$40,000 requires medical evidence of insurability.
- Enrollment done directly through employer.
 - [Boston Mutual Enrollment Form](#)
 - [Insurance Rates FY 2019-2020~~2018-2019~~](#)
 - [Optional Life Insurance Rates](#)
 - [Basic Life & Accidental Death & Dismemberment Summary](#)
 - [Group Insurance Certificate](#)

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Alternative Insurance - Short and Long-Term Disability through Colonial Life

<https://www.coloniallife.com/>

- Enrollment done directly through employee and Colonial Life
- Insurance Offered: Short Term Disability, Medical Bridge, Life, Cancer, Critical Illness, Accident
 - [Colonial Life Policy Descriptions](#)

Flexible Spending - Cafeteria Plan Advisors <http://www.CPA125.com>

- Employees can choose to enroll in a tax-free Flex Spending Dependent Care Account (up to \$5,000) and/or a Flex Spending Health Care Account (up to \$2,600)
- All funds designated in a flex spending account must be used by June 30 or they will be lost.
 - [Open Enrollment Flyer Notice](#)
 - [Flex Spending Enrollment Form](#)
 - [Dependent Care Enrollment Form](#)
 - [Insurance Rates FY 2019-2020 ~~2018-2019~~](#)
 - [Dependent Care Account Policy Description](#)
 - [Health Account Policy Description](#)
 - [Flex Spending Health Account Eligible Expenses](#)
 - [Flex Spending Health Account Benny Card Information](#)
 - [Flex Spending Health Account Online Store](#)

Tax Sheltered Annuity (403b) [TSA Consulting 403\(b\)](#)

Employees may designate a portion of their pre-tax salary to a 403(b) retirement savings account. 403(b) accounts are managed and administered by TSA Consulting Group, Inc. Visit their website for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, loans and rollovers.

- [403b Enrollment and Change Form](#)
- [FY2019~~8~~ 403b Plan Summary Information](#)
- [List of 403b Providers](#)
- [IRS Loan Rules for 403\(b\) and 457\(b\) Plans](#)

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Changes to Benefits

Open Enrollment

- Open enrollment is the only time for employees seeking coverage to sign up or for existing members to make any changes to their respective plans ***unless*** there is a qualifying event.
- Open enrollment is during the month of May and there is a benefits fair every year in late April.

Qualifying Event

- Marriage
- Loss of benefits through spouse or parent
- Death

- Divorce

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Employee Wellness

The Chelmsford Public Schools strive to support promote wellness among all employees. Towards this end, we have access to and participate in Wellness Programming organized by MIIA and the Town of Chelmsford including yoga classes, trail walks, spin classes, line dancing, etc.

[Employee Assistance Program](#)

Additionally, Chelmsford municipal employees can take advantage of our free Employee Assistance Program providing counseling, resources and referrals through All One Health. They can be confidentially reached at 1-800-451-1834

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Personnel Files and Name and Address Change Requests

Requests to see personnel files or to change name and addresses in our systems get directed to the Office of Human Resources. Send your requests for an appointment to view your personnel record via email to: Ruth Webber, webberr@chelmsford.k12.ma.us or Karen Berglund, berglundk@chelmsford.k12.ma.us (978) 251-5100

Name Change

If you have a name change, please submit an email requesting the change and all of the following

- Marriage License (if applicable)
- Driver's License
- Birth certificate
- Social Security Card

Address Change

If you have had a change of address, please submit an email requesting the change and one of the following

- Utility Bill
- Driver's License

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Employment Verifications

The Office of Human Resources provides current and former employees with employment verifications when necessary for many reasons including but not limited to licensure, lending, employment.

Licensure Employment Verification Forms

When applying for or renewing licensure one of the following forms is often necessary to be verified by the district and uploaded to DESE. Please fill it out to the best of your

ability and send to the Office of Human Resources (webberr@chelmsford.k12.ma.us) for a signature.

[Verification of School Based Employment/Induction & Mentoring Form](#)

[Verification of Initial-Extension Plan and School Based Employment](#)

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End-of-Service Procedures

The following information may help employees who have decided to leave the district.

Resignations

An employee who would like to resign from the Chelmsford Public Schools should submit written request to his/her supervisor and to the Office of Human Resources (berglundk@chelmsford.k12.ma.us). The Office of Human resources will process the request with a letter that will explain when benefits end. Employees are expected to give a minimum of two weeks written notice. Certain administrative employees have a greater notice requirement under individual contracts.

Suitability Determinations

If an employee was fingerprinted upon employment with the Chelmsford Public Schools, and needs a suitability determination sent to another employer, please contact the Office of Human Resources with the name and email address of the HR representative of the new employer. Our office will process the suitability determination and send it directly to the new employer.

Retirement

If an employee plans to retire, they should send written advance notice to the Office of Human Resources. Employees who intend to retire need to inform the Office of Human Resources to assist in the submission of paperwork required by MTRS, Middlesex or OBRA. Prospective retirees are encouraged to contact the appropriate retirement board's website to learn about seminars designed to inform prospective retirees, as well as procedures and forms that need to be completed. Here are the links to the board's websites:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex Retirement System](#)
- [OBRA](#)

Exit interviews

Should the time come for you to leave Chelmsford Public Schools, we value hearing about your CPS experience. All employees who are leaving the Chelmsford Public Schools are welcome to set up an exit interview with the Office of Human Resources by contacting Karen Berglund (berglundk@chelmsford.k12.ma.us) or calling us at (978)251-5100

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SECTION III - EMPLOYEE DEVELOPMENT & FEEDBACK

The Chelmsford Public Schools values the ongoing development of all of its employees. To this end, we offer a wide range of development experiences and supports to educators and other personnel.

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Educator Induction and Mentoring

Newly hired teachers who have never held the position for which they were hired are considered for induction and mentoring supports. Those who qualify will participate in a district-supported induction program and be matched with a mentor who can support them in their first year. All Chelmsford Public Schools mentors are trained and receive stipends for the support and resources they provide our least experienced educators.

For questions about mentor training please contact the Curriculum Office at (978)251-5100 x6915

For questions about eligibility for mentoring, please contact the Office of Human Resources at (978)251-5100 x6939

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Feedback & Evaluation of Staff

CPS believes that an important part of ongoing professional learning and development for employees entails the receipt of clear, timely and well-delivered feedback. Such feedback can not only help employees improve their practice and performance, it can be motivating and engaging.

Different groups of employees follow different requirements and policies meant to guide the provision of this kind of feedback and evaluation. Please see the appropriate collective bargaining agreements to learn more:

Teachers, nurses, administrators and other licensed educators

- [CFT Collective Bargaining Agreement \(Appendix G\)](#)
- [CAA Collective Bargaining Agreement \(Appendix C\)](#)
- [Resources on teacher evaluation shared at orientation with new staff](#)
- [MA DESE educator evaluation regulations](#)
- [MA DESE educator evaluation rubrics](#)

Educational Support Personnel

- [Educational Support Personnel Collective Bargaining Agreement \(Article 11, Appendix D\)](#)

Custodians

- [Building Custodians \(Article 16, Appendix B\)](#)

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Educator Licensure

Maintaining a valid, active license is a way that educators show that they are continuing to participate in ongoing professional development. All licensed educators are responsible for keeping their licensure appropriate to their position updated and valid. Lack of appropriate licensure shall be grounds for termination. The CPS Office of Human Resources is happy to try to answer educators' questions and provide licensure guidance when able, including providing employee verifications for the purpose of licensure renewal or acquisition (see forms below). However, the Massachusetts Department of Elementary and Secondary Education (DESE) actually oversees licensure renewal and acquisition and, therefore, the most accurate information and guidance on licensure renewal and acquisition can be found on their website which can be accessed here ([DESE licensure website](#)). DESE licensure support can also be reached via their [Licensure Call Center: 781-338-6600](#): Below are some links to resources other educators have found helpful:

Helpful Links:

- [DESE - Helpful Hints and contact information](#)
- [Obtaining your 1st Professional teacher license](#)
 - [Required employment verification form](#)
 - [Understanding the 50 hour requirement for Professional Licensure](#)
- [Obtaining an Additional Initial or Professional Teacher License](#)
- [Renewing a Professional teacher license](#)
 - [Renewal Application](#)
 - [PDPs \(see below\) Link to DESE resources](#)

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Professional Development

[Professional Development Plans and Points \(PDPs\)](#)

All educators work with their supervisors to develop Professional Development Plans which provide goals and action steps for their ongoing professional learning. Professional Development Points (PDPs) are necessary for recertification of a professional license (See [Renewing a Professional Teacher License](#) above). Educators with preliminary or initial licenses *DO NOT* need PDPs to move their licensure forward.

Professional Development Plans and PDP Requirements

(603 CMR 44.05: Provisions applicable to licenses renewed on or after July 28, 2017)
Professional development activities shall be identified by the educator and supervisor during the development of, and review of, the Individual Professional Development Plan (IPDP) in order to better support student achievement. Individual professional development plans must include at least 150 PDPs including:

- As of July 28, 2017, the required distribution of Professional Development Points (PDPs) for all academic educators renewing a Primary area license has been amended as stated in the regulations (CMR 603 44.05).

- Educators renewing a Primary area license on or after July 28, 2017, must earn a minimum of 150 Professional Development Points (PDPs). Here is the breakdown:

- (a) At least 15 PDPs in content (subject matter knowledge)
- (b) At least 15 PDPs in pedagogy (professional skills and knowledge)
- (c) At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL).
- (b) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.
- (c) The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

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Changes in Regulations

Point Distribution as of July 1, 2016 Primary Area	New Point Distribution as of July 28, 2017 Primary Area
<ul style="list-style-type: none"> • At least 90 PDPs in the content area of the license or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator’s Primary area license 	<ul style="list-style-type: none"> • At least 15 PDPs in content
<ul style="list-style-type: none"> • At least 15 PDPs related to Sheltered English Immersion or English as a Second Language 	<ul style="list-style-type: none"> • At least 15 PDPs related to Sheltered English Immersion or English as a Second Language
<ul style="list-style-type: none"> • At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles 	<ul style="list-style-type: none"> • At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

<ul style="list-style-type: none"> • The remaining required 30 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy 	<ul style="list-style-type: none"> • At least 15 PDPs in pedagogy
	<ul style="list-style-type: none"> • The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy

The renewal of each Additional license(s) will require 30 PDPs. Of the 30, at least 15 PDPs must be in the content area of the license. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, pedagogy. Please note that renewing an invalid additional license requires 150 PDPs.

Point Distribution as of July 1, 2016 Additional Area	New Point Distribution as of July 28, 2017 Additional Area
<ul style="list-style-type: none"> • A minimum of 30 PDPs in content 	<ul style="list-style-type: none"> • A minimum of 30 PDPs. Of the 30, at least 15 PDPs in content is required. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

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How to earn PDPs

The Chelmsford Public Schools offers relicensure options for teachers through system-wide or school-based professional development activities. Professional Development Points, or PDPs, are awarded to teachers who participate in these activities upon completion of 10 hours in a topic and can likewise demonstrate proficiency in the area of professional development.

The Chelmsford Public Schools will award PDPs for district-sponsored professional development activities. Such activities may include workshops, courses, curriculum development and other sustained activities related to school and district goals. Activities that lead to district-issued PDPs will be labeled in advance as opportunities to earn PDPs. Teachers are also encouraged to seek out professional development options offered through various organizations such as the Department of Elementary and Secondary Education (DESE), professional organizations, colleges and universities, and online professional development resources. Teachers are afforded the opportunity to take college level courses for reimbursement. Additionally, teachers are able to teach college level courses based on prior approval of the Professional Development Committee and alignment with district goals. All course reimbursement and instructor salaries are subject to the Unit A collective bargaining agreement. Please see the workshop form, course reimbursement form, and instructor course application in the “useful links” section below.

The school district follows DESE guidelines regarding the assignment of professional development points. The district may award 1 PDP per clock hour for most activities; however only when the educators have demonstrated *proficiency* through either a product or pre- and post-assessments and based on a minimum of 10 clock hours. A professional development activity of fewer than 10 clock hours will be documented as *hours of attendance* rather than PDPs. Such hours may be bundled with like activities by the participant to equal 10 PDPs on a topic. PDPs are used for the purpose of educator relicensure with the MA Department of Elementary and Secondary Education (DESE).

Please contact the Assistant Superintendent for Curriculum and Instruction for questions related to district-issued PDPs. Please contact the Director of Personnel and Professional Learning for questions related to licensure renewal or acquisition.

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PDP-eligible activities as adapted from DESE guidelines:

<u>Activity</u>	<u>PDPs</u>	<u>Notes</u>
Undergraduate courses	15 per semester hour (credit)	

Upper-level undergraduate course (only when substantially new to the educator)	22.5 per semester hour (credit)	For example, an elementary teacher with limited content expertise in the area of mathematics may take an upper-level undergraduate course in mathematics and receive 22.5 PDPs per semester hour. A high school mathematics teacher taking the same course would receive 15 PDPs per semester hour, as this would not be substantially new content for the individual.
Graduate course	22.5 per semester hour (credit)	
An instructor of a graduate-level course or approved equivalent	45 per semester hour	Only for the first time the course is taught in a five-year renewal cycle
Audited course	7.5 per semester hour	
DESE-sponsored activities	1.5 per clock hour	Must total at least 10 hours; include a product or pre- and post-content assessment; and include a follow-up component
DESE-sponsored activities	30 in a five-year cycle	For those DESE activities that do NOT have a pre- and post-content assessment, e.g. Mentor Institute

DESE summer content institutes	Up to 67.5	Counts as “content”
DESE 1-day workshops, conferences, etc.	None	
Initiatives sponsored by Districts, Collaboratives or Registered Providers	1 per clock hour	(Minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documentable product.
Mentoring	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer coaching	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer assistance and review programs	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Cooperating teacher	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
National Board of Professional Teaching Standards	Successful completion	30 in content, 60 in pedagogy, 30 elective
Team for Accreditation or Inspection - visiting team member	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Team for Accreditation or Inspection - School personnel preparing for visiting team	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective

Presentation at professional conference	30 PDPs in five year cycle	First time only in a 5 year cycle
Developing and presenting a PD series of at least three sessions	2 per clock hour	Minimum of 10 PDPs, maximum of 24 PDPs, only the first time presented in a 5 year cycle
New curriculum unit published or formally shared	15 per unit	Up to 60 PDPs in a 5 year cycle
Developing and implementing an activity for students, parents, or teachers	1 per clock hour	Up to 30 PDPs in a 5 year cycle when activity is distributed or implemented by a local school, district, or university
Published doctoral dissertation	90	Once in 5 years
Published Master's or CAGS thesis	45	Once in 5 years
Book(s)	90 per book	
Professional journal articles or chapters in a professional book	30 per chapter or article	
Published results of action research	30	Once in 5 years
Continuing Education Units (CEUs)	1 CEU = 10 PDPs	

Additional Information on Professional development, Individual Professional Development Plans, and educator Licensure

Below are some useful links regarding the earning of PDPs:

- [DESE information on Professional Development and Individual Professional development plans \(IPDP\)](#)

- [Advancing, Extending, or Renewing a License](#)
- [CPS conference workshop form - High School \(requires advanced approval for reimbursement\)](#)
- [CPS Conference workshop form - other \(requires advanced approval for reimbursement\)](#)
- CPS course reimbursement form (access through Curriculum Office)
- CPS instructor course application form (access through Curriculum Office)

[Course Reimbursement](#)

Chelmsford Public Schools employees are sometimes eligible for course reimbursement when taking graduate-level courses that enhance their professional skill and licensure. Information on this can be accessed in the various bargaining agreements or policies.

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SECTION IV – PROTOCOLS, PROCEDURES AND POLICIES

The Chelmsford Public Schools follows several policies and protocols designed to keep students and staff safe and our school environments professional and enjoyable places to work. Several of these policies are provided to new hires at the time of on-boarding (Marked with superscript ¹). Others are reviewed by staff annually (Marked with superscript ²). Collectively we hope that these policies will guide our rights and responsibilities at work and make our schools and offices safe and enjoyable places to be each day.

Student and Staff Safety

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The Chelmsford Public Schools makes student and staff safety a top priority. To this end several of our policies and protocols are designed to guide our practices in areas that impact student and staff safety and well-being. Any employee with questions or concerns about discrimination in the workplace based on all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training is encouraged to follow the procedures below.

[General Staff Safety](#)

[School Wellness](#)

[Staff Safety](#) ¹

[CPS Discrimination and Harassment Grievance Procedures](#) ¹

[CPS Sexual Harassment Policy](#) ¹

[Nondiscrimination and reasonable accommodation of pregnant workers](#)

[School Committee Employment of All Personnel Nondiscrimination Policy](#)

[Emergency protocols](#)

[First Aid/Accident Reports](#)

[Accident Intake Form for Staff](#)

[Bloodborne Pathogen Training](#) ²

[EpiPen Training](#) ²

[Fire Drill/Crisis Management Procedures](#)

[Protocol for Faculty, Staff and Principal for Food during the School Day](#)

[Physical Restraint of Students](#)

[Staff Restraint Training](#) ²

[Bullying Prevention and Intervention](#)

The Chelmsford Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying [see [definition of bullying and cyberbullying](#) as articulated in CPS] as articulated in School Committee policy docs]. It is a violation of this policy for any student or member of a school staff including, but not limited to, an educator, administrator,

school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional to engage in bullying or cyberbullying or for any employee of the Chelmsford Public Schools to condone or fail to report acts of bullying or cyberbullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school sponsored or school-related activities, functions or programs whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; (v) through the use of technology or an electronic device owned, leased or used by the school district and (vi) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district, (vii) if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. The District's bullying and cyberbullying policies and procedures and training are referenced below.

It is the responsibility of every employee, student and parent/guardian to recognize acts of bullying, cyberbullying and retaliation against students and take every action necessary to ensure that the applicable policies and procedures of the Chelmsford Public Schools are implemented. Any student who believes that he or she has been subjected to bullying and/or cyber bullying has the right to: (i) file a complaint to his/her teacher or principal and to (ii) receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any and all information received.

Students, parents and Chelmsford Public Schools' employees (including but not limited to educators, administrators, school nurses, paraprofessionals, cafeteria workers, custodians, van drivers, van monitors), who witness or become aware of bullying, cyber bullying or retaliation should immediately report it to the principal. The Chelmsford Public Schools will not tolerate retaliation against a person who reports bullying or cyberbullying, provides information during an investigation of bullying or cyberbullying, or witnesses or has reliable information about bullying or cyberbullying.

The Chelmsford Public Schools will provide students with age-appropriate instruction on bullying/cyberbullying prevention. The Chelmsford Public Schools will provide professional development to build the skills of staff members, as required by law. The Chelmsford Public Schools developed a Bullying/CyberBullying Prevention and Intervention Plan which is below and sets forth the administrative guidelines and procedures for the implementation of this policy. Each principal shall be responsible for the implementation and oversight of the Plan at his/her program.

[Anti-Bullying Training](#)²
[Cyberbullying](#)
[CPS Bullying prevention and intervention plan](#)

[Bullying prevention and intervention reporting form](#)

[Mandatory Reporting and Student Confidentiality](#)

[Child Abuse Reporting](#)

[Student Rights and Confidentiality Training](#) ²

[Workplace drug, tobacco, alcohol and weapon prohibitions](#)

The use or possession of any controlled substance, including alcohol (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity, or the unauthorized possession of dangerous weapons, firearms, or explosives while at work or on School Department property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to and including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance or alcohol is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.

Additionally, as the Chelmsford Public Schools is a drug free workplace the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and the educational environment and is grounds for disciplinary action up to and including termination.

Smoking or the use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds, on school buses or within twenty (20) feet of any School Department building by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 71, Section 37H) and is strictly enforced. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

For additional School Committee policies on these topics see the following links:

[Substance Free Workplace](#)

[Smoking](#)

[Tobacco-Free Environment](#)

Internet and Technology

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With technology becoming an increasingly useful, necessary and prevalent part of the instruction and service provision at Chelmsford Public Schools, we recognize that staff and students will be accessing technology in many ways in the course of their work and instruction. In order to ensure that staff and students use this technology in ways that enhance the learning experience for students, the Chelmsford Public Schools has assembled, and continues to revise

policies and protocols designed to guide the use of technology in classrooms and the workplace:

- [Internet Safe and Responsible Use Policy \(Personnel\)](#) ¹
- [Internet Safe and Responsible Use Policy \(Student and Instruction\)](#) ¹
- [Electronic Messaging for Students and Staff](#) ¹
- [Social Media Policy \(Students and Instruction\)](#)
- [Use of Cell Phones](#)
- [Use of Email for Official Correspondence with Students](#) ¹
- [Cyberbullying](#)

Translations for Families

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It is our intent to provide access to information for all Chelmsford Public School families. In an effort to support communication with families whose home language is not English, we will translate documents into their native language and provide an interpreter when necessary. If you have questions or a parent requires assistance, please email Kelly Rogers, Department Coordinator of Reading and ELL ([English Language Learning Department](#)). Depending on the request, it may take up to a week to fulfill.

Employee Rights & Responsibilities

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All Chelmsford Public School Employees have certain rights and responsibilities. Below we provide you with access to some additional policies that outline these rights and responsibilities. Questions about them can be directed to the Office of Human Resources (978)251-5100 x6939.

- [Acceptance & Use of Gifts, Grants and Donations](#)
- [State of MA Conflict of Interest/Ethics training](#) ¹
- [CPS summary of conflict of interest law](#) ¹
- [CPS Summary of State and Federal Employment Law](#) ¹
- [Student Discipline Training](#) ²
- [Idea/504 Training](#) ²
- [Religious Expressions](#)
- [Press Releases](#)
- [Service Animals](#)
- [Non-Discrimination and Reasonable Accommodation for Pregnant Workers](#)
- [Chelmsford Public Schools Reasonable Accommodations Procedures](#)
- [Employment Rights of Individuals with Disabilities \(MA\)](#)
- [American with Disabilities Act](#)

SECTION V – STAFF CONDUCT

Basic Employment Expectations

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All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents/guardians, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Chelmsford Public Schools. ~~At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner. The use of profane language is prohibited and may be cause for disciplinary action.~~

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~~At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner.~~ Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc.- ~~The use of profane language is prohibited and may be cause for disciplinary action.~~ Employees are advised that School Department telephones, supplies, equipment and services (including internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies, or services including electronic access may result in discipline, up to and including termination.

Standards of Conduct

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Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively, and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By accepting employment with us, you have a responsibility to the public, to the Chelmsford Public Schools and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work and a more effective servant of the people.

Meeting Job Expectations

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In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential functions of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and/or quantitative. Job requirements and

qualifications are listed on job postings/descriptions. Your supervisor will discuss and clarify the expectations and standards of your position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor.

In turn, it is the supervisor's responsibility to monitor employee performance and provide counseling, support, and assistance to employees in helping them meet their job expectations.

Ultimately, if employees are unable to meet job requirements, corrective action may include reassignment, transfer, demotion, or other disciplinary action, up to and including termination.

Disciplinary Actions for Unacceptable Activities

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Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the School Department. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor or Human Resources for an explanation.

We list these standards for the guidance of all employees and supervisors. It is not an exhaustive list. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

Violations Which May Result in Serious Discipline up to and Including Dismissal. Any Discipline is Subject to Applicable Collective Bargaining Agreements and/or Statutes.

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action. This list is not exhaustive:

1. Willful violation of any Chelmsford Public Schools rules; deliberate action that is extreme in nature and is obviously detrimental to the School Department's efforts to provide services effectively and efficiently.
2. Negligence or any careless action which endangers the life or safety of another person or student.
3. Willful violation of security or safety rules or failure to observe safety rules or School Department safety practices; failure to wear required safety equipment; tampering with School Department equipment or safety equipment.
4. Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of any controlled substance or alcohol, in any quantity while on School Department property except for medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous weapons, firearms, or explosives on School Department property or while on duty.
6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on School Department premises or when representing the School Department; fighting, ~~horseplay~~, provoking a fight on School Department

property; or ~~negligent~~ damage of property. The School Department regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate.

~~You should only take defensive action.~~

7. Insubordination or refusing to obey instructions properly issued by the District /your supervisor pertaining to your work.
8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School Department property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
9. Theft of School Department property or the property of fellow employees; unauthorized possession or removal of any School Department property (~~including e.g.,~~ documents, curriculum, school materials, etc.), from the premises without prior permission from management; unauthorized use of School Department equipment or property for personal reasons; using School Department equipment for profit.
10. ~~Dishonesty, w~~illful falsification or misrepresentation on your application for employment; other work records; ~~lying about~~ sick or personal leave; falsifying the reason for a leave of absence or other information about the School Department or its employees; ~~failing to tell the truth at any time during the course of your employment with the School Department;~~ intentionally and willfully misrepresenting information about the School Department or its employees ~~to members of the media~~; failing to tell the truth during the course of a School Department investigation or inquiry; alteration of School Department records or other School Department documents.
11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized School Department employees; breach of confidentiality of personnel or personal information of another employee on the job.
12. ~~Malicious comment about others and/or spreading rumors harmful to individuals or the School Department's interest;~~ Engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
13. Inappropriate conduct or indecency while on duty or while on School Department property.
14. Violations of the conflict of interest statute, including but not limited to seeking~~Actions in violation of your public trust, including abuse of the authority vested in you as a public official, to seek~~ unwarranted gain or exemptions for yourself or others.
15. Threatening, intimidating, harassing or coercing fellow employees, students, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, student or member of the public; threatening or employing physical violence towards another employee, student, or member of the public. ~~Such conduct is prohibited at all times, whether the employee or employees concerned are off-duty or on-duty, and whether the conduct occurs on or off the School Department premises.~~

16. Egregious off duty conduct ~~so egregious and/or conduct that otherwise as to~~ undermines the confidence of the public in the School Department's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

SECTION VI – CONTRACTUAL AGREEMENTS AND UNAFFILIATED BENEFITS

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In this section of the Employee Handbook, we aim to provide you with easy access to sections of the various collective bargaining agreements which may be useful to you (Salaries, seniority, transfers, holidays, leaves of absence, attendance, etc.). Until we can provide this topic/specific access to you, below are the links to our collective bargaining agreements and to policies we have approved for unaffiliated (at-will) employees.

- [CBA - Administrators \(2016-2019\)](#)
- [CBA - Building Custodians \(2017 - 2020\)](#)
- [CBA - Food Service Personnel \(2016-2019\)](#)
- [CBA - Professional Support Personnel \(2017 - 2019\)](#)
- [CBA - Teachers & Nurses \(2016-2019\)](#)
- Exempt (Unaffiliated) employees holidays and benefits

Chelmsford Public Schools



Employee Handbook

Published 2019

Dear Chelmsford Public Schools Employees,

The Chelmsford Public Schools (CPS) provides top-notch instruction and services to the students of Chelmsford because of you - the amazing staff who teach them and attend to their every need. I am proud to be a part of this team of talented educators and service providers, and I am committed to ensuring that you have what you need to do your best for your students and for each other.

To this end, it is with great pleasure that I share with you a resource that I hope will assist many of you in accessing answers to common questions that CPS employees have, and resources that CPS employees may need. The content of this resource reflects the P.R.I.D.E. we collectively communicate to our students as important attributes, and which we cultivate as a professional community through our support of each other, and the important work we do. We hope this handbook supports you by connecting you to information and services that may be important to you as an employee of the Chelmsford Public Schools. In it you will find information about licensure, benefits, policies, state and federal laws and contacts, all of which are presented to support you in your work in Chelmsford.

I want to thank you for taking the time to review this resource and for continuing to provide us with feedback that will make it better. I also want to thank those staff members who worked to devise the contents and the online structure of this resource, and who continue to attend to your professional needs in countless other ways. By making these supports and resources accessible to you, we'll be supported to best focus our energy on the mission and vision that brings us together: cultivating inspired, creative, and well-rounded lifelong learners.

Sincerely,

Jay Lang, Ed.D.
Superintendent of Schools

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ABOUT THIS EMPLOYEE HANDBOOK

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This employee handbook is designed as a resource and support of all staff members for the Chelmsford Public Schools. It is created to make accessing policies, resources and laws that may impact employees easier. It provides employees with general personnel information on procedures, policies, obligations and laws for which employees are responsible and which may impact them professionally.

This handbook does not constitute a contract and makes no guarantee of employment, compensation or benefits. The Superintendent and/or School Committee reserve the right to make changes to policies and practices at any time at their sole discretion, without prior notice, and interpret and administer these policies as needed in light of changing circumstances and applicable statutory obligation. The Chelmsford Public Schools will make its best efforts to notify you of these changes.

Employees covered under collective bargaining agreements should consult those collective bargaining agreements for detailed information, including information regarding certain working conditions and benefits. Copies of the contracts are available on the Chelmsford Public Schools website and from union representatives. If there is any conflict between the policies contained herein and the collective bargaining agreement, the collective bargaining agreement would govern the particular term of employment. Nothing in this handbook is intended to infringe on employees' rights under M.G.L. c. 150E.

Chelmsford Public Schools maintains a policy of employment at-will for any employees not covered by a collective bargaining agreement or individual contract. Employment at-will means that employment can be terminated with or without notice at any time and for any lawful reason at either the option of the employee or the School. Accordingly, as noted above, neither the policies nor this Handbook create a contract, and do not make any promises or guarantees.

We hope you will find the contents and the manner with which this handbook is electronically presented to be convenient and useful in support of your work as a Chelmsford Public School employee. Please direct any suggestions or questions to the Office of Human Resources (978)251-5100 x6939 or Berglundk@chelmsford.k12.ma.us.

SECTION I – SCHOOL COMMITTEE AND ADMINISTRATION

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Mission and Vision of the Chelmsford Public Schools

The mission of the Chelmsford Public Schools is to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members.

The Chelmsford Public Schools provide all students with multiple pathways to optimize their own potential for academic excellence, leadership, and social and emotional wellness. Teachers work from a rigorous curriculum that is aligned with state standards incorporating the common core, and they use multiple forms of data that informs innovative approaches to teaching. Student success is anchored in the high expectations of teachers who are part of a professional, collaborative culture that demands a continuous focus on instructional improvement. Every student feels safe, cared for, and appropriately challenged and supported in schools that are fully staffed and technologically integrated. Student successes are celebrated within and across schools as well as throughout the broader community. Parents and the community are connected to the daily life of Chelmsford schools through consistent, multidirectional and multi-modal communication, which builds external support for and pride in the district, schools, teachers, and students. As a result of high quality teaching, meaningful partnerships, and well-resourced schools, students contribute to the Chelmsford community as self-directed, creative, and inspired learners who are ready to tackle contemporary issues.

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School Governance

The Chelmsford Public Schools is led by a 5-member School Committee which includes the Superintendent of Schools. Find out more about School Committee meetings, agendas, budgets, and the central office administrative team with the following links:

[School Committee](#)

[Central Office Administration](#)

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Principals/Schools

The Chelmsford Public Schools (CPS) is comprised of 1 preschool, 4 elementary schools, 2 middle schools and a high school, as well as a Community Education Program offering extended day and extended year programs. In total, CPS serves approximately 5,000 students and has a staff of teachers, support staff, custodians, administrators and other service providers of approximately 940. Please find information about each school by accessing the links below:

[Byam Elementary School](#)

[Center Elementary School](#)
[Chelmsford High School](#)
[Chelmsford Integrated Preschool](#)
[Chelmsford Community Education](#)
[Harrington Elementary School](#)
[McCarthy Middle School](#)
[Parker Middle School](#)
[South Row Elementary School](#)

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System Wide Departments and Leaders

Below, please find links to each of the district's administrative departments which include Business and Finance, Curriculum, Human Resources, Student Support Services, and Technology and Information Systems:

- [Finance and Business](#)
- [Curriculum, Instruction and Assessment](#)
 - [Business Education Department](#)
 - [English Language Arts Department](#)
 - [English Language Learning Department](#)
 - [Fine and Performing Arts Department](#)
 - [Health, Physical Education, and Family and Consumer Science Department](#)
 - [Mathematics Department](#)
 - [Reading Department](#)
 - [School Counseling Department](#)
 - [Science Department](#)
 - [Social Studies Department](#)
 - [Technology Engineering Department](#)
 - [World Languages Department](#)
- [Human Resources](#)
- [Student Services](#)
 - [Special Education](#)
 - [Health Services](#)
 - [School Nutrition](#)
- [Technology and Information Systems](#)

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Navigating the Academic Year

Each year, the School Committee announces the next years' school calendar. In addition to the calendar, the district provides information regarding delays and school cancellations on its website. We hope these resources will help you navigate the upcoming academic year:

- [Chelmsford Public Schools Home Page](#)
- [School Calendar](#)
- [School Cancellation and Delays](#)

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SECTION II – GENERAL PERSONNEL INFORMATION

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The Chelmsford Public Schools aim to attract, develop and retain spirited, skilled and committed educators to serve all students. All employment opportunities for the Chelmsford Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, ancestry, gender identity or expression, pregnancy or pregnancy related medical conditions, marital status, age, veteran or military status, homelessness, age and/or disability, and any other class or characteristic protected by law.

Staff Hiring and On-boarding

The Chelmsford Public Schools' Office of Human Resources on-boards all new employees. This process includes background checks, policies review, benefits selection, retirement enrollment, payroll and arranging for any payroll deductions. All of the forms employees receive during on-board can be accessed here, as well as a checklist to assist new employees in this process.

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New Hire Forms

- [On-boarding Checklist](#)
- [New Hire Email Instructions](#)
- [Employee Information Sheet](#)

Background Checks

All offers of employment are contingent upon satisfactory results of these employment screening processes as well as any others that may be required. Chelmsford Public Schools will update CORI records every three (3) years, for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory CORI or SAFIS report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should ensure notification to the Director of Personnel and Professional Learning.

- [Criminal Offender Record Information \(CORI\)](#)
- [How to Get Fingerprints Taken](#)
- [SAFIS Registration Guide](#)

Payroll Documents

- [W-4 2019](#)
- [Change MA Withholdings](#)
- [Direct Deposit Form](#)
- [Statement about employment in job not covered by Social Security](#)
- [Sick bank enrollment](#) (for CFT members only)

Mandatory Employee Policies

All employees review and acknowledge these policies at time of hire:

- [Acknowledgment of Receipt of Mandatory Employee Policies](#)
- [Sexual Harassment Policy](#)
- [Discrimination and Harassment Policy](#)
- [Summary of the Conflict of Interest Law for Municipal Employees](#)
- [Staff Safety Policy](#)
- [Internet Usage Policies](#)
- [State and Federal Employment Policies](#)
- [Conflict of Interest Training](#)

All municipal employees are required by the State to take an online test, for which a certificate of completion will be issued. This online training must be completed every two years and a copy of the certificate sent to the Office of Human Resources. See a summary of the MA conflict of interest law here:

- [Conflict of Interest Summary](#)

All employees review and acknowledge these policies annually:

- [Link to annual staff sign-offs](#)

Retirement Enrollment

All full-time employees of Chelmsford Public Schools enroll in one of two retirement systems. Licensed educators participate in MTRS. Others participate in Middlesex Retirement System. Part-time employees enroll in OBRA. Links for each are found below:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex Retirement System](#)
- [OBRA](#)

AESOP

Aesop is a web based Absence Management program utilized by the district to secure substitute coverage and record absences for staff. Once you have completed all new hire paperwork you will receive an email with your login information and a link to your Aesop profile homepage. For a general overview of how Aesop works please click the links below.

- [AESOP Overview](#)
- [Employee Basic Training Video](#)
- [Employee Quick Start Guide](#)

Benefits (See section below)

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Employee Orientation

All newly hired teachers, nurses and others in the CFT Teachers Bargaining Unit participate in a 2-day orientation that occurs before school begins. The following topics are discussed:

- Introduction to central office and building administrators
- Introduction to union leadership
- Technology training
- An overview of educator evaluation in Chelmsford
- Time to set up classrooms/working spaces

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Benefits

Chelmsford Public Schools' benefit options are applicable to personnel who are permanent, full-time employees and permanent, part-time employees who work a regularly scheduled work week of at least 20 hours per week and participate in a public retirement system. Employees who are less than the hours required per week are not eligible for benefits.

Insurance benefit deductions are taken a month in advance. All benefits are based on a July 1 to June 30 calendar year. Information regarding benefits can also be found under the Human Resource's tab on the Chelmsford Public Schools website: [Information regarding CPS benefits](#)

Many benefit plans are governed by documents issued by the plan providers. This section is only intended to provide an overview of available benefits. If there is any conflict between the handbook and the benefit plan documents, the plan documents will control.

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Insurance Options

Health Insurance - Blue Cross Blue Shield <https://www.emiia.org/>

Employees can choose between three health insurance policies: PPO, HMO and HMO Select

For new enrollments, BCBS now requires copies of the following:

1. Copy of marriage license (if enrolling spouse)
2. Copies of birth certificates for employee, spouse, all dependent children
 - [Blue Cross Blue Shield Enrollment Form](#)
 - [Insurance Rates FY 2019-2020](#)
 - [PPO Policy Description](#)
 - [HMO Policy Description](#)
 - [HMO Select Policy Description](#)
 - [Health and Dental Description of Services](#)
 - [Joint Strong Program](#)

Dental Insurance - Blue Cross Blue Shield <https://www.emiia.org/>

Employees can choose between two dental insurance policies: High and Low

- [Blue Cross Blue Shield Enrollment Form](#)

- [Insurance Rates FY 2019-2020](#)
- [Low Dental Policy Description](#)
- [High Dental Policy Description](#)
- [Health and Dental Description of Services](#)

COBRA Continuation Coverage of Health and Dental Insurance

- Upon termination of active employment, employees can elect to COBRA health and dental insurance for up to 18 months.
- Under federal law, you have 60 days from the date coverage would be lost to choose whether or not to elect COBRA coverage.
- The employee will be required to pay the full cost of the premium plus an administrative fee. Under COBRA continuation, the Chelmsford Public Schools will no longer contribute to the cost of health insurance premiums.

Vision Insurance - Met Life www.metlife.com

- Eye health exam
- Prescription glasses and sunglasses
- Contact lenses
- Laser Vision Correction
- Employees can choose between individual, Individual +1, Family coverage
 - [Vision Insurance Enrollment Form](#)
 - [Insurance Rates FY 2019-2020](#)
 - [Policy Description](#)
 - [Find A Provider Mobile App](#)
 - [My Benefits Flyer](#)

Basic Life and Voluntary Insurance - Boston Mutual <http://www.bostonmutual.com>

- Employees can choose a basic life insurance policy that breaks down to \$5,000 toward life insurance or \$5,000 toward accidental death or dismemberment.
- Employees can also choose a voluntary life insurance policy of an amount up to \$100,000 with the stipulation that any coverage over \$40,000 requires medical evidence of insurability.
- Enrollment done directly through employer.
 - [Boston Mutual Enrollment Form](#)
 - [Insurance Rates FY 2019-2020](#)
 - [Optional Life Insurance Rates](#)
 - [Basic Life & Accidental Death & Dismemberment Summary](#)
 - [Group Insurance Certificate](#)

Alternative Insurance - Short and Long-Term Disability through Colonial Life <https://www.coloniallife.com/>

- Enrollment done directly through employee and Colonial Life
- Insurance Offered: Short Term Disability, Medical Bridge, Life, Cancer, Critical Illness, Accident

- [Colonial Life Policy Descriptions](#)

Flexible Spending - Cafeteria Plan Advisors <http://www.CPA125.com>

- Employees can choose to enroll in a tax-free Flex Spending Dependent Care Account (up to \$5,000) and/or a Flex Spending Health Care Account (up to \$2,600)
- All funds designated in a flex spending account must be used by June 30 or they will be lost.
 - [Open Enrollment Flyer](#)
 - [Flex Spending Enrollment Form](#)
 - [Dependent Care Enrollment Form](#)
 - [Insurance Rates FY 2019-2020](#)
 - [Dependent Care Account Policy Description](#)
 - [Health Account Policy Description](#)
 - [Flex Spending Health Account Eligible Expenses](#)
 - [Flex Spending Health Account Benny Card Information](#)
 - [Flex Spending Health Account Online Store](#)

Tax Sheltered Annuity (403b) [TSA Consulting 403\(b\)](#)

Employees may designate a portion of their pre-tax salary to a 403(b) retirement savings account. 403(b) accounts are managed and administered by TSA Consulting Group, Inc. Visit their website for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, loans and rollovers.

- [403b Enrollment and Change Form](#)
- [FY2019 403b Plan Summary Information](#)
- [List of 403b Providers](#)
- [IRS Loan Rules for 403\(b\) and 457\(b\) Plans](#)

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Changes to Benefits

Open Enrollment

- Open enrollment is the only time for employees seeking coverage to sign up or for existing members to make any changes to their respective plans **unless** there is a qualifying event.
- Open enrollment is during the month of May and there is a benefits fair every year in late April.

Qualifying Event

- Marriage
- Loss of benefits through spouse or parent
- Death
- Divorce

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Employee Wellness

The Chelmsford Public Schools strive to support promote wellness among all employees. Towards this end, we have access to and participate in Wellness Programming organized by MIIA and the Town of Chelmsford including yoga classes, trail walks, spin classes, line dancing, etc.

[Employee Assistance Program](#)

Additionally, Chelmsford municipal employees can take advantage of our free Employee Assistance Program providing counseling, resources and referrals through All One Health. They can be confidentially reached at 1-800-451-1834

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Personnel Files and Name and Address Change Requests

Requests to see personnel files or to change name and addresses in our systems get directed to the Office of Human Resources. Send your requests for an appointment to view your personnel record via email to: Ruth Webber, webberr@chelmsford.k12.ma.us or Karen Berglund, berglundk@chelmsford.k12.ma.us (978) 251-5100

Name Change

If you have a name change, please submit an email requesting the change and all of the following

- Marriage License (if applicable)
- Driver's License
- Birth certificate
- Social Security Card

Address Change

If you have had a change of address, please submit an email requesting the change and one of the following

- Utility Bill
- Driver's License

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Employment Verifications

The Office of Human Resources provides current and former employees with employment verifications when necessary for many reasons including but not limited to licensure, lending, employment.

Licensure Employment Verification Forms

When applying for or renewing licensure one of the following forms is often necessary to be verified by the district and uploaded to DESE. Please fill it out to the best of your ability and send to the Office of Human Resources (webberr@chelmsford.k12.ma.us) for a signature.

[Verification of School Based Employment/Induction & Mentoring Form](#)

End-of-Service Procedures

The following information may help employees who have decided to leave the district.

Resignations

An employee who would like to resign from the Chelmsford Public Schools should submit written request to his/her supervisor and to the Office of Human Resources (berglundk@chelmsford.k12.ma.us). The Office of Human resources will process the request with a letter that will explain when benefits end. Employees are expected to give a minimum of two weeks written notice. Certain administrative employees have a greater notice requirement under individual contracts.

Suitability Determinations

If an employee was fingerprinted upon employment with the Chelmsford Public Schools, and needs a suitability determination sent to another employer, please contact the Office of Human Resources with the name and email address of the HR representative of the new employer. Our office will process the suitability determination and send it directly to the new employer.

Retirement

If an employee plans to retire, they should send written advance notice to the Office of Human Resources. Employees who intend to retire need to inform the Office of Human Resources to assist in the submission of paperwork required by MTRS, Middlesex or OBRA. Prospective retirees are encouraged to contact the appropriate retirement board's website to learn about seminars designed to inform prospective retirees, as well as procedures and forms that need to be completed. Here are the links to the board's websites:

- [Massachusetts Teachers' Retirement System](#)
- [Middlesex Retirement System](#)
- [OBRA](#)

Exit interviews

Should the time come for you to leave Chelmsford Public Schools, we value hearing about your CPS experience. All employees who are leaving the Chelmsford Public Schools are welcome to set up an exit interview with the Office of Human Resources by contacting Karen Berglund (berglundk@chelmsford.k12.ma.us) or calling us at (978)251-5100

SECTION III - EMPLOYEE DEVELOPMENT & FEEDBACK

The Chelmsford Public Schools values the ongoing development of all of its employees. To this end, we offer a wide range of development experiences and supports to educators and other personnel.

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Educator Induction and Mentoring

Newly hired teachers who have never held the position for which they were hired are considered for induction and mentoring supports. Those who qualify will participate in a district-supported induction program and be matched with a mentor who can support them in their first year. All Chelmsford Public Schools mentors are trained and receive stipends for the support and resources they provide our least experienced educators.

For questions about mentor training please contact the Curriculum Office at (978)251-5100 x6915

For questions about eligibility for mentoring, please contact the Office of Human Resources at (978)251-5100 x6939

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Feedback & Evaluation of Staff

CPS believes that an important part of ongoing professional learning and development for employees entails the receipt of clear, timely and well-delivered feedback. Such feedback can not only help employees improve their practice and performance, it can be motivating and engaging.

Different groups of employees follow different requirements and policies meant to guide the provision of this kind of feedback and evaluation. Please see the appropriate collective bargaining agreements to learn more:

Teachers, nurses, administrators and other licensed educators

- [CFT Collective Bargaining Agreement \(Appendix G\)](#)
- [CAA Collective Bargaining Agreement \(Appendix C\)](#)
- [Resources on teacher evaluation shared at orientation with new staff](#)
- [MA DESE educator evaluation regulations](#)
- [MA DESE educator evaluation rubrics](#)

Educational Support Personnel

- [Educational Support Personnel Collective Bargaining Agreement \(Article 11, Appendix D\)](#)

Custodians

- [Building Custodians \(Article 16, Appendix B\)](#)

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Educator Licensure

Maintaining a valid, active license is a way that educators show that they are continuing to participate in ongoing professional development. All licensed educators are responsible for keeping their licensure appropriate to their position updated and valid. Lack of appropriate licensure shall be grounds for termination. The CPS Office of Human Resources is happy to try to answer educators' questions and provide licensure guidance when able, including providing employee verifications for the purpose of licensure renewal or acquisition (see forms below). However, the Massachusetts Department of Elementary and Secondary Education (DESE) actually oversees licensure renewal and acquisition and, therefore, the most accurate information and guidance on licensure renewal and acquisition can be found on their website which can be accessed here ([DESE licensure website](#)). DESE licensure support can also be reached via their [Licensure Call Center: 781-338-6600](#): Below are some links to resources other educators have found helpful:

Helpful Links:

- [DESE - Helpful Hints and contact information](#)
- [Obtaining your 1st Professional teacher license](#)
 - [Required employment verification form](#)
 - [Understanding the 50 hour requirement for Professional Licensure](#)
- [Obtaining an Additional Initial or Professional Teacher License](#)
- [Renewing a Professional teacher license](#)
 - [Renewal Application](#)
 - [PDPs \(see below\) Link to DESE resources](#)

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Professional Development

[Professional Development Plans and Points \(PDPs\)](#)

All educators work with their supervisors to develop Professional Development Plans which provide goals and action steps for their ongoing professional learning. Professional Development Points (PDPs) are necessary for recertification of a professional license (See [Renewing a Professional Teacher License](#) above). Educators with preliminary or initial licenses *DO NOT* need PDPs to move their licensure forward.

Professional Development Plans and PDP Requirements

(603 CMR 44.05: Provisions applicable to licenses renewed on or after July 28, 2017)

Professional development activities shall be identified by the educator and supervisor during the development of, and review of, the Individual Professional Development Plan (IPDP) in order to better support student achievement. Individual professional development plans must include at least 150 PDPs including:

- As of July 28, 2017, the required distribution of Professional Development Points (PDPs) for all academic educators renewing a Primary area license has been amended as stated in the regulations (CMR 603 44.05).

- Educators renewing a Primary area license on or after July 28, 2017, must earn a minimum of 150 Professional Development Points (PDPs). Here is the breakdown:
 - (a) At least 15 PDPs in content (subject matter knowledge)
 - (b) At least 15 PDPs in pedagogy (professional skills and knowledge)
 - (c) At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL).
 - (b) At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.
 - (c) The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

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Changes in Regulations

Point Distribution as of July 1, 2016 Primary Area	New Point Distribution as of July 28, 2017 Primary Area
<ul style="list-style-type: none"> ● At least 90 PDPs in the content area of the license or in pedagogy, with no less than 60 PDPs in or related to the content area of the educator's Primary area license 	<ul style="list-style-type: none"> ● At least 15 PDPs in content
<ul style="list-style-type: none"> ● At least 15 PDPs related to Sheltered English Immersion or English as a Second Language 	<ul style="list-style-type: none"> ● At least 15 PDPs related to Sheltered English Immersion or English as a Second Language
<ul style="list-style-type: none"> ● At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles 	<ul style="list-style-type: none"> ● At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

<ul style="list-style-type: none"> • The remaining required 30 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, and/or pedagogy 	<ul style="list-style-type: none"> • At least 15 PDPs in pedagogy
	<ul style="list-style-type: none"> • The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy

The renewal of each Additional license(s) will require 30 PDPs. Of the 30, at least 15 PDPs must be in the content area of the license. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, or additional content, pedagogy. Please note that renewing an invalid additional license requires 150 PDPs.

Point Distribution as of July 1, 2016 Additional Area	New Point Distribution as of July 28, 2017 Additional Area
<ul style="list-style-type: none"> • A minimum of 30 PDPs in content 	<ul style="list-style-type: none"> • A minimum of 30 PDPs. Of the 30, at least 15 PDPs in content is required. The remaining 15 PDPs may be earned through either “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

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How to earn PDPs

The Chelmsford Public Schools offers relicensure options for teachers through system-wide or school-based professional development activities. Professional Development Points, or PDPs, are awarded to teachers who participate in these activities upon completion of 10 hours in a topic and can likewise demonstrate proficiency in the area of professional development.

The Chelmsford Public Schools will award PDPs for district-sponsored professional development activities. Such activities may include workshops, courses, curriculum development and other sustained activities related to school and district goals. Activities that lead to district-issued PDPs will be labeled in advance as opportunities to earn PDPs. Teachers are also encouraged to seek out professional development options offered through various organizations such as the Department of Elementary and Secondary Education (DESE), professional organizations, colleges and universities, and online professional development resources. Teachers are afforded the opportunity to take college level courses for reimbursement. Additionally, teachers are able to teach college level courses based on prior approval of the Professional Development Committee and alignment with district goals. All course reimbursement and instructor salaries are subject to the Unit A collective bargaining agreement. Please see the workshop form, course reimbursement form, and instructor course application in the “useful links” section below.

The school district follows DESE guidelines regarding the assignment of professional development points. The district may award 1 PDP per clock hour for most activities; however only when the educators have demonstrated *proficiency* through either a product or pre- and post-assessments and based on a minimum of 10 clock hours. A professional development activity of fewer than 10 clock hours will be documented as *hours of attendance* rather than PDPs. Such hours may be bundled with like activities by the participant to equal 10 PDPs on a topic. PDPs are used for the purpose of educator relicensure with the MA Department of Elementary and Secondary Education (DESE).

Please contact the Assistant Superintendent for Curriculum and Instruction for questions related to district-issued PDPs. Please contact the Director of Personnel and Professional Learning for questions related to licensure renewal or acquisition.

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PDP-eligible activities as adapted from DESE guidelines:

<u>Activity</u>	<u>PDPs</u>	<u>Notes</u>
Undergraduate courses	15 per semester hour (credit)	

Upper-level undergraduate course (only when substantially new to the educator)	22.5 per semester hour (credit)	For example, an elementary teacher with limited content expertise in the area of mathematics may take an upper-level undergraduate course in mathematics and receive 22.5 PDPs per semester hour. A high school mathematics teacher taking the same course would receive 15 PDPs per semester hour, as this would not be substantially new content for the individual.
Graduate course	22.5 per semester hour (credit)	
An instructor of a graduate-level course or approved equivalent	45 per semester hour	Only for the first time the course is taught in a five-year renewal cycle
Audited course	7.5 per semester hour	
DESE-sponsored activities	1.5 per clock hour	Must total at least 10 hours; include a product or pre- and post-content assessment; and include a follow-up component
DESE-sponsored activities	30 in a five-year cycle	For those DESE activities that do NOT have a pre- and post-content assessment, e.g. Mentor Institute

DESE summer content institutes	Up to 67.5	Counts as “content”
DESE 1-day workshops, conferences, etc.	None	
Initiatives sponsored by Districts, Collaboratives or Registered Providers	1 per clock hour	(Minimum of 10 hours on a topic) with an observable demonstration of learning that could include a written product or other documentable product.
Mentoring	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer coaching	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Peer assistance and review programs	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
Cooperating teacher	1 per clock hour	Maximum of 15 per year in content, pedagogy, or elective
National Board of Professional Teaching Standards	Successful completion	30 in content, 60 in pedagogy, 30 elective
Team for Accreditation or Inspection - visiting team member	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective
Team for Accreditation or Inspection - School personnel preparing for visiting team	30 PDPs in five year cycle	Once in 5 year cycle ; can be used for PDPs not subject to supervisor approval, i.e., elective

Presentation at professional conference	30 PDPs in five year cycle	First time only in a 5 year cycle
Developing and presenting a PD series of at least three sessions	2 per clock hour	Minimum of 10 PDPs, maximum of 24 PDPs, only the first time presented in a 5 year cycle
New curriculum unit published or formally shared	15 per unit	Up to 60 PDPs in a 5 year cycle
Developing and implementing an activity for students, parents, or teachers	1 per clock hour	Up to 30 PDPs in a 5 year cycle when activity is distributed or implemented by a local school, district, or university
Published doctoral dissertation	90	Once in 5 years
Published Master's or CAGS thesis	45	Once in 5 years
Book(s)	90 per book	
Professional journal articles or chapters in a professional book	30 per chapter or article	
Published results of action research	30	Once in 5 years
Continuing Education Units (CEUs)	1 CEU = 10 PDPs	

Additional Information on Professional development, Individual Professional Development Plans, and educator Licensure

Below are some useful links regarding the earning of PDPs:

- [DESE information on Professional Development and Individual Professional development plans \(IPDP\)](#)

- [Advancing, Extending, or Renewing a License](#)
- [CPS conference workshop form - High School \(requires advanced approval for reimbursement\)](#)
- [CPS Conference workshop form - other \(requires advanced approval for reimbursement\)](#)
- CPS course reimbursement form (access through Curriculum Office)
- CPS instructor course application form (access through Curriculum Office)

[Course Reimbursement](#)

Chelmsford Public Schools employees are sometimes eligible for course reimbursement when taking graduate-level courses that enhance their professional skill and licensure. Information on this can be accessed in the various bargaining agreements or policies.

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SECTION IV – PROTOCOLS, PROCEDURES AND POLICIES

The Chelmsford Public Schools follows several policies and protocols designed to keep students and staff safe and our school environments professional and enjoyable places to work. Several of these policies are provided to new hires at the time of on-boarding (Marked with superscript ¹). Others are reviewed by staff annually (Marked with superscript ²). Collectively we hope that these policies will guide our rights and responsibilities at work and make our schools and offices safe and enjoyable places to be each day.

Student and Staff Safety

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The Chelmsford Public Schools makes student and staff safety a top priority. To this end several of our policies and protocols are designed to guide our practices in areas that impact student and staff safety and well-being. Any employee with questions or concerns about discrimination in the workplace based on all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training is encouraged to follow the procedures below.

General Staff Safety

[School Wellness](#)

[Staff Safety](#) ¹

[CPS Discrimination and Harassment Grievance Procedures](#) ¹

[CPS Sexual Harassment Policy](#) ¹

[Nondiscrimination and reasonable accommodation of pregnant workers](#)

[School Committee Employment of All Personnel Nondiscrimination Policy](#)

Emergency protocols

[First Aid/Accident Reports](#)

[Accident Intake Form for Staff](#)

[Bloodborne Pathogen Training](#) ²

[EpiPen Training](#) ²

[Fire Drill/Crisis Management Procedures](#)

[Protocol for Faculty, Staff and Principal for Food during the School Day](#)

[Physical Restraint of Students](#)

[Staff Restraint Training](#) ²

Bullying Prevention and Intervention

The Chelmsford Public Schools is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying [see [definition of bullying and cyberbullying](#) as articulated in CPS] as articulated in School Committee policy docs]. It is a violation of this policy for any student or member of a school staff including, but not limited to, an educator, administrator,

school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional to engage in bullying or cyberbullying or for any employee of the Chelmsford Public Schools to condone or fail to report acts of bullying or cyberbullying that they witness or become aware of (i) on school grounds and property immediately adjacent to school grounds; (ii) at school sponsored or school-related activities, functions or programs whether on or off school grounds; (iii) at school bus stops; (iv) on school buses or other vehicles owned, leased or used by the school district; (v) through the use of technology or an electronic device owned, leased or used by the school district and (vi) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district, (vii) if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. The District's bullying and cyberbullying policies and procedures and training are referenced below.

It is the responsibility of every employee, student and parent/guardian to recognize acts of bullying, cyberbullying and retaliation against students and take every action necessary to ensure that the applicable policies and procedures of the Chelmsford Public Schools are implemented. Any student who believes that he or she has been subjected to bullying and/or cyber bullying has the right to: (i) file a complaint to his/her teacher or principal and to (ii) receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any and all information received.

Students, parents and Chelmsford Public Schools' employees (including but not limited to educators, administrators, school nurses, paraprofessionals, cafeteria workers, custodians, van drivers, van monitors), who witness or become aware of bullying, cyber bullying or retaliation should immediately report it to the principal. The Chelmsford Public Schools will not tolerate retaliation against a person who reports bullying or cyberbullying, provides information during an investigation of bullying or cyberbullying, or witnesses or has reliable information about bullying or cyberbullying.

The Chelmsford Public Schools will provide students with age-appropriate instruction on bullying/cyberbullying prevention. The Chelmsford Public Schools will provide professional development to build the skills of staff members, as required by law. The Chelmsford Public Schools developed a Bullying/CyberBullying Prevention and Intervention Plan which is below and sets forth the administrative guidelines and procedures for the implementation of this policy. Each principal shall be responsible for the implementation and oversight of the Plan at his/her program.

[Anti-Bullying Training](#)²

[Cyberbullying](#)

[CPS Bullying prevention and intervention plan](#)

[Bullying prevention and intervention reporting form](#)

[Mandatory Reporting and Student Confidentiality](#)

[Child Abuse Reporting](#)

[Student Rights and Confidentiality Training](#)²

[Workplace drug, tobacco, alcohol and weapon prohibitions](#)

The use or possession of any controlled substance, including alcohol (except for medications prescribed by a physician) in any quantity, the sale of any controlled substance in any quantity, or the unauthorized possession of dangerous weapons, firearms, or explosives while at work or on School Department property, or being intoxicated or under the influence of alcohol or drugs while on duty is strictly prohibited and is grounds for disciplinary action up to and including termination. Any employee convicted or found guilty of a criminal offense involving a controlled substance or alcohol is subject to disciplinary action, up to and including termination, regardless of whether the offense was on school property or during working hours.

Additionally, as the Chelmsford Public Schools is a drug free workplace the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and the educational environment and is grounds for disciplinary action up to and including termination.

Smoking or the use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds, on school buses or within twenty (20) feet of any School Department building by any individual, including school personnel, is prohibited by law (M.G.L., Chapter 71, Section 37H) and is strictly enforced. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

For additional School Committee policies on these topics see the following links:

[Substance Free Workplace](#)

[Smoking](#)

[Tobacco-Free Environment](#)

Internet and Technology

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With technology becoming an increasingly useful, necessary and prevalent part of the instruction and service provision at Chelmsford Public Schools, we recognize that staff and students will be accessing technology in many ways in the course of their work and instruction. In order to ensure that staff and students use this technology in ways that enhance the learning experience for students, the Chelmsford Public Schools has assembled, and continues to revise

policies and protocols designed to guide the use of technology in classrooms and the workplace:

- [Internet Safe and Responsible Use Policy \(Personnel\)](#) ¹
- [Internet Safe and Responsible Use Policy \(Student and Instruction\)](#) ¹
- [Electronic Messaging for Students and Staff](#) ¹
- [Social Media Policy \(Students and Instruction\)](#)
- [Use of Cell Phones](#)
- [Use of Email for Official Correspondence with Students](#) ¹
- [Cyberbullying](#)

Translations for Families

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It is our intent to provide access to information for all Chelmsford Public School families. In an effort to support communication with families whose home language is not English, we will translate documents into their native language and provide an interpreter when necessary. If you have questions or a parent requires assistance, please email Kelly Rogers, Department Coordinator of Reading and ELL ([English Language Learning Department](#)). Depending on the request, it may take up to a week to fulfill.

Employee Rights & Responsibilities

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All Chelmsford Public School Employees have certain rights and responsibilities. Below we provide you with access to some additional policies that outline these rights and responsibilities. Questions about them can be directed to the Office of Human Resources (978)251-5100 x6939.

- [Acceptance & Use of Gifts, Grants and Donations](#)
- [State of MA Conflict of Interest/Ethics training](#) ¹
- [CPS summary of conflict of interest law](#) ¹
- [CPS Summary of State and Federal Employment Law](#) ¹
- [Student Discipline Training](#) ²
- [Idea/504 Training](#) ²
- [Religious Expressions](#)
- [Press Releases](#)
- [Service Animals](#)
- [Non-Discrimination and Reasonable Accommodation for Pregnant Workers](#)
- [Chelmsford Public Schools Reasonable Accommodations Procedures](#)
- [Employment Rights of Individuals with Disabilities \(MA\)](#)
- [American with Disabilities Act](#)

SECTION V – STAFF CONDUCT

Basic Employment Expectations

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All employees are expected to demonstrate a professional, cooperative, knowledgeable and courteous demeanor in all interactions with students, parents/guardians, colleagues and members of the community. Work attire should reflect the professional responsibilities of an employee's position, exhibiting concern for safety, hygiene, neatness, cleanliness and projecting positive role models for students enrolled within the Chelmsford Public Schools. At a minimum, it is expected that all employees will follow general and specific work and employment guidelines, carry out instructions and directions appropriately issued by supervisors or administrators and perform job responsibilities in a satisfactory manner.

Employees are expected to be regular in attendance, arriving on time and adhering to designated starting and ending times for work, breaks, lunch, prep periods, etc. The use of profane language is prohibited and may be cause for disciplinary action. Employees are advised that School Department telephones, supplies, equipment and services (including internet access and fax machines) are for professional use. Excessive personal calls, or use of supplies, services or equipment for personal reasons are not allowed. Inappropriate use of equipment, supplies, or services including electronic access may result in discipline, up to and including termination.

Standards of Conduct

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Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively, and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By accepting employment with us, you have a responsibility to the public, to the Chelmsford Public Schools and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work and a more effective servant of the people.

Meeting Job Expectations

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In addition to maintaining appropriate standards of conduct, it is the responsibility of employees to fulfill the essential functions of their positions in an acceptable manner. Depending on the position, these measures may be both qualitative and/or quantitative. Job requirements and qualifications are listed on job postings/descriptions. Your supervisor will discuss and clarify the expectations and standards of your position. Employees who are having difficulty meeting job standards should discuss the issue with their supervisor.

In turn, it is the supervisor's responsibility to monitor employee performance and provide counseling, support, and assistance to employees in helping them meet their job expectations.

Ultimately, if employees are unable to meet job requirements, corrective action may include reassignment, transfer, demotion, or other disciplinary action, up to and including termination.

Disciplinary Actions for Unacceptable Activities

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Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the School Department. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor or Human Resources for an explanation.

We list these standards for the guidance of all employees and supervisors. It is not an exhaustive list. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

[Violations Which May Result in Serious Discipline up to and Including Dismissal. Any Discipline is Subject to Applicable Collective Bargaining Agreements and/or Statutes.](#)

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action. This list is not exhaustive:

1. Willful violation of any Chelmsford Public Schools rules; deliberate action that is extreme in nature and is obviously detrimental to the School Department's efforts to provide services effectively and efficiently.
2. Negligence or any careless action which endangers the life or safety of another person or student.
3. Willful violation of security or safety rules or failure to observe safety rules or School Department safety practices; failure to wear required safety equipment; tampering with School Department equipment or safety equipment.
4. Being intoxicated or under the influence of controlled substance drugs while at work; use, possession or sale of any controlled substance or alcohol, in any quantity while on School Department property except for medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous weapons, firearms, or explosives on School Department property or while on duty.
6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on School Department premises or when representing the School Department; fighting, provoking a fight on School Department property; or damage of property. The School Department regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate.

7. Insubordination or refusing to obey instructions properly issued by the District /your supervisor pertaining to your work.
8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of School Department property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
9. Theft of School Department property or the property of fellow employees; unauthorized possession or removal of any School Department property (e.g., documents, curriculum, school materials, etc.), from the premises without prior permission from management; unauthorized use of School Department equipment or property for personal reasons; using School Department equipment for profit.
10. Willful falsification or misrepresentation on your application for employment; other work records; sick or personal leave; falsifying the reason for a leave of absence or other information about the School Department or its employees; intentionally and willfully misrepresenting information about the School Department or its employees; failing to tell the truth during the course of a School Department investigation or inquiry; alteration of School Department records or other School Department documents.
11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized School Department employees; breach of confidentiality of personnel or personal information of another employee on the job.
12. Engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
13. Inappropriate conduct or indecency while on duty or while on School Department property.
14. Violations of the conflict of interest statute, including but not limited to seeking unwarranted gain or exemptions for yourself or others.
15. Threatening, intimidating, harassing or coercing fellow employees, students, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, student or member of the public; threatening or employing physical violence towards another employee, student, or member of the public.
16. Egregious off duty conduct and/or conduct that undermines the confidence of the public in the School Department's capacity to fulfill its functions to the public in a fair, safe, and effective manner.

SECTION VI – CONTRACTUAL AGREEMENTS AND UNAFFILIATED BENEFITS

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In this section of the Employee Handbook, we aim to provide you with easy access to sections of the various collective bargaining agreements which may be useful to you (Salaries, seniority, transfers, holidays, leaves of absence, attendance, etc.). Until we can provide this topic/specific access to you, below are the links to our collective bargaining agreements and to policies we have approved for unaffiliated (at-will) employees.

- [CBA - Administrators \(2016-2019\)](#)
- [CBA - Building Custodians \(2017 - 2020\)](#)
- [CBA - Food Service Personnel \(2016-2019\)](#)
- [CBA - Professional Support Personnel \(2017 - 2019\)](#)
- [CBA - Teachers & Nurses \(2016-2019\)](#)
- Exempt (Unaffiliated) employees holidays and benefits