



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 September 18, 2018 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 August 21, 2018
2. Approval of the minutes of the regular school committee meeting of September 4, 2018

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. Establishment of 2018/19 School Committee Goals
2. Public Forum: School Safety/Emergency Preparedness - Tuesday October 9, 2018
3. Discussion: Later School Start Times (B. Skaar)
4. Discussion: Extended Learning Time (D. Newcomb)
5. Legal Opinion: CHS Student Parking Fees Revenue – Revolving Fund
6. CHS Student Activity Account Audit (Draft): Policy and Procedure Recommendations
7. Report on McCarthy, Parker and CHS Clubs
8. 10 Year Capital Plan Update: D&W Items
9. 2018/19 School Committee Presentation Schedule: Departments & Schools
10. Recommendation to Amend Coordinator of SEL & Counseling Services Job Description
11. Updates: Ongoing Projects/Initiatives
12. Review and Approval of School Committee Policies
13. Approval of Conference and Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

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

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 21, 2018
Meeting Minutes**

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

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

Mr. King opened the meeting at 6:00 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia. Mr. King summarized the previous Committee meeting held on August 7, 2018. Dr. Lang added that beginning with tonight's meeting all Committee meetings will now be broadcast on the Chelmsford Educational Channel.

Public Comments

None.

Good News

Dr. Hirsch reported that a great deal of preparation was done by staff over the summer and all are ready for school to reopen next week.

New Business

1. Presentation: Options Based (ALICE) Response Protocol

Kelly Rogers, Police Chief Spinney and others presented ALICE tonight. To completely view this presentation and learn more about this proactive approach to school safety, please go to Chelmsford Telemedia/You Tube.

2. Public Input at School Committee Meetings/Public Forums

The discussion focused on using the "Public Comments" section at the beginning of the meeting for discussion only of items on the meeting's agenda. The idea of having a second "Public Comments" section at the end of the meeting was well received. This would provide the opportunity for the public to speak of concerns they have. Emails could be sent to the Committee members as well and these concerns would be addressed at that point. Requests should be sent to a Committee member a week in advance of the next meeting. This new format, which was previously approved by the Committee, will be implemented at the next meeting on September 4, 2018. Additionally, public forums will be scheduled to address specific areas of concern.

3. Strategic Plan Update – Year 1: 2017/2018

Dr. Hirsch included in tonight's agenda packet a narrative update of the objectives, initiatives and action items for all three goals. She reviewed this for attendees at tonight's meeting. Her entire presentation may be viewed on Chelmsford Telemedia/You Tube.

4. 2017/18 Superintendent's Evaluation

A summative performance evaluation for Superintendent Lang is included in tonight's agenda packet. The Chair reviewed the evaluation forms which were completed by four of the five Committee members. The summative assessment was "proficient". For better understanding of the evaluation process, please view that segment of tonight's meeting on Chelmsford Telemedia/You Tube, including Ms. Skaar's statement which she read in the form of a letter to the Chair. You may also view Ms. Skaar's letter to Chairman King by pushing the "control button" and clicking on the following link:

https://docs.google.com/document/d/1SfG2Gym1jfv7aHjYqNT_DXpAjN7UoFga_i5wvRMiDc/edit?usp=s_haring

Mr. Thomas motioned that the Committee accept the 2017/18 school year, end-of-cycle summative evaluation of Superintendent Lang as presented. Ms. Newcomb seconded. Motion carries 4 – 1 with Ms. Skaar voting "nay".

Mr. Thomas motioned to award a performance bonus in the amount of \$5,000 to Superintendent Lang in accordance with superintendent's contract of employment based on the superintendent's overall performance evaluation results of "proficient" for the 2017/2018 school year. Mr. Moses seconded. A roll call vote was taken: Mr. Thomas "aye"; Ms. Skaar "nay"; Ms. Newcomb "aye"; Mr. Moses "aye" and Mr. King "aye". Motion carries 4 – 1.

5. McCarthy/Parker/CHS Student Activity Fee Structure

This item will be included in the agenda for the next meeting on September 4, 2018.

6. Policy/Procedure for Naming Facilities

Dr. Lang stated that the existing policy 1303/FF should be adhered to. An application process was discussed and Committee members agreed with it. Dr. Lang will be posting the process in the near future.

7. Updates: Ongoing Projects

Dr. Lang included a memo in tonight's agenda packet articulating the ongoing projects.

8. Personnel Report – July 2018

No action required.

9. Review and Approval of School Committee Policies

Mr. Thomas moved to approve policy JH which deals with student absences. Ms. Skaar seconded. Motion carries 5-0.

Mr. Thomas moved to provisionally approve policies in section I. Ms. Skaar seconded. Motion carries 5-0.

Reports

1. Liaison Reports

Mr. Thomas shared that the Chelmsford Rotary is again providing backpacks for students.

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 8:33 p.m. Ms. Skaar seconded. Motion carries 5-0.

Respectfully submitted by Sharon Giglio

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
September 4, 2018
Meeting Minutes**

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

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

Mr. King opened the meeting at 6:00 p.m. and led those in attendance in the Pledge of Allegiance. Tonight's meeting is being televised and recorded by Chelmsford Telemedia. The Chair stated that tonight's meeting would be the first to include in the agenda two opportunities for the public to speak.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of August 7, 2018.

Mr. Thomas motioned to approve the minutes of the regular school committee meeting of August 7, 2018. Ms. Newcomb seconded. Motion carries 3-1 with Mr. Moses abstaining.

Good News

Dr. Hirsch shared that school is back in session and she and Dr. Lang have toured all the schools and all is well. Thanks to the Rotary and the CHS Senior Honor Society over 100 backpacks were ready to be distributed to students who needed them. Mr. Thomas also added that the CHS Alumni are offering mini grants for all schools. They are accepting applications, which are available online. The recipients will be announced in October.

Public Comments

Maria Santos, of 19 Parkhurst Road, expressed concern over the numbers of the class sizes in Kindergarten. She would like to learn more about how first grade class sizes will be handled in the 2019/2020 school year.

Kristin Erickson, of 291 Acton Road, as the Chairman of SEPAC, extended an invitation for all to attend a workshop on Team Building at the CHS Learning Commons on September 27, 2018, from 7:00 to 9:00 p.m.

New Business

1. Establishment of 2018/19 School Committee goals

The Chair included a packet in tonight's agenda the goals for 2017/18 which included details about the goals and actions taken on them. Additionally, he included proposed goals for 2018/19. A decision on the goals will happen at the meeting of September 18, 2018. To learn more you may go to Chelmsford Telemedia/YouTube and view tonight's meeting.

2. Public Forum Dates, Times and Topics

The Committee would like to present public forums on a quarterly basis. The first to take place in October and will be on "School Safety" and the ALICE program. Dr. Lang will check on the dates and begin publicity for the event.

3. Preliminary Kindergarten Enrollment

Included in tonight's agenda packet is a memo from Dr. Hirsh providing information on class sizes at the four elementary school kindergartens. The enrollment at Center School is higher than the other three schools due to new families moving into that neighborhood. Dr. Lang stated that staffing increases may happen if the numbers continue to grow. The district is also on top of new housing being built and what effect that will have on class size. Entire new developments could possibly be rezoned. You may view the complete input by watching tonight's meeting on Chelmsford/Telemedia YouTube.

4. Contract Negotiation Study Committee

Included in tonight's packet is a memorandum regarding Ms. Skaar's inquiry about study committees which were supposed to have met and discussed some aspects of the approved current teacher's contract. For more details, please view tonight's meeting.

5. Fundraising Policies and Procedures

The Committee has policies in place to cover fundraising. Dr. Lang has included in the agenda packet a proposed standardized form which met with the Committee's verbal approval and will be offered online to let the public know when legitimate fundraisers are taking place at the different schools.

6. FY19 Budget Transfer Recommendation

Dr. Lang proposes the hiring of SafePlans which will provide emergency related readiness in the district.

Mr. Thomas motioned to transfer \$36,100 from Special Education Tuition (9330) to Districtwide MIS-School Security (1450). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Dr. Lang reports that the district will need to purchase a new vehicle for the facilities department.

Mr. Thomas motioned to transfer \$25,000 from Special Education Tuition (9330) to Maintenance of Grounds (4210). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Acoustical ceiling tiles are needed at Parker Middle School to remediate noise issues. The work will be done by the district's custodian.

Mr. Thomas motioned to transfer \$20,000 from Special Education Tuition (9330) to Supplies-Custodial (4110). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Funding is needed to provide translation services to Spanish for the student and parent handbooks.

Mr. Thomas motioned to transfer \$7,000 from Special Education Contracted Services (2440) to English Language Learner Contracted Services (2110). Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

7. Review and Approval of School Committee Policies

Mr. Thomas motioned to tentatively approve all policies in Section J of the School Committee Policies as presented. Mr. Moses seconded. Motion carries 4-0.

Reports

1. Liaison Reports

Ms. Newcomb attended a Friends of Music meeting last week. The dates for the upcoming bottle and cans drive will be September 8, October 13, and November 10th. They will resume when winter has ended.

Mr. Moses stated that the new Byam School playground contains the right equipment and looks really great!

Action/New Items

Ms. Johnson-Collins provided an update on bus transportation. Some of the bus stops will be changed and she will continue to update the Committee.

Adjournment

Mr. Thomas motioned to adjourn the meeting at 7:55 p.m. Mr. Moses seconded. Motion carries 4-0.

Respectfully submitted by Sharon Giglio

2018-19 Suggested School Committee Goals

District Wide Goals

By June 2020, the school committee will support the district plan to provide multiple access points to learning to ensure that every student achieves to his/her full potential by evaluating alternative learning opportunities for students *as measured by the offerings in the program of studies at the high school and middle school level.* **(Rewrite)**

ACTION STEPS:

1. Establish collaborative agreements with local colleges in an effort to increase academic pathways and career readiness programs for our high school students by evaluating potential agreements with local institutions. **(Moved), (2017- 18, ongoing)**
2. Establish collaborations with local business to help create internship or enrichment opportunities for students.
3. Establish collaborations with local community, civic or governmental organizations to encourage students to be informed and active in their community.
4. Investigate options to provide additional administrative or supervisory support services at the elementary level including but not limited to adding assistant principals. **(2017-18, ongoing)**
5. Investigate the need for and funding sources for establishing a one on one computer initiative in the district. **(New)**

By June 2020, the school committee in collaboration with the superintendent, assistant superintendent, director of student support services and other stakeholders, will create a prioritized list of programming that may be implemented to promote the socio-emotional wellbeing of all students and that assists in cultivating positive, safe learning environments for students and staff *as measured by budget prioritizations for the 2018-20 school years.*

ACTION STEPS:

1. Investigate the need for and funding sources of adding social workers to the schools. **(Rewrite)**
2. Investigate need for and funding sources of a therapeutic classroom at the elementary level for students with severe behavioral needs. **(2017-18)**
3. Investigate the need for and funding sources for adding programs for students with language based learning disabilities. **(New)**
4. Create educational programs for staff and parents to inform them of district, state and national policies related to dealing with students with socio-emotional needs.
5. Increase public awareness of the PRIDE program
6. Educate all stakeholders on the proper procedures for addressing issues including but not limited to an understanding of who to report issues to and the subsequent levels of response

By June 2020, the school committee will work with the superintendent, school personnel and town officials, to develop an aligned, sustainable financial foundation that supports the needs of the district including current and future budget requirements and facility needs and will clearly communicate these with all stakeholders in the district *as measured by budget documents, the completion of a 10 year capital improvement plan, and submissions of new building projects to MSBA.* **(Rewrite)**

ACTION STEPS:

1. Finalize a 10- year capital improvement plan that addresses current and future facilities needs including prioritizing capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of current financial realities. **(Moved)**
2. Create a uniform policy for the establishment, maintenance, monitoring, and accounting of **athletic** and activity accounts, student group accounts, and/or other accounts established to raise and maintain funds outside of the normal school budget and clearly delineate how these funds are expended. **(Modified)**
3. Encourage input from stakeholders (parents, staff, administrators, etc.) about budget priorities at the district and building level.
4. Investigate the need for new grade alignments to make use of current facilities and/or in connection with enrollment projections and future building projects. **(Combined 3 + 4)**
5. Investigate alternative building plans based on feedback from MSBA **(New)**

School Committee Professional Practice Goals

Communication Strategy

By June 2019, the school committee will meet to discuss ways to improve communication with all stakeholders as they pertain to achievements in the district, decisions made during school committee meetings and responses to issues and concerns. Said strategy may include but not be limited *holding public forums on specific topics several times during the year, establishing a social media presence, and increasing the functionality of the district web site.*

New member orientation/mentoring

By June 2019, the school committee will develop an orientation program for new members to assist them in getting acclimated with the roles and responsibilities of serving on the Chelmsford school committee. Components of this program may include *an orientation packet* including information about Open meeting Laws, Robert's Rules of Order, Conflict of Interest Laws, Member contact information, and district policies. Additionally, the *assignment of a mentor from among the other members of the committee* to assist new members with routines such as warrant signing, requesting agenda items, etc. may be explored.

Increased professional development

By June 2019, members of the school committee will strive to participate in some form of professional development in support of their role on the Chelmsford School Committee. Examples could include *attending annual MASC convention, attending Day on the Hill, attending other MASC workshops, participating on MASC subcommittees, participating in legislative advocacy for issues related to education, etc.*. The committee will also investigate *having MASC come in and conduct in house workshops* related to issues affecting the committee and/or the district.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 14, 2018

Re: Public Forum: School Safety/Emergency Preparedness - Tuesday October 9, 2018

Attached please find the agenda which has been posted for the school committee's fall community/public forum on School Safety & Emergency Preparedness to be held on Tuesday October 9, 2018 at 7:00 p.m. in the Community Training Room of the Chelmsford Police Department. Assistant Superintendent Hirsch has also made a flyer (attached) that will be distributed through Connect Ed and social media inviting interested parents to attend. Chelmsford Telemedia will be airing the presentation live for those interested in the topic, however unable to attend the event that evening.



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 October 9, 2018 TIME: 7:00 p.m. ROOM: Comm Training Room

PLACE: Chelmsford Police Department ADDRESS: 2 Olde North Road

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

NEW BUSINESS

1. Community/Public Forum: School Safety & Emergency Preparedness

The Chelmsford School Committee and Administration welcomes parents and members of the general public to a presentation on school safety and emergency preparedness planning in the Chelmsford Public Schools in collaboration with the Chelmsford Police Department. This community/public forum will be taped and televised for those interested who cannot attend this event.

ADJOURNMENT

CHELMSFORD SCHOOL COMMITTEE
COMMUNITY FORUM
ALL ARE WELCOME

SCHOOL SAFETY

& EMERGENCY
PREPAREDNESS

TUESDAY, OCTOBER 9
7 P.M.

CHELMSFORD
POLICE STATION
2 OLDE NORTH ROAD



From: [Skaar, Barbara](#)
To: [King, Dennis](#)
Cc: [Lang, Jay](#); [CPS SC](#)
Subject: Absence and agenda item
Date: Saturday, September 01, 2018 9:15:04 AM

I am unable to attend Tuesday's meeting. I will follow-up with our clerk, Sharon, to get the minutes.

I would like to request that the next agenda include a discussion on later start times. California has passed legislation that provides for later start times for middle school and high school across the state. Many Massachusetts communities have moved or are moving to later start times. Westford is aiming to institute later start times in 2020 or 2021. Additional detailed information can be found at <https://www.startschoollater.net/>.

Start School Later - Home

www.startschoollater.net

Restoring traditional school start times, as recommended by the American Academy of Pediatrics, American Medical Association, and the Centers for Disease Control, is a practical and necessary solution with broad and immediate benefits for children of all ages. This is a call to action for educators, health professionals, parents, students and public officials to work together for safe, healthy ...

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 14, 2018
Re: Legal Opinion – Use of Parking Fees

Attached is a legal opinion from Attorney Waugh pertaining to the collection and allowable use of parking fees collected from Chelmsford High School (CHS) students. As you may recall, at the April 2018 spring town meeting, a town meeting representative inquired about whether we (the school department) are properly accounting for and expending funds received from CHS students purchasing a parking pass.

Background Information:

The district charges some Grade K – 6 students a fee to ride the school bus if they live within the mileage limits determined by statute. All students in grades 7 – 12 pay a bus fee if they elect to ride the school bus. The district is allowed to assess/collect fees in accordance with MGL c. 71 § 68. The fees collected help to offset the cost of contracted student transportation. If a CHS student purchases a bus pass and then receives their driver's license (usually midway through junior or senior year), they are allowed to "swap" the purchased bus pass for a parking pass at CHS. By senior year, most CHS students have received their driver's license and elect to purchase a parking pass at CHS, not a bus pass. Historically, the district has collected the parking pass fees and recorded them in the transportation revolving fund. Per the calculation performed by the business office staff outlined in the attached e-mail from Director of Business and Finance, Joanna Johnson-Collins, approximately \$ 33K of the \$ 299K in FY18 student transportation revenue was from the sale of parking passes at CHS.

The town meeting representative questioned the legality of collecting fees for student parking (not bus use), accounting for the fees in the transportation revolving fund, and expending the fees to offset the cost of contracted student transportation. I have asked our attorney for a legal opinion seeking guidance as to 1) whether the school committee may assess a parking fee and collect revenue from students desiring to utilize the parking lot at CHS, 2) if allowed, whether the collected CHS student parking fees may be used to offset the cost of contracted student transportation, and 3) if the legal review determines the collected CHS student parking fees should not be used to offset the cost of contracted student transportation, what is an appropriate use for the expenditure of the funds received.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Attached please find a legal opinion from Attorney Waugh addressing these matters. As to the first question pertaining to the permissibility of assessing parking fees to students at CHS, this is allowable under MGL c. 71 § 71E. A copy of the MA Department of Revenue *Revolving Funds for School Department Programs* chart as referenced in Attorney Waugh's opinion is attached. As to the second question pertaining to the permissibility of using the parking fees collected to offset the cost of contracted student transportation services, Attorney Waugh opines this historical practice is not an appropriate use of the parking fees collected to offset the cost of contracted student transportation under MGL c. 71 § 71E. As to the third question, given Attorney Waugh's above referenced opinion that student parking fees collected under MGL c. 71 § 71E should not be used to offset the cost of contracted student transportation, said parking fees collected may be used to offset the cost of custodial cleaning, security services or other similar services directly related to the CHS parking lot.

Recommendation:

Having been provided with this legal opinion from Attorney Waugh, I recommend the school committee review and approve of the following actions at the September 18, 2018 regular meeting to comply with MGL c. 71 § 71E:

- 1) Continue to assess and collect parking fees from students desiring to utilize the CHS parking lot, in accordance with MGL c. 71 § 71E, as the funds generated from said activity are a recurring revenue source for and directly support the local operating budget.
- 2) Shift/transfer the anticipated revenue from student parking fees in the FY19 approved local operating budget from contracted student transportation (3300) to School Security (3600). The FY18 actual parking fees collected total \$ 33,300. I have provided the above referenced pages of the FY19 budget shifting the revenue offset as described.
- 3) Approve a FY19 local budget appropriation transfer of \$ 33,300 from School Security – Supervisor of Students (3600) to Transportation – Regular Transportation: Base Contract (3300). This action reconciles the shift/transfer of student parking fees as described above in Recommendation 2.

Andrew J. Waugh, Esq.
awaugh@mhtl.com

September 5, 2018

VIA E-MAIL ONLY

Dr. Jay Lang
Superintendent of Schools
Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Re: Opinion letter – Use of revolving fund for parking fees

Dear Dr. Lang:

I am writing in response to your request for a written opinion on whether the Chelmsford Public Schools may deposit parking fees collected from high school students for high school parking passes into a Use of School Property revolving fund created pursuant to Mass. Gen. L. ch. 71, § 71E and the purposes for which the school district may subsequently withdraw monies from the same revolving fund. The facts as I understand them are as follows: The school district charges some Grade K – 6 students a fee to ride the school bus if they live within the mileage limits determined by statute. All students in grades 7-12 pay a bus fee if they elect to ride the school bus. The school district assesses and collects bus fees in accordance with Mass. Gen. L. ch. 71, § 68. The fees collected are deposited into a revolving fund and they are used to offset the cost of contracted student transportation. If a high school student purchases a bus pass and then receives his/her driver's license (usually midway through Junior or Senior year), he/she can "swap" the purchased bus pass for a parking pass at Chelmsford High School. By senior year, most students have received their driver's license and elect to purchase a parking pass at the high school, not a bus pass. Historically, the school district has collected the parking pass fees and recorded them in the same transportation revolving fund into which bus fees are deposited.

At last year's annual town meeting, a representative questioned the legality of collecting fees for parking (not bus use) and recording them in the transportation revolving fund. Based on past oral guidance from the Massachusetts Department of Revenue and the Department of Elementary and Secondary Education, parking fees have been allowed under a Use of School Property Revolving Fund (Mass. Gen. L. ch. 71, § 71E). The issue raised by the town meeting representative is whether the collected parking pass fees can be used to offset the cost of contracted student transportation.



MURPHY, HESSE, TOOMEY & LEHANE, LLP
Attorneys At Law

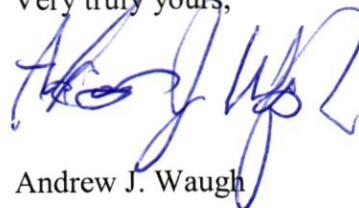
Dr. Jay Lang
September 5, 2018
Page 2

The Bureau of Municipal Finance Law (“the Bureau”), which is part of the Division of Local Services which is, in turn, part of the Massachusetts Department of Revenue, issued guidance to municipalities on the use of revolving funds for various school department programs in November 2016. In its November 2016 guidance for the Use of School Property Revolving Fund pursuant to Mass. Gen. L. ch. 71, § 71E, under the category of “Revenue Source” the Bureau lists “school parking fees” as the revenue source and under “department activities” or permissible uses it states “expenses of making facility available, including additional custodial costs, utilities, ordinary repairs and maintenance.” Based on this guidance, it appears that the Bureau is authorizing the depositing of parking fees into a Section 71E revolving fund and the subsequent use of the funds for expenses related to making the facility available. Given the absence of other guidance in this area, I contacted the Bureau to seek their interpretation on this issue. I spoke with Don Gordon who stated that the Bureau views parking revenue under Mass. Gen. L ch. 71, § 71E similar to revenue generated from the rental of classrooms. In both instances, the school department can use the fees for making the facility available. Based on the Bureau’s interpretation, this would allow the school district to use the parking fees for the cost of custodial cleaning, security services or other similar services directly related to the Chelmsford High School parking lot. Mr. Gordon was clear in his guidance that parking fees should not be used to offset the cost of contracted student transportation, notwithstanding the school district’s historical use of these fees, as this is beyond the scope of the use of a Section 71E revolving fund.

Based on the November 2016 Bureau advisory and the guidance received during my telephone call with Mr. Gordon, the school district may continue to deposit parking fees into its Section 71E revolving fund. The school district should not use any parking fees deposited into a Section 71E revolving fund to offset the cost of contracted student transportation. The school district may, however, use any parking fees collected from students for parking passes for Chelmsford High School for costs that are necessary to make the facility available, including but not limited to cleaning the parking lot and/or using security services to maintain the safety of vehicles and individuals using the lot.

If you or any members of the School Committee have any questions concerning this opinion, please do not hesitate to contact me.

Very truly yours,



Andrew J. Waugh

From: [Johnson-Collins, Joanna](#)
To: [Bolduc, Leanne](#); [Lang, Jay](#)
Subject: FW: FY18 Student Parking Pass
Date: Tuesday, May 08, 2018 3:54:58 PM
Attachments: [FY18 Student Parking Pass - MCC Reconciliation Report.xlsx](#)

Jay

Per your request and for your discussions with Andy

Summary of Transportation Revolving Fund Revenue collected in FY18

266,467.76 = FY18 school bus pass fee collections YTD through April (prelim) 2018 =

33,300 = FY18 CHS parking pass fee collections YTD

299,767.64 =FY18 Total Revenue

Thank you Leanne for pulling this report from MCC for parking pass collections in FY18

Joanna

From: Bolduc, Leanne
Sent: Tuesday, May 08, 2018 1:45 PM
To: Johnson-Collins, Joanna <johnsoncollinsj@chelmsford.k12.ma.us>
Subject: FY18 Student Parking Pass

Student Parking Pass 2017-2018 MCC Reconciliation Report 07.01.2018 – 05.08.2018

Type	Count	Amount
ACH	26	\$4,900.00
Credit Card	151	\$28,400.00
Cash	10	\$0.00
Check	0	\$0.00
Failures		
Total	187	\$33,300.00

Leanne Bolduc
Financial Analyst
bolducl@chelmsford.k12.ma.us
Chelmsford Public Schools
230 North Road Chelmsford, MA 01824
Phone: 978-251-5100 X 6912

REVOLVING FUNDS FOR SCHOOL DEPARTMENT PROGRAMS

The purpose of this chart is to provide general information about revolving funds allowed by Massachusetts law. It is not designed to address all questions or issues about the listed funds. Nothing contained in the chart changes the laws that authorize and govern these funds.

A revolving fund separately accounts for specific revenues and earmarks them for expenditure by a board or officer without appropriation for particular purposes to support the activity, program or service that generated the revenues. Typically, revolving funds are authorized by state law for programs or services with expenses that (1) fluctuate with demand and (2) can be matched with the fees, charges or other revenues collected during the year.

The board or officer with authority to spend from a revolving fund can only incur liabilities and spend from the available, unspent and unencumbered balance of actual collections.

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
ADULT AND CONTINUING EDUCATION G.L. c. 71, § 71E	YES IN REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE	NONE	ADULT EDUCATION AND CONTINUING EDUCATION, ADULT PHYSICAL FITNESS, SUMMER SCHOOL AND ENRICHMENT PROGRAMS	YES	NOT PROHIBITED	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	SEPARATE FUNDS FOR ADULT PROGRAMS AND SUMMER SCHOOL AND ENRICHMENT PROGRAMS		
COMMUNITY SCHOOLS G.L. c. 71, § 71C	NO	NONE	MATERIALS AND EQUIPMENT FOR COMMUNITY SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	\$10,000	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
CULINARY ARTS G.L. c. 71, § 17A	YES IN REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTBOARDS OR CITY COUNCILS	NONE	CULINARY ARTS PROGRAMS	NO	PROGRAM EQUIPMENT	\$15,000 TOTAL \$5,000 IN EQUIPMENT PURCHASES	SALE OF CULINARY PROGRAM PRODUCTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FY RECEIPTS OVER \$15,000 CREDITED TO GENERAL FUND	ANNUAL AUDIT BY TREASURER TO SCHOOL COMMITTEE, MAYOR OR CITY MANAGER AND CITY COUNCIL, SELECTBOARD OR TOWN MANAGER COPY TO BOA (SCHEDULE A)	

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
NON-RESIDENT STUDENT TUITION G.L. c. 71, § 71F G.L. c. 71, § 16D½	YES IN CITY OR TOWN NO IN REGIONAL SCHOOL DISTRICT	NONE	EDUCATION EXPENSES OF NON-RESIDENT AND FOSTER CARE CHILDREN ENROLLED IN SCHOOL	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	NON-RESIDENT TUITION PAYMENTS AND STATE REIMBURSEMENTS FOR FOSTER CARE CHILDREN	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
SCHOOL BUS ADVERTISING c. 184, § 197 OF THE ACTS OF 2002	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	SALE OF ADVERTISING SPACE ON SCHOOL BUSES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			SALE OF SPACE MUST BE OVERSEEN BY GOVERNING BOARD APPOINTED BY SCHOOL COMMITTEE AND IS SUBJECT TO STATUTORY STANDARDS
SCHOOL CHOICE TUITION G.L. c. 76, § 12B(o)	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	SCHOOL CHOICE TUITION PAYMENTS AND FEDERAL, STATE OR OTHER PAYMENTS, GIFTS AND GRANTS	GENERAL FUNDS	CARRIES FORWARD TO NEXT FY			
SCHOOL EXTENDED SERVICES G.L. c. 71, § 26C	NO	NONE	EXTENDED SCHOOL SERVICES FOR CHILDREN	YES	NOT PROHIBITED	NONE	PROGRAM FEES, FEDERAL FUNDS, OTHER GRANTS, GIFTS, DONATIONS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			PROGRAMS MUST BE APPROVED BY COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
SCHOOL LUNCH c. 548 OF THE ACTS OF 1948, AS AMENDED BY c. 650, § 1969	NO	NONE	OPERATION OF SCHOOL LUNCH PROGRAMS	YES	PROGRAM EQUIPMENT	NONE	FEES FROM SALES OF LUNCH AND OTHER MEALS, SCHOOL LUNCH GRANT FUNDS	REVOLVING FUND	CARRIES FORWARD TO NEXT FY	MUST COMPLY WITH PRESCRIBED FEDERAL AND STATE REPORTING AND AUDITING REQUIREMENTS		

** Refers to equipment used in instruction that school committee may fund within its annual appropriation and generally considered "Instructional Equipment" under DESE end of year financial reporting guidelines

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
SCHOOL RENTAL G.L.c. 40, § 3 G.L.c. 71, § 16(r)	NO, BUT PROVISION PERMITTING USE OF FUNDS FOR ANY FACILITY AND FUND CARRY OVER APPLIES ONLY IN CITY OR TOWN AND REQUIRES ACCEPTANCE (SEE DEPARTMENT/ ACTIVITIES; FUND BALANCE)	NONE	UPKEEP OF RENTED FACILITY OR SPACE, INCLUDING CUSTODIAL COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE. MAY BE USED FOR UPKEEP OF ANY SCHOOL FACILITY IF CITY OR TOWN HAS ACCEPTED PROVISION SO PERMITTING	YES	NOT PROHIBITED	NONE	RENTAL PAYMENTS FROM LESSEES OF SURPLUS SCHOOLS OR SURPLUS SPACE IN SCHOOL IN USE	GENERAL FUND	CLOSES TO GENERAL FUND AT END OF FY, UNLESS CITY/TOWN HAS ACCEPTED PROVISION PERMITTING CARRY OVER TO NEXT FY CLOSES TO EXCESS AND DEFICIENCY IN REGIONAL SCHOOL DISTRICT			LEASING OF SURPLUS SPACE IN SCHOOL IN USE MUST BE APPROVED BY DESE
STUDENT ATHLETICS AND ACTIVITIES G.L.c. 71, § 47	NO	NONE	SCHOOL COMMITTEE SPONSORED ATHLETIC AND EXTRACURRICULAR PROGRAMS, AWARDS, EQUIPMENT AND FACILITIES	YES	PROGRAM EQUIPMENT AND FACILITIES	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF FUND FOR OUT-OF-STATE TRAVEL EXPENSES REQUIRES APPROVAL OF MAYOR OR SELECTBOARD
STUDENT ACTIVITY AGENCY G.L.c. 71, § 47	NO	NONE	SCHOOL COMMITTEE AUTHORIZED STUDENT ACTIVITIES	NOT APPLICABLE	NOT APPLICABLE	NONE	STUDENT ACTIVITY RECEIPTS	AGENCY ACCOUNT	CARRIES FORWARD TO NEXT FY	PRINCIPAL AUTHORIZED BY SCHOOL COMMITTEE TO RECEIVE STUDENT ACTIVITY AGENCY MONIES MUST TURN OVER TO TREASURER FOR DEPOSIT INTO STUDENT ACTIVITY AGENCY CHECKING ACCOUNT	ANNUAL AUDIT BASED ON PROCEDURES AGREED TO BY SCHOOL COMMITTEE AND AUDITOR, AND DESE GUIDELINES	SCHOOL COMMITTEE MAY AUTHORIZE PRINCIPAL TO SPEND MONIES IN STUDENT ACTIVITY AGENCY CHECKING ACCOUNT FOR STUDENT ACTIVITIES. PRINCIPAL MUST BE BONDED IN AMOUNT FIXED BY TREASURER AND MUST FOLLOW ADMINISTRATIVE PROCEDURES ESTABLISHED BY TREASURER OR ACCOUNTING OFFICER SCHOOL COMMITTEE (1) FIXES MAXIMUM BALANCE ON DEPOSIT IN CHECKING ACCOUNT, (2) TRANSFERS THROUGH WARRANT PROCESS INITIAL FUNDS FROM AGENCY ACCOUNT INTO CHECKING ACCOUNT FOR TREASURER TO REPLENISH PERIODICALLY

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
USE OF SCHOOL PROPERTY G.L.c. 71, § 71E	YES IN REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE	NONE	EXPENSES OF MAKING FACILITY AVAILABLE, INCLUDING ADDITIONAL CUSTODIAL COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE	YES	NOT PROHIBITED	NONE	FEEES AND CHARGES FOR USE OF FACILITY SCHOOL PARKING FEES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF SCHOOL FACILITIES BY INDIVIDUALS, GROUPS, ORGANIZATIONS FOR CIVIC, SOCIAL, EDUCATIONAL RECREATIONAL PURPOSES GOVERNED BY SCHOOL COMMITTEE POLICIES ESTABLISHED UNDER G.L. c. 71, § 71
VOCATIONAL EDUCATION G.L.c. 74, § 14B	YES IN REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTBOARDS OR CITY COUNCILS	NONE	CULINARY ARTS, HOME ECONOMIC AND OTHER VOCATIONAL-TECHNICAL SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	NONE	SALE OF PROGRAM PRODUCTS AND SERVICES	GENERAL FUND	CARRIES FORWARD TO NEXT FY		ANNUAL REPORT BY SCHOOL SUPERINTENDENT TO MAYOR OR CITY MANAGER AND CITY COUNCIL, SELECTBOARD OR TOWN MANAGER COPY TO BOA (SCHEDULE A)	

Category Level Detail

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 FPE	FY2018 BUDGET	FY2019 FPE	FY2019 BUDGET
3300 TRANSPORTATION						
CROSSING GUARDS	\$ 2,070	\$ 4,985	3.0	\$ 10,800	3.0	\$ 10,800
TRANSPORTATION COORDINATOR	\$ -	\$ -	1.0	\$ 45,000	1.0	\$ 45,900
Total Personnel	\$ 2,070	\$ 4,985	4.0	\$ 55,800	4.0	\$ 56,700
REGULAR TRANSPORTATION: BASE CONTRACT	\$ 1,689,960	\$ 1,592,857	-	\$ 1,722,600	-	\$ 1,811,340
Less: Offset to Transportation Revolving Fund	\$ (399,672)	\$ (304,897)	-	\$ (300,000)	-	\$ (266,700)
REGULAR TRANSPORTATION: LATE BUS RUNS	\$ 27,960	\$ 27,929	-	\$ 40,000	-	\$ 43,200
REGULAR TRANSPORTATION: HOMELESS	\$ 149,326	\$ 40,990	-	\$ 60,000	-	\$ 55,000
REGULAR TRANSPORTATION: MID DAY KINDERGARTEN BUS RUNS	\$ -	\$ 120,960	-	\$ -	-	\$ -
Less: Mid-Day Kindergarten Bus offset to Comm Ed	\$ (120,960)	\$ (120,960)	-	\$ -	-	\$ -
SPECIAL EDUCATION TRANSPORTATION	\$ 1,027,003	\$ 1,723,192	-	\$ 1,850,000	-	\$ 1,850,000
Less: Special Education 240 Grant Offset	\$ (117,318)	\$ -	-	\$ -	-	\$ -
SOFTWARE	\$ -	\$ 11,360	-	\$ 9,940	-	\$ 4,995
Total Non-Personnel	\$ 2,256,299	\$ 3,091,430	0.0	\$ 3,382,540	0.0	\$ 3,497,835
Total 3300 TRANSPORTATION	\$ 2,258,369	\$ 3,096,415	4.0	\$ 3,438,340	4.0	\$ 3,554,535

Notes:

Fees collected for student riders (Grades 7 - 12 AND all students living under 2 miles from school) are used to offset the cost of contracted student transportation.

A decrease in the transportation of Homeless students occurred in FY2017. The FY2018 and FY2019 budgets reflect this continuing trend.

Category Level Detail

	FY2016	FY2017	FY2018	FY2018	FY2019	FY2019
	ACTUAL	ACTUAL	FPE	BUDGET	FPE	BUDGET

3600 SCHOOL SECURITY

SUPERVISOR OF STUDENTS	\$ 192,114	\$ 196,427	4.0	\$ 202,518	4.0	\$ 190,173
Less: Offset to Transportation Revolving Fund	\$ -	\$ -	-	\$ -	-	\$ (33,300)
CPS COURT LIAISON	\$ -	\$ -	-	\$ -	-	\$ 9,000
Total Personnel	\$ 192,114	\$ 196,427	4.0	\$ 202,518	4.0	\$ 165,873
Total 3600 SCHOOL SECURITY	\$ 192,114	\$ 196,427	4.0	\$ 202,518	4.0	\$ 165,873

Notes:

Fees collected from high school students to park at CHS are used to offset the cost associated with securing the parking lots.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: September 14, 2018

RE: Student Activity Accounts – Draft Audit of CHS and updated procedures

I'm writing to update you on the draft audit of the Chelmsford High School (CHS) Student Activity Account and share the updated student activity guidelines and procedures.

Our external auditor, Powers and Sullivan, audited the CHS student activity account in the spring of 2018. Attached please find the draft audit report. We are awaiting the final audit report as we have requested that the item on page 11 be removed if they find that the report we submitted is satisfactory, as we provided the report shortly after their field visit May 25, 2018. Upon receipt of the final audit report, I will bring that document forward to the School Committee and highlight any changes from the draft to the final report.

While there were no findings, the auditors did have comments surrounding the need to have School Committee policies voted upon regarding the student activity accounts and to update the guidelines and procedures from 2010. This packet includes the School Committee policies recently updated and voted upon at the September 4, 2018 regular school committee meeting (Appendix B), as well as an updated guidelines and procedures document. The Related Forms (Appendix A) and Appendix B School Committee Policies (related to the student activity accounts) update the base document from 2010 with content to reflect the current school committee policies and references to the MA Department of Elementary and Secondary Education (DESE) agreed upon procedures and audit guidelines for student activity accounts. The edits are noted to reflect the updates. **I would ask that the School Committee members acknowledge these documents as a report of progress.** These documents will also be shared with the advisors and coaches to maintain our compliance with the recommendations.

Upon receipt of the final audit report of the CHS student activity account, I will provide a final copy of the updated guidelines and procedures (with red-line tracking removed and changes accepted) manual for the school committee to review, acknowledge (procedures) and approve (policies).

Going forward, I will be presenting the CHS student activity balances on a quarterly basis as part of the regular quarterly financial review of the local budget and grant and revolving fund summary to the school committee.

I'd like to thank members of the Business Office team, Leanne Bolduc and Kim Borgen, as well as Principal Murray and Dan Hart for their work and support on the CHS student activity account, the audit, and updating the guidelines and procedures. I'd also like to thank the advisors, coaches and student representatives from the activities/clubs/sports for their continued compliance on following the guidelines and procedures.

I'm available to address any questions. Thank you for the opportunity to provide this update.

Powers & Sullivan, LLC

Certified Public Accountants



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

June 25, 2018

Ms. Joanna Johnson-Collins
Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Dear Joanna,

Enclosed please find a draft of the *report on agreed-upon procedures in relation to the Chelmsford High School Student Activity Funds* for the year ended June 30, 2017.

If you should have any questions, please do not hesitate to contact our office.

Sincerely,

Jennifer Couillard
Audit Administrator

Enclosures

RECEIVED
JUN 27 2018

DRAFT

**CHELMSFORD PUBLIC SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE CHELMSFORD HIGH SCHOOL
STUDENT ACTIVITY FUNDS**

YEAR ENDED DECEMBER 31, 2017

CHELMSFORD PUBLIC SCHOOL DISTRICT
REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE CHELMSFORD HIGH SCHOOL
STUDENT ACTIVITY FUNDS

DECEMBER 31, 2017

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**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES IN RELATION TO THE
CHELMSFORD HIGH SCHOOL STUDENT ACTIVITY FUNDS**

To the Honorable School Committee and
Management of the Chelmsford Public School District
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the Chelmsford High School student activity funds for the period January 1, 2017, through December 31, 2017. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

_____, 2018

Student Activity Schedules

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

December 31, 2017

ASSETS

Cash and cash equivalents.....	\$	<u>252,591</u>
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STUDENT ACTIVITY BALANCES

Art Club.....	\$	54
Athletics.....		9,882
ATWE.....		1,208
Badminton.....		1
Band.....		3,073
Basketball - Boys.....		50
Basketball - Girls.....		1,760
Be the Change Project.....		1
Best Buddies.....		475
Career Center.....		821
Cheerleading.....		625
Chelmsford Garden Club.....		25
Chorus.....		2,241
Class of 2016.....		4,755
Class of 2017.....		11,055
Class of 2018.....		53,355
Class of 2019.....		2,893
Class of 2020.....		136
Class of 2021.....		526
Cross Country.....		811
Dance Team.....		829
DECA.....		8,549
ECO Club.....		871
Field Hockey.....		3,155
Field Trips.....		3,494
Fine Arts.....		3,870
Football.....		4,427
Future Teachers Club.....		1,761
Golf.....		447
Gymnastics.....		77
Ice Hockey - Boys.....		3,056
Ice Hockey - Girls.....		539
International Relations.....		533
Key Club.....		136
Lacrosse - Boys.....		361

(Continued)

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

December 31, 2017

Lacrosse - Girls.....	\$ 2,578
LIME.....	4,187
Lion Yearbook.....	102
Melting Pot Club.....	100
Mock Trial.....	349
National Business HS.....	528
National Honors Society.....	1,920
Orchestra.....	36
PAVE Program.....	949
Principal's Account.....	3,372
Reality Check.....	1,483
Resiliency.....	(96)
SAGA.....	857
Science Organization.....	(152)
Ski Club.....	314
Ski Team.....	(167)
Soccer - Boys.....	7,780
Soccer - Girls.....	8,041
Softball.....	3,678
Special Olympics.....	1
Speech and Debate Team.....	1,201
Student Council.....	1,034
Student Trainers.....	706
Swim Team - Boys.....	1,440
Swim Team - Girls.....	2,570
Tech Ed Student Build.....	41
Tennis - Boys.....	416
Tennis - Girls.....	230
Theater Guild.....	54,868
Thomas Jefferson Forum.....	199
Track.....	6,381
Tri-M.....	132
Unidentified.....	6,549
Voice Student News.....	320
Volleyball - Boys.....	1,138
Volleyball - Girls.....	10,646
World Language HS - LFS.....	1,974
Wrestling.....	582
Madame Queenan Boutique.....	452
TOTAL STUDENT ACTIVITY BALANCES.....	\$ <u>252,591</u>

(Concluded)

SCHEDULE OF ACTIVITIES - CASH BASIS

YEAR ENDED DECEMBER 31, 2017

Receipts:	
Student activities.....	<u>\$ 574,051</u>
Disbursements:	
Student activities.....	<u>552,742</u>
Increase (decrease) in student activity balances.....	21,309
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>231,282</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	<u>\$ 252,591</u>

SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS

YEAR ENDED DECEMBER 31, 2017

	Beginning Balances	Receipts	Disbursements	Receipts Over (Under) Disbursements	Ending Balances
Art Club.....	\$ 54	\$ -	\$ -	\$ -	\$ 54
Athletics.....	(454)	23,060	12,724	10,336	9,882
ATWE.....	-	38,862	37,654	1,208	1,208
Badminton.....	-	240	239	1	1
Band.....	487	17,497	14,911	2,586	3,073
Basketball - Boys.....	50	-	-	-	50
Basketball - Girls.....	1,965	3,391	3,596	(205)	1,760
Be the Change Project.....	1	-	-	-	1
Best Buddies.....	345	600	470	130	475
Career Center.....	738	1,808	1,725	83	821
Cheerleading.....	(570)	1,195	-	1,195	625
Chelmsford Garden Club.....	25	-	-	-	25
Chorus.....	4,668	6,891	9,318	(2,427)	2,241
Class of 2014.....	6,127	-	6,127	(6,127)	-
Class of 2016.....	16,755	-	12,000	(12,000)	4,755
Class of 2017.....	42,897	46,794	78,636	(31,842)	11,055
Class of 2018.....	3,521	60,602	10,768	49,834	53,355
Class of 2019.....	1,603	2,959	1,669	1,290	2,893
Class of 2020.....	29	3,724	3,617	107	136
Class of 2021.....	-	1,788	1,262	526	526
Cross Country.....	661	150	-	150	811
Dance Team.....	829	-	-	-	829
DECA.....	8,520	38,046	38,017	29	8,549
ECO Club.....	72	845	46	799	871
Field Hockey.....	1,511	6,435	4,791	1,644	3,155
Field Trips.....	(1,163)	24,982	20,325	4,657	3,494
Fine Arts.....	2,056	2,564	750	1,814	3,870
Football.....	7,279	39,505	42,357	(2,852)	4,427
Future Teachers Club.....	1,761	-	-	-	1,761
Golf.....	2,575	-	2,128	(2,128)	447
Gymnastics.....	77	-	-	-	77
Ice Hockey - Boys.....	1,250	9,673	7,867	1,806	3,056
Ice Hockey - Girls.....	2,255	-	1,716	(1,716)	539
International Relations.....	533	-	-	-	533
Key Club.....	61	685	610	75	136
Lacrosse - Boys.....	1,670	1,815	3,124	(1,309)	361

(Continued)

SCHEDULE OF SUPPORT, RECEIPTS AND DISBURSEMENTS - CASH BASIS

YEAR ENDED DECEMBER 31, 2017

	Beginning Balances	Receipts	Disbursements	Receipts Over (Under) Disbursements	Ending Balances
Lacrosse - Girls.....	\$ 2,038	2,961	\$ 2,421	\$ 540	\$ 2,578
LIME.....	6,838	1,960	4,611	(2,651)	4,187
Lion Yearbook.....	21,333	11,775	33,006	(21,231)	102
Melting Pot Club.....	40	98	38	60	100
Mock Trial.....	596	144	391	(247)	349
National Business HS.....	483	168	123	45	528
National Honors Society.....	4,497	1,418	3,995	(2,577)	1,920
New Bank Transfer.....	-	25,000	25,000	-	-
Orchestra.....	4,536	-	4,500	(4,500)	36
PAVE Program.....	1,128	749	928	(179)	949
Principal's Account.....	891	3,944	1,463	2,481	3,372
Reality Check.....	1,483	352	352	-	1,483
Resiliency.....	-	4,109	4,205	(96)	(96)
SAGA.....	962	-	105	(105)	857
Science Organization.....	(152)	-	-	-	(152)
Ski Club.....	887	1,125	1,698	(573)	314
Ski Team.....	-	2,609	2,776	(167)	(167)
Soccer - Boys.....	12,221	6,984	11,425	(4,441)	7,780
Soccer - Girls.....	2,709	8,976	3,644	5,332	8,041
Softball.....	6,300	13,251	15,873	(2,622)	3,678
Special Olympics.....	1	-	-	-	1
Speech and Debate Team.....	1,538	80	417	(337)	1,201
Student Council.....	525	649	140	509	1,034
Student Trainers.....	771	200	265	(65)	706
Swim Team - Boys.....	2,624	5,057	6,241	(1,184)	1,440
Swim Team - Girls.....	2,105	5,695	5,230	465	2,570
Tech Ed Student Build.....	41	-	-	-	41
Tennis - Boys.....	(624)	1,040	-	1,040	416
Tennis - Girls.....	134	2,368	2,272	96	230
Theater Guild.....	35,933	80,627	61,692	18,935	54,868
Thomas Jefferson Forum.....	243	381	425	(44)	199
Track.....	(765)	19,880	12,734	7,146	6,381
Tri-M.....	232	-	100	(100)	132
Unidentified.....	2,819	3,730	-	3,730	6,549
Voice Student News.....	320	-	-	-	320
Volleyball - Boys.....	211	7,717	6,790	927	1,138
Volleyball - Girls.....	6,860	19,315	15,529	3,786	10,646
World Language HS - LFS.....	12	1,962	-	1,962	1,974
Wrestling.....	3,324	5,164	7,906	(2,742)	582
Madame Queenan Boutique.....	-	452	-	452	452
Totals.....	\$ 231,282	574,051	\$ 552,742	\$ 21,309	\$ 252,591

(Concluded)

SECTION I – ADMINISTRATION**Establishment of Policies and Procedures Voted Upon by School Committee**DESE Guideline

The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal and thus it is the direct responsibility of the principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

Agreed Upon Procedure

1. Inquire and obtain evidence suggesting that policies have been adopted by the School Committee. Evidence should be included in School Committee minutes through a School Committee vote.
2. Review formal policies and procedures and determine if they are effective; consider the following:
 - a. Policies must require adequate internal control to ensure protection of student monies.
 - b. Policies must be complete and satisfy Massachusetts General Law (MGL)
 - c. Policies must only govern student activity money and not money that is governed under other MGL.
 - d. Procedures should be developed that support policy and provide for segregation of duties.
 - e. Policies and procedures must be updated when applicable.

Comment

A complete set of formal policies and procedures have not been voted upon by School Committee since 2010, and these formal policies and procedures are not the standard set that are currently being used by the individuals handling the student activity monies. The District has established informal policies and procedures that are currently being followed, however School Committee has not voted upon these policies and procedures, and they do not completely satisfy the requirements of the Department of Elementary and Secondary Education (DESE).

We recommend that the School Department expand their current informal policies and procedures to include the following as well as any additional requirements set forth by the DESE, and that these policies and procedures be voted upon by the School Committee:

- The consideration of what classifies an inactive account and how to dispose of these, in addition to how to handle deficit balances and the closing of class accounts after graduation.
- Policies on proper segregation of duties, approval of student activity accounts, timeliness of audits, proper reconciliation procedures, and the process to replenish funds.
- Policies regarding bonding employees for faithful performance.
- Policies regarding the internal control of the receipts and disbursement processes.

Approval of Student Activity AccountsDESE Guideline

Although not required, it is good practice for the School Committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and object/missions for each activity.

Agreed Upon Procedure

Obtain a listing of each active student activity and inquire if each student activity and inquire if each student activity has been approved annually by the School Committee or if new, was approved during the year. Evidence should be included in the School Committee minutes through a School Committee vote.

Comment

We were not provided with evidence that the School Committee votes on established student activity accounts. We recommend that the School Committee vote on student activity accounts to mitigate the risk of the School establishing an improper student activity account. We also recommend that the School Committee establish a formal policy regarding the approval process for student activities annually or when first established.

Appropriateness of Student Activity AccountsDESE Guideline

A student activity account may be used for funds raised by student organizations that will be expended by those students for their benefit. Funds raised or donated that are governed by laws other than the student activity laws cannot be deposited to a student activity account. In addition, funds belonging to staff through sunshine funds or vending machines or other activities not related to the students may not be deposited in the student activity account.

Agreed Upon Procedure

Obtain a listing of each active student activity. From this list, determine source of funding and objective of each student activity. Evaluate if funds have been properly deposited into the student activity account or if funds are more appropriately classified as revolving, gift, grant or other type of fund.

Comments

Per our review of the student activity listing, we noted one account that is not an appropriate student activity account. This account is "unidentified" and per our discussions with the School personnel, this account acts as a temporary holding category that is sometimes used while balancing to the agency bank statement. There may be slight timing issues with deposits showing on the bank statement and the documentation received from teachers/advisors/coaches not being entered into QuickBooks software by club. This account is not appropriate and should be closed out in accordance with an established School Committee policy. Receipts and disbursements should be recorded to the individual student activity equity accounts directly, and any timing differences that exist between QuickBooks postings and bank postings should only be notated on the monthly bank reconciliations.

SECTION II. – STEWARDSHIP AND CUSTODIAL RESPONSIBILITY**Checking Account Balance in Excess of Maximum**DESE Guideline

The Principal may request replenishment of the checking account to the maximum established balance by presentation of a fund request to the Town Treasurer, accompanied by invoices or other support for disbursements previously made from the checking account.

Agreed Upon Procedures

Review selected checking account bank statements to determine if checking account balances ever exceed amounts established by the School Committee.

Comment

School Committee did vote on a maximum balance of the checking account, and based on our review of the bank statements and the School Committee policy, we noted that the bank balances exceeded the maximum balances authorized in the School Committee vote for 8 out of 12 months. We recommend that procedures be implemented to comply with the School Committee policy.

Annual AuditsDESE Guideline

There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the DESE. In addition, DESE recommends the audit be performed by an outside independent audit firm once every three years for those with activities greater than \$25,000. In the intervening years, the audit may be conducted by a responsible individual independent of the student activities, with the approval of School Committee. Such an individual could be the Town Accountant, who already has audit powers under MGL Chapter 41 the Treasurer, or the School Business Manager, if the School Business Manager is not involved in the administration or transactional processing of the student activities.

Agreed Upon Procedure

Determine if annual audits have been performed, either by an outside independent audit firm or as permissible, internally. Evidence of this may be obtained from reports developed as a result of the process.

Comment

The High School has not had an independent review of their Student Activities since 2013. Furthermore, the School Committee has not established policies and procedures regarding the timeliness of independent reviews and the process of conducting internal audits annually. We recommend that the School Committee establish policies and procedures regarding internal and external audits and that the School develop procedures to ensure compliance with School Committee policies.

SECTION III. – GENERAL OPERATING PROCEDURES**Bank Reconciliations**DESE Guideline

Bank reconciliations must be done at least quarterly (preferably monthly). A copy of the bank reconciliation should be sent to the Assistant Superintendent of Business Affairs, School Committee, student officers, and the Town Treasurer. Sign-offs must be performed by the preparers and reviewers.

Agreed Upon Procedures

Through inquiry, observations, and review of sample bank reconciliations, determine if bank reconciliations are prepared at least quarterly and sent to the appropriate parties for review; and that signoffs by both preparer and reviewer are included in the process.

Comment

Cash reconciliations are performed and prepared monthly, however to reconcile cash, the agency account and checking account must be added together to reconcile. Therefore, cash in total reconciles, but individually between the two accounts they do not reconcile. Although cash is accounted for and reconciled in total, reconciling the agency account separate from the checking account is important as the functionality of student activity operates with these two accounts separate. In addition, the Town only records the agency account on their books; therefore accuracy between the two different bank accounts is important. Furthermore, these reconciliations did not contain sign offs by both the preparer and the reviewer. We recommend that the School Committee establish policies and procedures regarding reconciling the cash in the student activity accounts and that the School department establish procedures to ensure compliance with School Committee policy.

Reconciliation of Subsidiary Accounts to the Control AccountDESE Guideline

The DESE makes recommendations to maintain minimum general operating procedures in the administration of student activities including:

1. The School Principal shall maintain individual subsidiary accounts by program within the student activity control account. This will allow proper matching of program expenditures against revenues that are collected for that purpose as well as allow for the efficient determination of the program balances.
2. Aggregate subsidiary account balances should be reconciled no less than quarterly to the total control account.
3. Total control account balances should be reconciled no less than quarterly to the aggregate total of the School Principal's reconciled checking account and the agency account maintained by the Treasurer.

Agreed Upon Procedures

Through inquiry and analysis, determine if subsidiary student activity account detail is maintained and if the aggregate of the subsidiary accounts are reconciled to the control account on a monthly basis.

Comment

We were not provided with a reconciliation between QuickBooks for the agency account and the Town's ledger per MUNIS. We recommend that a reconciliation between these two ledgers for the agency account be performed monthly, and that the reconciliation support be retained.

SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS**Revenue Internal Control Process****Develop Revenue, Receipts and Deposit Policies and Procedures****DESE Guideline**

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

The DESE recommends strict procedures for control of all receipts that should include the following controls:

- Receipts generated from the sale of a high volume product such as the yearbook or admission to a highly attended event like the prom or other dance or ball, should be controlled through the use of pre-numbered receipts.
- A reconciliation process should be in place whereby pre-numbered receipts, tickets, attendance logs or other revenue source documents are reconciled to cash collected for particular activities prior to making a deposit in the bank. In the situation where it is impractical to use source documents, two people should count the cash and sign off on the process.
- The cash collection and deposit function should be segregated from the accounting and recording function.
- All student organizations receiving monies from any source should turn over such money to the School Principal or the Principal's designee within twenty-four hours from receipt of such funds.
- Any money not deposited on the same day must be kept overnight in a locked vault, safe, or other secure locked area.
- All money turned over to the school by a student organization shall be accompanied by a school deposit slip stating the source of the monies, the amount being deposited, and signed by the person turning over the money to the office. If turned in by a student, this should be co-signed by the group advisor or teacher, who should also keep a duplicate of the deposit slip.
- The School Principal or the Principal's designee should deposit into the agency account all monies received from student activity organizations at a minimum on a weekly basis. Written evidence of receipt should be obtained from the Town Treasurer.
- An ongoing philosophy of the importance of handling money with care, honesty, and accuracy should be conveyed to the students, advisors and teachers through roundtable meetings and educational trainings.
- Money collected for purposes other than student activities shall not be deposited into the student activity account and must be handled by MGL that governs its administration.
- Any monies paid to the school or to a student activity as commissions or revenue sharing belonging to the students and shall be deposited into the student activity agency accounts. Such funds shall be expended for the benefit of the students in accordance with School Committee policies and may not be spent to benefit the staff or to supplement the school budget.

- A policy must be adopted by the School Committee that specifies how any other undesignated receipts will be distributed and such receipts must be deposited into the student activity agency account. No student activity revenues will be deposited into the School Principal's checking account.

Agreed Upon Procedures

Through inquiry of the School Principal or their designee, document the process by which receipts are administered in order to gain an understanding of the internal control process in place.

Comment

The School Department has an established set of procedures regarding the receipt and deposit of student activity money, which is provided, in writing, to the advisors and principals at the various schools within the district. These procedures are reasonable and include some of the recommendations established by the DESE. However, these policies and procedures are not formally adopted by School Committee, and they do not encompass all of the procedures recommended by DESE. We recommend that the School Committee formally adopt policies and procedures related to the receipts process of student activity monies, and we recommend that the policies and procedures adopted comply with DESE guidelines.

School Deposits

DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Is the receipt amount included on the deposit slip?
2. Determine if pre-numbered receipts are used.
3. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.

Comments

During our testing, we noted that bank deposit slips that detail the checks being turned over to the bank are not retained with the receipt documentation maintained at the District office.

Pre-numbered receipts are not being utilized and reconciled at functions that would benefit from this control. Also, in the event where pre-numbered receipts are not feasible, there was no evidence provided to ensure that two people collected, counted, and turned over the funds to the principal's office. This process of two people collecting and counting the funds received should be detailed on a separate standard form that is signed off by those two individuals to attest to the monies collected.

As pre-numbered receipts and/or standard forms documenting the individuals collecting the funds and the information regarding the funds collected were not maintained with the receipt documentation, we were unable to determine the timing between when the monies were actually collected by the students/advisors, and when they were turned over to the principal's office for deposit.

SECTION V. – PURCHASING AND DISBURSEMENTS

Develop Purchasing and Disbursement Policies and Procedures

DESE Guideline

MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students.

In order to accomplish this goal, the DESE recommends the following at a minimum are in place:

- Advance of funds should be avoided whenever possible. If it is anticipated that an advance is necessary, prior written approval must be obtained from the School Principal.
- Equipment and supplies purchased with student activity funds are the property of the student activity groups and not any individual student or other organization. Equipment and supplies purchased with student activity funds should be used exclusively for co-curricular student activities and not for the general use of School operations.
- Student advisors, or others involved in purchasing, many not benefit personally from any purchasing – either directly or indirectly.
- Student activity funds many not be used for any purpose unrelated to student activities or for the benefit of any staff person.
- All disbursements should be made by check.
- The policy adopted by the School Committee should specify the method or methods to be used to pay for expenses, including how to handle the reimbursement of funds when personal credit cards are used. (This is important because of the potential "reward" benefits the credit card holder may accrue).
- Disbursements exceeding \$600 in aggregate to any one individual or entity must be reviewed to determine if a Form 1099-MISC. is required. This process should be coordinated with the Town Accountant or Treasurer to ensure compliance.
- Checks may not be written to cash.
- Checks shall be signed only after they are completely prepared.
- Check signature authority shall be in accordance with School Committee policy. Consideration should be given to require two signatures for individual disbursements made over a certain dollar amount.
- Individuals responsible for writing checks should be segregated from the record keeping and reconciliation process; or assurances should be made that other mitigating controls are in place such as a

monthly review of all activity by an independent responsible individual.

- All disbursements are required to have adequate external supporting documentation such as a vendor invoice, bill contract or receipt.
- A record of all checks will be maintained, including voided checks. Numerical order of checks should be retained.
- Checkbook reconciliations should be performed monthly.
- A standardized form should accompany all requests for check issuance.
- The standardized form shall be accompanied by the supporting documentation and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the student activity account to be charged, and the approval signature of the advisor or student officer.
- All requests for replenishment to the School Principal imprest checking account must be adequately supported and processed through the Town accounts payable warrant process.

Agreed Upon Procedure

Through inquiry of the School Principal or their designee, document the process by which disbursements are administered in order to gain an understanding of the internal control process in place.

Comment

We noted that there are informal policies and procedures in place and that these are provided to the appropriate individuals in writing. These informal policies and procedures are reasonable and cover some of the recommended policies and procedures established by the DESE, however these should be formally adopted by School Committee, and should be expanded to ensure that the School complies with DESE guidelines.

SECTION VI. – CLASS, INACTIVE ACCOUNTS AND DEFICITS

Graduated Classes

DESE Guideline

It is ESE's opinion that, because graduates are no longer students, monies for student class grades that have graduated cannot be legally maintained in student activity accounts. ESE recommends that the School Committee approve a policy that specifies how these funds shall be disposed of upon a class' graduation. Notification of the manner of disposition should be given to the class officers and all students who contribute to the class accounts. Such policy should specify how long the class account should remain active after graduation (i.e. 90 to 180 days after graduation to permit the school to pass all class obligations). After the waiting period, the policy should specify if and how the remaining funds will be transferred to the graduates, if the funds will revert to other student activity groups (such as the incoming senior class), or other specific disposition instructions.

Agreed Upon Procedures

1. Through review of School Committee policies, determine the policy for disposition of class accounts.
2. Obtain a listing of all individual student activity accounts and scan the listing for class accounts for students who have already graduated.
3. Determine if disposition is in accordance with School Committee policies.

Comment

We noted that throughout 2017, there was activity for the Class of 2014, three years after graduating. We recommend that the School Committee adopt formal policies and procedures regarding class accounts in compliance with DESE guidelines, and we recommend that the school establish procedures to ensure compliance with these established policies.

Inactive AccountsDESE Guideline

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:

- Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.
- All assets of the recognized student activity shall be identified and stated in writing
- Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.
- Such policy will be communicated to the students who contribute to the account, when possible.

Agreed Upon Procedures

Through review of the School Committee policies, determine the policy for disposition of inactive accounts and its reasonableness.

Comment

Per review of the activity within the student activity accounts, we noted that there were several accounts that have not had any financial activity for the past three years. When we inquired with school personnel, we noted that these activities are active, as in the clubs/groups meet and the advisor is paid a stipend out of the General Fund budget, the student activity just does not have any financial activity and does not do any fundraising or have any disbursements. With no student monies flowing through the account, this account should be considered inactive, and therefore should be closed out. Furthermore, the School Committee has not established an up to date formal policy regarding the closing of inactive student activity accounts. We recommend that policies be established to include procedures related to inactive accounts, and that inactive accounts be closed in compliance with these policies.

School Committee Policies for Deficit balancesDESE Guideline

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. DESE recommends that the School Committee develop a policy for remedial action whenever a deficit not resulting from timing exists.

Possible remedial action could include funding from the following sources:

- School Committee appropriation;
- Accumulated investment earnings;
- Surpluses of inactive accounts;
- Gift from an activity with a surplus balance through approval of the advisor; or
- Any other legal means.

Agreed Upon Procedures

1. Through review of School Committee policies, determine the policy for remediation of individual student activity deficit balances and its reasonableness.
2. Obtain listing of all individually listed student activity accounts. Scan listing for accounts and determine if any have deficit balances.
3. Determine if disposition of deficit balances is in accordance with School Committee policies.

Comment

The School Committee has not established an up to date policy addressing the remediation of individual student activity deficit balances. Furthermore there were three student activity accounts that had deficit balances at year-end. We recommend that School Committee establish policies related to deficit balances and that procedures be implemented to ensure that deficit balances are mitigated.

SECTION VII. – STUDENT TRAVEL**Enhance Student Travel Policy and Authorization Forms**DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip. The following should be included in the travel policy:

- A request for travel authorization and funding must be prepared well in advance of the time the funds are needed.

Schedule of Comments

- The request should be submitted by the advisor or other person responsible for the activity trip; furthermore, the request should be approved by the School Principal in accordance with policy established by the School Committee.
- Travel Authorization Forms should contain at least the following: date of request, date funds needed, destination and purpose of trip, estimated departure and return times, number of persons traveling, estimate of cash required for tips and other various sundry items, estimate of expenses, signature of person requesting authorization, signature of person authorizing the request, check number and date of payment, and signature of the School Principal.
- The approved travel authorizations are to be submitted to the School Principal or their designee to ascertain the sufficient funds are available.
- Approved Travel Authorization Forms should remain in a pending file until final accountability for the trip has been completed.
- The policy adopted by the School Committee should specify the method or methods to be used to pay travel expenses, including how to handle the reimbursement of funds when personal credit cards are used.
- A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

Agreed Upon Procedure

Through review of School Committee policies, determine if the policy for student travel is adequate.

Comment

We noted that the School's general and informal student activity procedures address student travel and are in compliance with DESE policies and procedures, however these should be formally adopted by School Committee. Furthermore, the supporting documentation for student travel should be included with the disbursement documentation maintained at the school business office.

In adopting formal School Committee policies and procedures, we recommend that they be expanded to specify the method or methods to be used to pay travel expenses, including how to handle the reimbursement of funds when personal credit cards are used. This is important because of the potential "reward" benefits the credit card holder may accrue. We recommend that the School Committee establish formal travel policies to cap the spending limit on purchases with personal credit cards to \$1,000, unless extenuating circumstances and prior approval of the Business Manager is received.

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STUDENT ACTIVITY ACCOUNTS

GUIDELINES AND PROCEDURES

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Chelmsford Public Schools

I. OVERVIEW

The Chelmsford Public Schools have established procedures for School Principals, as well as other school administrative staff on the proper management and operation of student activity funds. These procedures are designed to ensure compliance with the state law governing student activity accounts, MGL Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996. Additionally, these procedures are necessary to ensure sound financial practices, safeguard student funds and protect Chelmsford employees from allegations of wrongdoing.

Comment [BL1]: Section added to include additional overview provided by DESE and School Committee Policy (voted on 9.4.18).

The Chelmsford Public School System strives to provide guidelines and procedures for the creation, operation, control and public reporting of student activity accounts that are reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the School Principal and thus it is the direct responsibility of the School Principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

Comment [BL2]: The auditors have suggested that guidelines and procedures be presented and reviewed by the School Committee periodically.

The Superintendent shall ensure that annually, all School Principals and approved Student Activity Participants, receive a copy of the School Committee Policy as well as a copy of these established guidelines and procedures.

Comment [BL3]: This is written under School Committee Policy JF.

II. GENERAL INFORMATION

A. STUDENT ACTIVITY ACCOUNTS

A student activity account shall be used for monies, raised by students or student organizations, activities, and which will be expended by those students or student organizations activities for their benefit. MGL Chapter 66 of the Acts of 1996, which is codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), as well as the policies of the Chelmsford School Committee governs monies deposited to a student activity account. Monies governed by any other laws, which specify other ways in which the money must be handled, cannot be deposited to a student activity account. (For example, athletic gate receipts are governed by MGL Chapter 71, Section 47 and must be deposited with the Town Treasurer and, therefore, cannot be deposited to a student activity account.) (Section II.C.)

Comment [BL4]: Language is adjusted throughout the document to provide consistency. -"Organization" is changed to "Activity" - "Policy" is changed to "Guidelines/Procedures" -"checkbook" is changed to "Checking Account"

Comment [BL5]: Updated to be aligned with the current law.

All Student Activity Guidelines and Procedures should adhere to the Chelmsford Public School Committee Policies and applicable MGL's.

Only organizations activities approved by the School Principal or Superintendent may raise and/or disburse monies through a student activity account. Further information on the approval process for a group to be recognized as a student activity can be found later in these procedures.

Comment [BL6]: Updated to align with School Committee Policy.

B. AGENCY ACCOUNTS V. CHECKING ACCOUNT

~~MGL Chapter 66 of the Acts of 1996 allows the Chelmsford School Committee to vote to authorize the Treasurer to establish an "interest-bearing bank account, hereinafter referred to as the Student Activity Agency Account" for the purpose of conducting student activities. All monies collected through student activities must be deposited in this account.~~

Comment [BL7]: This procedure was rewritten to include CPS current policy, practices, recommendations from the auditors, and DESE guidelines and remove information that is outlined in later sections.

The Chelmsford School Committee authorizes the High School and Middle School Principals to receive all student monies and to deposit such monies into an interest-bearing bank account, hereinafter referred to as the Student Activity Agency (Savings) Account, duly established by vote of the Chelmsford School Committee to be used for the express purpose of conducting student activities.

Comment [BL8]: This is written under School Committee Policy JIF.

~~MGL Chapter 66 further allows the Chelmsford School Committee to authorize the Treasurer to establish a "Student Activity Checking Account" to be controlled and operated by the school principal. Such an account is only for expenditures in accordance with School Committee policy and must have a maximum balance specified in the School Committee policy. The fund to establish such a checking account must come from the Agency Account specified above, as must all monies to periodically replenish the checking account (after submittal of appropriate documentation) up to the maximum balance.~~

~~The Chelmsford School Committee has approved the establishment of the agency accounts and individual checkbooks for each school. (A copy of the School Committee policy is attached in Appendix C.)~~

~~Information on how deposits and expenditures are to be made in each account can be found on the following pages.~~

In addition to such Student Activity Agency Accounts, the Chelmsford School Committee hereby authorizes the School Principals of each school to establish a checking account, designated the Student Activity Checking Account, to be operated and controlled by the School Principal and from which funds may be expended exclusively for approved student activity purposes. All expenditures from the Student Activity Checking Accounts may be approved only by the School Principal or his or her designee.

Comment [BL9]: This is written under School Committee Policy JIF.

C. RELEVANT LAWS

It is recommended that the users of these guidelines and procedures become familiar with the following MGLs as their applicability may closely approximate and relate to the student activity accounts. The list is not intended to be all inclusive of the laws that may apply, but is intended to be used for informational purposes only in assisting the user to reach a conclusion:

Comment [BL10]: This guideline was not clearly defined in the 2010 document, this language is taken from the DESE guidelines to provide reference to all relevant laws.

- 1. Chapter 66 of the Special Acts of 1996 – Student Activity Accounts**
- 2. MGL 44, Section 53 – Lost Textbook Revolving Account**
- 3. MGL 44, Section 53A – Grants and Gifts**
- 4. MGL 44, Section 53E ½ – Revolving Funds**

5. MGL 71, Section 17A – Revolving Funds for Culinary Arts Programs
6. MGL 71, Section 37A – Acceptance of Grants or Gifts
7. MGL 71, section 47 – Revolving Funds for Athletic programs and School Organizations
8. MGL 71, Section 71C – Community School programs revolving accounts
9. MGL 71, Section 71E – Adult Education and Continuing Education Revolving Accounts
10. MGL 74, Section 14B – Culinary Arts and Other Vocational Technical Revolving Funds
11. MGL 268A – Conflict of Interest
12. Chapter 548 of the Special Acts of 1948 – School Lunch Revolving Account

III. ORGANIZATIONAL MANAGEMENT

A. ESTABLISHING A STUDENT ACTIVITY ACCOUNT

~~The elementary, middle and high schools may maintain a "general" school activity sub-account for monies raised by the entire student body through building fundraisers. Specific monies raised by specific groups shall be maintained as separate sub-accounts.~~

~~In order to maintain a sub-account within the overall school student activity account, the organization for which the account is maintained must be approved by the Superintendent. The following process shall be used for an organization to request approval:~~

~~To be approved a new organization must submit a request with all the required information to the Superintendent. The required information shall include:~~

- ~~1. The suggested name of the organization.~~
- ~~2. The reason for forming such a student organization.~~
- ~~3. Criteria for membership in the organization.~~
- ~~4. School and/or grade span for the organization.~~
- ~~5. How adult supervision will be achieved. (NOTE: paid advisors require Chelmsford Teachers Union contract language and budget monies).~~

To be approved, a new activity must submit a request with all the required information on the Student Activity Proposal Form (Appendix A.v.) to the School Principal or Superintendent. The required information shall include:

1. Name of proposed activity
2. Advisor(s) (NOTE: paid advisors require Chelmsford Teachers Union contract language and budget monies).
3. Description of the activity you are proposing
4. Major goals of this activity
5. How would this activity fulfill the CPS mission?
6. Type of meeting schedule (weekly, monthly, daily)
 - a. Where will the meetings take place?
7. List of student expectations for this activity
8. Proposed leadership structure

Comment [BL11]: The auditors have suggested we update our guidelines/procedures regarding proper segregation of duties, approval of student activity accounts, and timeliness of audits.

Comment [BL12]: This information was removed as it is later outlined in Section IV.B. "Sub-accounts Accounts"

Comment [BL13]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL14]: This form was rewritten to include all information listed in this section and designed so that it may be used by all schools.

Comment [BL15]: Updated to align with School Committee Policy JJA.

Comment [BL16]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Chelmsford Public Schools

- 9. Any potential community outreach programs
- 10. How will this activity benefit the CPS students?

Annually, the School Principal will provide a list of approved activities and advisors to the Business Office. It is recommended that the School Committee annually review established and newly proposed student activity accounts to mitigate the risk of an improper account.

B. BONDING

~~MGL Chapter 66 of the Acts of 1996 requires that the principal "shall give bond to the municipality or district in such amount as the Treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account."~~

Comment [BL17]: The auditors have suggested we update our guidelines/procedures regarding bonding.

~~The Director of Finance and Services~~ **The City/Town/District Treasurer, with the Director of Business and Finance and applicable School Principal,** will periodically review the options for providing this coverage and determine which is best suited to Chelmsford's needs.

Comment [BL18]: Updated to align with School Committee Policy JF.

If any additional cost is involved, it can be charged to each school's individual student activity accounts (interest earnings). The Superintendent shall make the determination as to whether the school budget can cover the cost, or if each school must cover its share of the cost.

C. AUDITS

All student activity **sub**-accounts shall have an internal audit conducted semi-annually by the Director of Business and Finance or **his or her** designee. This internal audit should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts; **as well as a procedural review to ensure alignment with the Massachusetts DESE "Agreed Upon Procedures and Audit Guidelines: Student Activity Funds"**.

Comment [BL19]: This was updated to provide guidance as to how the audit should be conducted.

~~Each year an external audit of each student activity account shall be done. The audit shall be arranged by the Director of Finance and Services or the Superintendent, not the principal or bookkeeper. The cost of the independent audit may be paid from the interest earned on the Student Activity Account.~~

There shall be an external audit of the student activity accounts, arranged by the Director of Business and Finance or Superintendent, which shall be conducted in accordance with guidelines issued by DESE. If any additional cost is involved, it can be charged to each school's individual student activity account (interest earnings, based on availability of funds). The Superintendent shall make the determination as to whether the school budget can cover the cost or if each school must cover its share of the cost.

Comment [BL20]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL21]: This guideline is in alignment with the practice written in Section III.B. "Bonding"

D. TRAINING SESSIONS

~~The services and/or guidance of the Business Office should be made available to the Principal's Office to review laws and the essentials of good bookkeeping procedures to ensure accurate and books of accounts. Training shall be made available to the Principal's and/or their staff on the financial software used to track the Student Activity Accounts.~~

~~It is recommended that annually a review be conducted for advisors and student officers in early September to review these principles of the Student Activity Accounts system. Training should be made available on the necessary procedures, forms authorizations needed, and the books and records to be kept to accurately systematize an audit trail and prepare the proper reports.~~

The services/guidance of the Business Office should be made available to the **School Principal's Office and any applicable staff to provide training on current laws, policies and procedures. It is recommended that an annual training be conducted for advisors, coaches and staff to review these guidelines and procedures, necessary forms and any changes that may have occurred.**

Financial training should be made available on the necessary software, procedures, forms, authorizations and any other record keeping matters to accurately systematize an audit trail and prepare the proper reports.

E. TAX EXEMPT STATUS

All Student Activity Account purchases will be under the tax-exempt number of the town, through the Town Treasurer's office.

Monies not under the control of the school system (i.e. PTO, Booster Clubs, staff monies, etc.); are not considered student activity monies. As such, they are not eligible to use the tax-exempt number, nor may they be maintained in the student activity accounts.

The Business Office can provide copies of the tax-exempt form upon request.

F. STAFF FUNDS

~~The Student Activity Accounts authorized by MGL Chapter 66 of the Acts of 1996 are for student monies only.~~

~~Any monies belonging to staff (i.e. sunshine funds, staff vending machines, etc.) cannot be maintained in such accounts. Should staff wish to maintain such an account(s), they must establish a bank account in their own name, and cannot use the town's tax exempt number for such account(s).~~

A student activity account may be used for funds raised by student activities that will be expended by those students for their benefit. Funds raised or donated that are governed by

Comment [BL22]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL23]: Updated to align with current practice.

Comment [BL24]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

laws other than the student activity laws cannot be deposited to a student activity account. In addition, funds belonging to staff through sunshine funds or vending machines or other activities not related to the students may not be deposited in the student activity account.

G. GIFTS

~~Gifts to student organizations may not be deposited to the applicable student activity account.~~

Gifts are governed by MGL Chapter 44, Section 53A and MGL, Chapter 71, Section 37A and shall be processed in accordance with such. ~~including deposit of monetary gifts with the Town Treasurer via the Business Office after acceptance by the School Committee.~~

~~After acceptance, monetary gifts under Chapter 71, Section 47 shall be deposited to a gifts and donations account and expended through the town warrant process for the specific purpose for which it was received.~~

If no specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

H. SCHOLARSHIP FUNDS

~~MGL Chapter 44, Section 53A and/or MGL Chapter 71, Section 37A shall govern all monies donated or collected for scholarship purposes. This includes the depositing of all such monies with the Town Treasurer.~~

~~All scholarship monies are under the jurisdiction of the School Committee, in accordance with the guidelines under which the scholarship was established.~~

Comment [BL25]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL26]: This is not a current CPS practice and not specifically addressed by DESE.

IV. OPERATING PROCEDURES

A. ACCOUNTING SYSTEMS, FORMS AND RECORD KEEPING

~~A critical point to keep in mind with all record keeping is that each person involved should protect themselves from charges of wrongdoing by keeping detailed records with appropriate backup documents. A clear audit trail shall be left at all times. This would include the following:~~

An accounting system for the student activity funds must be implemented and function in a sufficient manner to facilitate basic reconciliation and control procedures. An accounting system may be an off-the-shelf accounting application, a properly designed electronic spreadsheet or for smaller student activity accounts, a manual system. The determination of the appropriate accounting system will vary school by school based on a variety of factors including volume and frequency of student activity transactions and the skills of those in charge with administering the day-to-day accounting for student activities.

Comment [BL27]: The auditors have suggested we update our guidelines/procedures regarding proper segregation of duties, proper reconciliation procedures, and the process to replenish funds.

Comment [BL28]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

The goal by all staff, with regards to record keeping, is to leave a clear audit trail at all times. This will include, but not be limited to:

1. Use of standardized forms (Appendix A) should be used whenever possible.
2. All disbursements must require an invoice or some type of receipt.
3. All deposits to the student activity bookkeeper require a school deposit slip stating the source of the monies, total amount being deposited, and the person making the deposit. a minimum of two signatures.
4. All bank account reconciliation reports should be done monthly with a copy of each sent to the Business Office. At the high school level copies of account reconciliation shall also be sent to the student officer/treasurer or advisor of each organization at least quarterly. Sign-offs must be performed by the preparers and reviewers.
5. Periodic financial reports should be made in accordance with directives from the Director of Finance and Services.
6. Other reports shall be prepared as required by the Director of Finance and Services, Superintendent and/or School Committee. Every quarter, the bookkeeper will send a copy of each student activity sub-account to the appropriate advisor/coach; and a copy of the bank reconciliation to the Director of Business and Finance.
7. Advisors and coaches should report any corrections or discrepancies to the bookkeeper within 60 days of receiving their reports.

Comment [BL29]: This is a DESE guideline and recommended by the auditors.

B. SUB-ACCOUNTS

The School Principal shall maintain individual subsidiary sub-accounts by activity within the student activity control account. In order to match receipts and expenditures to the appropriate recognized student activity organizations. This will allow proper matching of program expenditures against revenues that are collected for that purpose, as well as, allow for the efficient determination of the program balances. Subsidiary accounts should be balanced each month to the control account.

Comment [BL30]: This guideline was updated to provide consistent language.

Comment [BL31]: This information was removed as it is later outlined in Section IV.A. "Accounting Systems, Forms and Record Keeping"

Sub-accounts shall be maintained whenever the monies are raised by a specific group of students, (class, club or team), for their own activities. It is recognized that some monies, especially at the elementary level, will be raised for the entire school and a school-wide sub-account may be maintained.

C. RECEIPTS

The area most susceptible to abuse is the receipts process, since cash is collected by many individuals (often students). School Principal's shall pay close attention to their building procedures for the handling of all receipts.

Comment [BL32]: The auditors have suggested we update our guidelines/procedures regarding the internal control of the receipts and disbursements process.

Comment [BL33]: The current CPS practice encourages the staff to handle receipts not students.

1. Any student activities receiving monies from any source (fundraisers, etc.) should deposit such money to the principal or principal's designee within twenty-four hours appropriate school associated student activity account within twenty-four hours. for subsequent deposit to the student activity account.
2. If money is received on a weekend, it shall be turned in on the first business day to the

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~~principal's office.~~ No student or advisor shall take money home at any time. Money received ~~over the weekend shall be deposited to a night depository, secured in a locked vault or safeguarded by other means~~ outside of normal banking hours, shall be secured in a locked vault, safe, or other secured locked area.

- ~~3. The principal or principal's designee should deposit all monies received from student activity organizations to the bank no later than forty eight hours after receipt by the principal's office.~~
- ~~4. Any money not deposited to the bank on the same day it was received shall be kept overnight in a safe or other secure, locked area.~~
- ~~5. All money turned over to the office by a student organization (student officer/treasurer or advisor) shall be accompanied by a school deposit slip stating the source of the monies, the amount of money being deposited, and signed by the person turning over the money to the office. (Form SAA-1) Once money is deposited by a student activity, the advisor should turn in the school deposit form/bank receipt to the School Principal within twenty-four hours. This record should include the source of the monies, the amount of money being deposited, and a minimum of two signatures; the person turning over the money to the office and the School Principal, or his or her designee, that is reviewing the receipt. (Appendix A.i.)~~
- ~~6. All monies turned into the office by students must be co-signed by the advisor or a teacher.~~
- ~~7. The advisor or student officer/treasurer should keep a copy of the school deposit form/bank receipt that was submitted to the office.~~
- ~~8. All receipts monies must be deposited by the principal or the principal's designee advisor to the bank designated by the Town Treasurer for deposit to the Student Activity Agency Account. The original bank receipt must be immediately forwarded to the Business Office with the Cash Receipts Transmittal Sheet (SAA-2 in Appendix A) for forwarding to the Town Treasurer. The principal shall maintain a copy of the bank receipt and all relevant backup material~~
- ~~9. No deposits receipts may be made into the checkbook checking account except the initial transfer from the Agency Account to open the checkbook checking account, a transfer from the Agency Account to increase the checkbook checking account maximum (with set by the School Committee approval), or for replenishment of funds based on the submittal of receipts to the Business Office.~~
- ~~10. Residual funds from undesignated receipts that have existed for longer than one year shall revert to the Student Activity General Student Body Fund account of that specific school unless otherwise designated.~~

Comment [BL34]: Two people signing for money is a DESE guideline and recommended by the auditors.

Comment [BL35]: This is written under School Committee Policy JF.

D. INSUFFICIENT CHECKS FUNDS PROCEDURES

The following procedure will be followed for the handling of checks deposited to Student Activity Accounts that are returned for insufficient funds:

1. The bank will notify the Town Treasurer when a check has been returned.
2. The Town Treasurer will notify the school department Business Office of the returned check by sending a copy of the bank's notification.
3. The Business Office bookkeeper will forward a copy of the bank notification to the appropriate school office advisor.

Comment [BL36]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

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4. The ~~school office~~ **advisor** will attempt to collect the monies for the returned check, and money to cover the related bank charges and treasurer's fees.
5. If the money is recouped, the ~~school secretary~~ **advisor** will redeposit the money to the bank on a separate deposit slip indicating the amount of the original check and the amount of the bank charges and treasurer's fees.
6. The ~~school secretary~~ **advisor** will label the bank's deposit slip as money for a "replacement check" and will forward a copy to the Business Office, **along with the appropriate deposit form and back-up.**
7. ~~The School Business Office will forward a copy of the bank deposit slip to the Town Treasurer.~~
8. ~~If money is not recouped, the School Office must notify in writing to both the Business Office and the Town Treasurer. In such case, the bank charges shall be covered by the Treasurer's budget.~~
9. ~~If the money is recouped and redeposited, the initial returned check will be forwarded to the School Office to return to the owner, if requested by the owner. No check will be returned to the owner until the amount plus fees are deposited.~~
10. ~~The Business Office and School Office will not reduce their ledger balance unless the money is not recovered.~~ **The Business Office bookkeeper will adjust the student activity account balance at the time of the month-end bank reconciliations.**

E. EARNINGS

i. INTEREST

Interest earned on Student Activity Agency Accounts and the checking accounts authorized by the School Committee, with student activity monies, must accrue to the student activity account. A separate record shall be maintained on all interest earnings.

The interest that is earned on such accounts shall be maintained in the Agency and Checking Account(s) respectively; and distributed annually to the Student Activity General Student Body Fund account.

Comment [BL37]: This is written under School Committee Policy JJF.

Interest earned by such Student Activity Agency Accounts shall be retained by the fund and may be expended for the annual audit fee or any other fees or expenses associated with the operation of the account.

~~The Chelmsford School Committee policy specifies the use and disposition of all interest earned, which shall be for the benefit of the students participating in activities:~~

ii. COMMISSIONS

Any monies paid to the school or to a student activity ~~organization~~ **as commission or revenue sharing**, belongs to the students **and shall be deposited into the Student Activity Agency Account**. At no time shall such commissions be used to benefit staff.

Commissions shall be used to reduce the cost of the item involved to each student (i.e. yearbook, senior class) and for use by that specific student ~~organization~~ **activity**.

F. **PURCHASES/EXPENDITURES, DISBURSEMENTS/CHECKS**

MGL 71, Section 47 gives the enforcement of School Committee policies to the School Principals; such is the case with purchasing and disbursements. It is important that disbursement guidelines and procedures are sound, controlled, and designed to benefit only the students.

i. **PURCHASES/EXPENDITURES**

1. No purchases or expenditures will be made without prior approval of the School Principal.
2. The practice of paying in advance with personal monies should be avoided whenever possible. If it is anticipated that payment in advance with personal funds may be necessary, prior approval shall be obtained from the School Principal or his/her designee. Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase, either directly or indirectly. (This is important because of the potential "reward" benefits the credit card holder may accrue).
3. Equipment and supplies purchased with student activity account monies are the property of the organizations activity, not of any individual student, advisor or other interested party.
4. Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.
5. Purchases made with monies in student activity accounts are exempt from the provisions of MGL Chapter 30B, the Procurement Law. It is recommended, however, that School Principals follow the provisions of this law to the maximum extent possible to insure the most efficient use of these monies. It is recognized, however, that many purchasing decisions will be made by students, (particularly at the secondary level), and selection of the low bidder may not be reasonable. Students should be taught how to compare costs as part of their experience.

ii. **DISBURSEMENTS/CHECKS**

1. All expenditures or disbursements from student activity accounts shall be made by check.
2. A standardized form Request for Check from CPS Student Activity Account (Appendix A.ii.) should accompany all requests for check issuance. (Form SAA-3 in Appendix A) The form shall accompany the invoice and/or receipt, and/or all supporting documents, and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the account to be charged and the approval signature of the student officer/treasurer and/or advisor, advisor/coach/appropriate staff member and School Principal/Athletic Director.
3. All requests for replenishment to the School Principal interest checking account must be processed through the Town accounts payable warrant process.
4. No check shall be made payable to cash, unless for Cash Box (Section IV.I.)
5. Checks shall be signed only after they are completely prepared.
6. Check signature authority shall be in accordance with School Committee policy. (Appendix B.iv.)
7. A record of all checks issued will be maintained by the bookkeeper. The advisor should keep a duplicate of the Request for Check from CPS Student Activity

Comment [BL38]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL39]: The auditors have suggested we update our guidelines/procedures regarding the internal control of the receipts and disbursements process.

Comment [BL40]: This procedure was updated to merge two bullets and provide DESE guidelines regarding the potential for "rewards"

Comment [BL41]: From School Committee Policy JJF.

Comment [BL42]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL43]: This procedure was updated to merged Purchase, Expenditures, Disbursements and Checks sections to consolidate policies under one heading to match DESE layout

Comment [BL44]: The auditors have suggested that the supporting documentation for travel should be included with the disbursement documentation.

Account and all accompanying back-up.

8. All checks shall be accounted for, including voided checks, ~~(which shall be voided to avoid re-use but not destroyed)~~ **which shall be retained and not destroyed.**
9. ~~Checkbook reconciliations to bank statements and account reconciliations shall be done monthly. The principal should approve the reconciliations.~~

Comment [BL45]: This information was removed as it is previously outlined in Section IV.A. "Accounting Systems, Forms and Record Keeping"

G. PREPAYMENTS

As a general guideline, payments are not to be made from Student Activity Accounts (either agency accounts or checking accounts) until the goods or services have been provided. Partial payments may be made for partial receipt of the goods or services in the amount that is in relation to the amount received.

~~An exception to the no prepayment policy will be permitted for performances (e.g. theater or musical performances). A principal may choose to make a prepayment if receipt of tickets is dependent upon such prepayment. If a principal chooses to make a prepayment, the following steps must occur:~~

Exception to the no prepayment guideline will be permitted for activities such as:

1. Performances (e.g. theater or musical performances)
2. Travel (e.g. transportation and/or accommodations for related activity travel)
3. Deposits (e.g. reservations, security deposits)

A School Principal must approve any such prepayments.

The staff and students involved must be notified that once a prepayment is made, there is no guarantee of a refund if the performance does not occur for any reason; the school activity fund takes the risk of loss of those monies.

If students are paying for the tickets (versus using general fundraising paying for the tickets), the parents must be notified in advance that there will be no refund of money if their child misses the performance (e.g. due to illness), unless the performance site refunds their money.

H. REPLENISHMENT OF CHECKING ACCOUNT FUNDS

Each building ~~checkbook~~ **checking account** has a maximum balance approved by the School Committee. As checks are issued, the balance in the ~~checkbook~~ **checking account** will decrease. Periodically the **School Principal** should submit documentation to the Director of Business and Finance to account for the expenditures, along with a request to have monies equal to the total expended in the ~~checkbook~~ **checking account** transferred (via the warrant process) from **Student Activity Agency Account** to the student activity ~~checkbook~~ **checking account.** ~~(SAA 4 in Appendix A) (Appendix B.iv.)~~

Such requests shall include a billhead, requesting replenishment of the account, accompanied by a copy of each school withdrawal slip. Original bills and receipts that backup each withdrawal slip will be maintained by the school in their files.

I. CASH BOXES

A cash box may be maintained at a building in accordance with the following guidelines:

1. A cash box(es) may be needed during the year to make change during fundraising activities. At no time shall a cash box be used as a petty cash fund.
2. A check may be made to open a cash box at the beginning of each fiscal year. This will be done via a voucher "to open cash box for fiscal year 20XX". This check shall be cashed for change and placed in a locked cash box, which shall be kept ~~in a safe or other secure, locked location~~ in a locked vault, safe, or other secured locked area.
3. The cash box shall be signed out to student ~~organization activity~~ as needed for fundraising. A log book shall be kept which records which group is using the cash box, the date signed out, the amount in the cash box and the signatures of both the person signing it out of the safe and the person receiving it. Upon return of the cash box, the log shall also record the date returned, amount returned (which shall be equal to the amount signed out), and the signatures of both parties again.
4. ~~The cash box shall be closed out at the end of the fiscal year by depositing the money back to the main account. The amount deposited back must equal the amount originally withdrawn to establish the cash box.~~

J. FIELD TRIPS

Field Trips should be held in accordance with School Committee policy.

~~The cost of the field trip per participant shall be calculated using the Field Trip Financial Sheet. (SAA 5 in Appendix A)~~

All monies received through field trips shall be deposited in accordance with the preceding section on "Receipts".

~~Expenditures related to fundraisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures.~~

A Field Trip Application Form (Appendix A.iii.) should request travel authorization and funding well in advance of the time the funds are needed.

All documentation related to field trips should be attached to deposit forms and check request forms.

K. FUND-RAISERS

~~Fundraising projects should be held in accordance with School Committee policy.~~

All Fundraisers must be approved by the School Principal or the Superintendent before money is collected and submitted with the standardized fundraising form. (Appendix A.iv.)

Comment [BL46]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL47]: This is a DESE guideline and recommended by the auditors.

Comment [BL48]: This procedure was rewritten to include CPS current practices and policy (JE and Memorandum presented on 9.4.18) and recommendations from the auditors/DESE guidelines.

Results of fundraisers shall be reported to the **School Principal** within one week of the close of the fundraising activity on an approved form.

All monies received through fundraisers shall be deposited in accordance with the preceding section on "Receipts". (**Section IV.C.**)

Expenditures related to fundraisers must be handled in accordance with the **guidelines and procedures** for all other student activity account expenditures.

L. **INACTIVE ACCOUNTS**

Any student activity ~~organization~~ **sub-account that has been financially** inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following to be closed:

1. Written notification by the advisor or student officers/treasurer to the **School Principal** that the activity will cease to be a viable account. ~~If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.~~
2. All assets of the recognized student activity ~~organization~~ shall be determined and stated in writing.
3. Any disposition of assets of an inactive recognized student activity shall be determined by the ~~School Committee~~ **School Principal**, but in no case shall the disposition benefit specific individuals. The primary goal in disposition should be to benefit the student body.
4. **Residual funds from inactive student activities shall revert to the Student Activity General Student Body Fund account of that specific school unless otherwise designated.**

Comment [BL49]: The auditors have suggested we update our inactive account guidelines/procedures.

Comment [BL50]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Comment [BL51]: A student activity may be active, but not have any financial transactions occurring. It is a DESE/Auditor recommendation that the sub-account be closed if financially inactive even if the club itself is on-going.

Comment [BL52]: This is written under School Committee Policy JJF.

M. **CLASS ACCOUNT AT GRADUATION**

Class accounts are established to benefit students currently enrolled in the school system. Once a class of students graduates; the school district is no longer responsible for these monies.

Class accounts shall remain open for ~~six~~ **a minimum of three** months after graduation to ensure that all outstanding bills can be paid. **Once a class has graduated from High School, their funds should be removed from the High School Student Activity Account no later than one year from the date of graduation.**

Upon completion of the **one year**, the funds, if not withdrawn by the students or "willed" by the class to another student ~~organization~~ **activity**, shall be ~~disposed of in accordance with School Committee policy~~ **transferred to the General Student Body Fund account.**

Comment [BL53]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Class officers should be given a copy of this procedure during the course of their senior year to ensure their knowledge of their obligations to perform under this procedure.

N. **STUDENT ACTIVITY DEFICITS**

Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action.

Comment [BL54]: This procedure was rewritten to include CPS current policy, practices and recommendations from the auditors/DESE guidelines.

Appendix A: Related Forms

- i. Deposit to CPS Student Activity Fund**
- ii. Request for Check from CPS Student Activity Account**
- iii. Field Trip Application Form**
- iv. Application for Approval of Fundraising Activity**
- v. CPS Student Activity Proposal Form (Establishing a New Club/Team)**

DEPOSITS TO CPS STUDENT ACTIVITY FUND

(All monies should be deposited to Enterprise Bank)

Today's Date: _____

Club/Team/Activity: _____

(If this is a class field trip please write the name of the subject, not grade, and what the trip is.)

Person Depositing Funds: _____

Total Amount of Cash: _____

Total Amount of Checks: _____

Grand Total Amount of Deposit: _____

Source of the deposit (fundraiser, donation, etc.): _____

I VERIFY THE ACCURACY OF THE AMOUNT BEING DEPOSITED.

Staff Name (please print): _____

Staff Advisor Signature: _____ Date: _____

Staff Email: _____ Staff Phone Number: _____

I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.

Principal's Signature: _____ Date: _____

(Please provide detail. What type of fundraiser? Who gave the donation?)

PROCEDURE:

- After preparing all monies and checks for deposit, it is your responsibility to hand deliver your deposit along with your white deposit form (leave yellow copy in the booklet) to **Enterprise Bank**.
 - o Deposits must be made by a staff member. Students can NOT go off campus to make a deposit.
- Your deposit will be processed by Enterprise and you will be given an "official" bank deposit receipt.
 - o This official receipt MUST be attached to this form for your student account to be credited.
 - o Please write the name of your club/team/activity on the official receipt.
- **Please attach a copy of the product/activity quote if this deposit is intended for a specific purpose.**
- **Please attach a copy of approved filed trip form. (If applicable)**
- This deposit form and ALL attached information must be submitted to CPS Main office for the student account to be credited. (The forms will be delivered to central office once a week.)

For Office Use Only:

Date:

Checkbook:

Invoice:

Computer:

REQUEST FOR CHECK FROM CPS STUDENT ACTIVITY ACCOUNT

Today's Date: _____

Club/Team/Activity: _____

Person Submitting Form: _____

Amount of Check Request: _____

Reason for Expenditure (please be detailed): _____

Make Check Payable To:
Name of Vendor: _____
Vendor Address: _____

Would you like to pick the check up in the Main Office Copy Room or have the check mailed ? (check one) Pick up in Main Office _____ Please mail _____

<u>I VERIFY THE INFORMATION ON THIS REQUEST IS ACCURATE.</u>
Staff Name (please print): _____
Staff Advisor Signature: _____ Date: _____
Staff Email: _____ Staff Phone Number: _____

<u>I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.</u>
Principal's Signature: _____ Date: _____
Athletic Director's Signature: _____ Date: _____
(Required for Athletic Teams Only)

PROCEDURE:

- **Attach a copy of the invoice/receipt that shows expense. (Quotes are not accepted)**
- **Attach a copy of approved filed trip form. (If applicable)**
- **If the check request is for personal reimbursement and not to a company that person must attach a copy of his/her bank statements showing purchase of the expense. All items unrelated to the expense being requested can be blacked out.**
- If the student activity club or team does not have enough funds the request will NOT be competed.
- We are a tax-exempt government entity. Please present the tax-exempt forms to the vendor, we will NOT pay a vendor sales tax or reimburse a person if he/she has paid sales tax.
- Submit the completed form and ALL attached documents to CHS Main office for the request to be signed by the building Principal and then sent to Central Office for payment. (The forms will be delivered to central office one a week and checks will be issued within a week of receiving all information.)

For Office Use Only:

Date:
Checkbook:
Invoice:
Computer:

FIELD TRIP APPLICATION FORM CHELMSFORD PUBLIC SCHOOLS 230 North Road, Chelmsford, MA 01824 Phone (978) 251-5100	Teacher Sub(s) Needed: YES _____ NO _____ _____ Full-Day Sub(s) _____ Half Day Sub(s) needed for: AM / PM
--	---

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

School Requesting Permission: _____ CHS _____ PARKER _____ McCARTHY _____

_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

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

Trip Date: ____/____/____ If Overnight Trip, Return Date: ____/____/____

Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

Faculty Trip Sponsor: _____ Cell Phone: _____

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

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

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: _____ Number of Male _____ Number of Female _____

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

Faculty/Chaperones (Names): _____

_____ Cell Phone #: _____

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

If applicable

Is a Nurse Needed? Yes _____ No _____

Prior to booking a field trip, speak to your building school nurse to evaluate if there are individuals with special or medical needs participating in this trip. If yes, the nurse will need to evaluate whether a parent, staff member, or nurse will be required to attend the trip with student.

Reviewed by:

 Signature of School Nurse Date

Event:/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: _____ (____) _____
Facility Facility Telephone

Facility Street Address City State

Estimated Leave Time: _____ a.m. / p.m. Estimated Return Time: _____ a.m. / p.m.

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

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

Bus Pick-Up Location (be specific) _____

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

Equipment: _____

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

Meal Plans: _____

TRIP COST/FUNDING

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ _____

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

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

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor: _____ Date: _____

Approved by:

Signature of Dept. Head/Coordinator: _____ Date: _____

Signature of Building Principal: _____ Date: _____

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

CHELMSFORD PUBLIC SCHOOL

APPLICATION FOR APPROVAL OF FUNDRAISING ACTIVITY

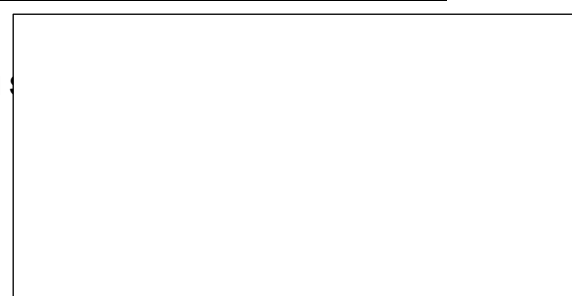
CLUB or TEAM NAME:			
ADVISOR or COACH:			
FUNDRAISING ACTIVITY:			
START DATE:		END DATE:	
Will you be using school facilities? Circle Y-or-N		YES	NO
If you answered NO, where will the fundraiser take place?			
If you answered YES, please complete a "Use of Facilities" Form. If you are <u>only</u> requesting tables & chairs outside the Cafeteria at lunch, please write the number of tables & chairs you need below:			
Briefly describe the fundraising plan.			
What is the purpose of raising the funds?			

The signing of this application shall constitute an agreement to abide by the rules of the Chelmsford Public School system, the regulations of the Town of Chelmsford and the laws of the State of Massachusetts. The Chelmsford School Committee reserves the right to deny any application it deems improper or untimely. This form must be signed by the staff member responsible for the fundraiser.

PRINT NAME:		DATE:	
SIGNATURE:			
APPROVED?	YES	NO	IF NO, WHY?
Principal's Signature:		DATE:	

Chelmsford High School

Athletic Director Approval	
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FUNDRAISER FINANCIAL REPORT

Fundraiser Name:		Fundraiser Date(s):	
Club Name:		Advisor or Coach:	

Please list all of your **REVENUE**:

Source	Sub-total
Tickets Sold: _____ @ _____	
Items Sold: _____ @ _____	
Cash Contributions:	
Other Revenue:	

TOTAL REVENUE: _____

Please list all of your **EXPENSES**:

Source	Sub-total
Police: _____ @ _____	
Custodial: _____ @ _____	
Rental:	
Entertainment:	
Food:	
Transportation:	
Other Expenses:	

TOTAL EXPENSES: _____

PROFIT:	LOSS:
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Turn this report in with your Workers Credit Union deposit receipt(s).

CHELMSFORD PUBLIC SCHOOL STUDENT ACTIVITY PROPOSAL FORM

Today's Date: _____

Name of Proposed Activity: _____

Advisor(s): _____

(NOTE: paid advisors require Chelmsford Teachers Union contract language and budget monies)

Description of Activity you are proposing: _____

Major goals of this activity: _____

How this activity will fulfill the CPS mission: _____

Type of meeting schedule (weekly, monthly, daily): _____

Where the meetings will place: _____

List of student expectations for this activity: _____

Proposed leadership structure: _____

Any potential Community Outreach programs: _____

How this activity will benefit the CPS students: _____

I VERIFY THE INFORMATION ON THIS REQUEST IS APPROVED.

Principal's Signature: _____ **Date:** _____

Superintendent's Signature: _____ **Date:** _____

(If Applicable)

Appendix B: School Committee Policy

- i. JJ: Co-Curricular and Extracurricular Activities**
- ii. JJA: Student Organizations**
- iii. JJE: Student Fund-Raising Activities**
- iv. JJF: Student Activity Accounts**
- v. JJH: Student Late Night or Overnight Travel**
- vi. JJH-R: Student Travel Regulations**

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Various activity programs that include cultural, recreational, and/or vocational components will be offered to students. Participation in activity programs will be voluntary. However, students participating in extracurricular activities will be subject to the same rules of conduct and behavior as when in school.

Co-curricular and/or extracurricular activities may have fees associated with the students' participation. The Chelmsford School Committee shall annually review all fee structures for all activities and set the amounts for the following fiscal year.

See School Handbooks

Legal Reference: M.G.L. 71:47; 603 CMR 26.00

SOURCE: Chelmsford

STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations – High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school; the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

SOURCE: MASC

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by the building Principal or Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the building Principal or Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are discouraged.

No money collections of any kind may be held in the schools without the specific consent of the building Principal or Superintendent.

SOURCE: MASC October 2016

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

STUDENT ACTIVITIES ACCOUNTS

The Chelmsford School Committee authorizes the High School and Middle School Principals to receive all student money and to deposit such money into an interest bearing bank account, hereinafter referred to as the Student Activity Agency (Savings) Account, duly established by vote of the Chelmsford School Committee to be used for the express purpose of conducting student activities.

Interest earned by such Student Activity Agency Account shall be retained by the fund and may be expended for the annual audit fee or any other fees or expenses associated with the operation of the account.

In addition to such Student Activity Agency Account, the Chelmsford School Committee hereby authorizes the Principals of each school to establish a checking account, designated the Student Activity Checking Account, to be operated and controlled by the Principal and from which funds may be expended exclusively for student activity purposes for student activities authorized by the Chelmsford School Committee. All expenditures from the Student Activity Checking Accounts may be approved only by the Principal, Assistant Principal, or High School Dean.

Administration and record keeping of said Student Activity Accounts shall be the responsibility of the Superintendent or designee. Unless otherwise directed by the Superintendent, the Principal/Bookkeeper/Secretary/ High School Activities Director shall maintain appropriate records for all student activity transactions. Residual funds from inactive student organizations shall revert to the Student Activity General Student Body Fund account of that particular school unless otherwise designated.

Student Activity Checking Account Restrictions:

<u>School</u>	<u>Imprest Balance (Maximum)</u>	<u>Maximum Check Amount</u>
High School	\$75,000	\$20,000
McCarthy Middle	\$20,000	\$ 6,000
Parker Middle	\$20,000	\$ 6,000

In the event of a bonafide reorganization of a school, funds from Student Activity Agency Accounts will be redistributed proportionally to the percentage of students being reorganized.

Reference: M.G.L. 44:53- Deposits of Departmental Receipts in Town Treasury
M.G.L. 71:47 - Student Activity Accounts
Imprest Account Balances approved by School Committee vote on May 3, 2007.

SOURCE: Chelmsford

Chelmsford Public Schools

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited into a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually to the Student Activity General Student Body Fund account.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. The interest that is earned on such accounts shall be maintained in the Checking Account and distributed annually to the Student Activity General Student Body Fund account. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the building Principal. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Superintendent or his/her designee, or Treasurer. Student Activity Checking Accounts shall be audited in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than one (1) year from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Student Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within one (1) year of their graduating, the funds will be forfeited by the class and will then be allocated in the Student Activity General Student Body Fund account by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Student Activities

When a student activity ceases to be active for a period of three (3) years or more the Principal or other authorized administrator shall require the following actions:

1. Obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC March 2018

CROSS REFS: JJA – Student Organizations

File: JJF

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

STUDENT LATE NIGHT OR OVERNIGHT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC March 2004
CROSS REFS.: IJOA, Field Trips
LEGAL REFS.: M.G.L. 69:1B; 71:37N

STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at <http://www.safersys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide).

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)
www.fmcsa.dot.gov

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes “Motorcoach Safety Checklist”)
www.uma.org/consumer/student-transportation/

Department of Defense’s approved list of motor carriers
www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

SOURCE: MASC
APPROVED: March 10, 2004
CROSS REFS.: IJOA, Field Trips
 ADDA Background Checks
LEGAL REFS.: M.G.L. 69:1B; 71:37N; 71:38R
 603 CMR 27.00

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 15, 2018
Re: Report on McCarthy, Parker and CHS Clubs

Each year, our middle schools (McCarthy and Parker) and Chelmsford High School conduct a number of clubs and/or activities for interested students on Tuesday, Wednesday and Thursday afternoons at each school throughout the school year. Typically, the clubs begin at each school right after Columbus Day. Students pay an annual fee if they elect to participate in the sponsored clubs or activities. Currently, the fee is \$ 100 for middle school students and \$ 125 for high school students. Transportation is provided via a “late bus” at McCarthy and Parker Middle Schools for students requiring a ride home after the clubs have ended.

Last week, each of the three participating schools solicited applications from their staff to conduct clubs and activities at their respective schools. The listing of recognized clubs and activities is outlined in the teacher’s collective bargaining agreement. The application deadline is Wednesday September 19, 2018. After the deadline has passed, and applications are reviewed and accepted, I will provide a follow-up to the school committee on which clubs and activities will be offered at each school.

I have attached a list of the clubs and activities that were conducted at each of the three schools during the 2017/18 school year for reference. At Chelmsford High School, clubs and activities colored **GREEN** denote that participation is a requirement for enrolling in a specific course during the regular school day. Therefore, students participating in these clubs and activities are not required to pay the student activity fee for participation. Clubs and activities colored **YELLOW** denote that the club is a community service based or invitation only activity. The cost associated with advisors for “required” and “community service” clubs and activities totaled \$ 33,083 in FY18. While student activity fees are sought from these students for participation, collection efforts are not always successful. It is difficult to select and recognize a student for their accomplishment, such as induction in the national honor society, and in turn assess them a fee for participation. Similarly, it’s difficult to assess a fee to students to perform volunteer work in the community.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

The attached FY18 Student Activity Summary details the labor (stipends) and student transportation (late bus) costs associated with conducting the after school clubs and activities at each of the three schools during the 2017/18 school year. In summary, \$ 121,166 was received as revenue from students paying the associated fee for participation in the various program offerings. The labor and transportation costs for conducting the after school clubs and activities totaled \$ 256,186.35. Of the total cost, \$ 121,591.95 was supplemented through the FY18 local budget appropriation. \$ 13,428.40 from the revolving fund carry-over balance from previous fiscal years was utilized to fund the remaining labor and student transportation costs in FY18.

**FY18 Student Activity Summary
Chelmsford Public Schools**

	CHS	McCarthy	Parker	Sub-Total	Carry Over Balance 7/1/2017	Total	Carry Over Balance 7/1/2018
Revolving Fund Revenue (517)							
Student Participation Fees	55,400.00	36,080.00	29,686.00	121,166.00	45,785.06	166,951.06	32,356.66
Expense							
Revolving Fund - Stipends	78,067.77	30,041.10	26,485.53	134,594.40		134,594.40	
Local Budget - Stipends	37,009.50	24,519.47	21,182.98	82,711.95		82,711.95	
Local Budget - Late Run Bus	0.00	24,300.00	14,580.00	38,880.00		38,880.00	
Local Budget Sub-Total	37,009.50	48,819.47	35,762.98	121,591.95		121,591.95	
Expense Total	115,077.27	78,860.57	62,248.51	256,186.35		256,186.35	

McCarthy Middle School

3D Printing Club
 Art Club
 Backstage Crew (funded from proceeds)
 Band
 Chorus
 Community Service Organization
 Drama Club
 Festival Band
 Games Club
 Homework Club
 Intramural Sports
 Jazz Band
 Kids Helping Kids
 Live Smart
 McASAP
 Mindfulness Based Stress Reduction
 Musical
 Musical (gate funded)
 Orchestra
 Plant/Ecology/Science/Green Team
 Project 300 Club
 Puzzles, Games, Mazes & More Club
 Robotics Club
 Science Olympiad Team
 Show Choir
 SSI (Storytelling, Speech & Impromptu) Club
 Stand Up McCarthy (GSA)
 Student Council
 TV Club
 Writers Society
 Yearbook
 Other (Proposed)

Parker Middle School

Art Club
 Band
 Chorus
 Creative Computing Club
 Drama Club
 Game Room
 Homework Club
 Intramural Sports
 Jazz Band
 Knitting
 Math Counts
 Musical
 Musical (gate funded)
 Orchestra
 Plant/Ecology/Science/Green Team
 Power Hour
 Robotics Club
 Show Choir
 SSI (Storytelling, Speech & Impromptu) Club
 Student Council
 TV Club
 Yearbook
 Other (Proposed)

Chelmsford High School

Activities Director
 Art Club
 Auxiliary (CG/Major)
 Band - Concert
 Band - Marching Assistant Director
 Band - Marching Director
 Band - Marching Staff A
 Band - Marching Staff B
 Band - Marching Staff C
 Band - Marching Staff D
 Band - Marching Staff E
 Best Buddies
 Business National Honor Society
 Chorus
 Dance Team
 DECA
 Drama Club Assistant Director
 Drama Club Director
 English Book Closet
 English National Honor Society
 French Honor Society
 Freshmen Class Advisor
 Gay and Straight Alliance
 International Relations
 Jazz Band
 Junior Class Advisor
 Key Club
 LIME
 Live Smart
 Math Team
 Mentor Executive Board Advisor
 Mock Trial
 Musical
 Musical Assistant
 National Honor Society
 Orchestra
 Peer Tutoring
 Robotics Team
 Rufus Porter Society
 Science Safety Supervisor
 Senior Class Advisor
 Ski Club
 Sophomore Class Advisor
 Spanish Honor Society
 Speech & Debate Team
 Student Council
 Students with Disabilities Coordinator
 Thomas Jefferson Forum
 Treble Choir
 Tri-M Honor Society
 TV Club
 VOICE - Literacy Advisor
 Yearbook - Business
 Yearbook - Literacy
 Other (Proposed)

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 17, 2018
Re: 10 Year Capital Plan Update: D&W Items

The Facilities Subcommittee of the school committee met on July 6, 2018 to begin to review the recommendations of the Dore & Whittier (D&W) comprehensive facilities assessment as it relates to the Chelmsford Public Schools (CPS). A copy of the D&W Comprehensive Facilities Assessment may be found on the CPS website at <https://www.chelmsford.k12.ma.us/Page/1360>. Further, for members of the school committee, the report may be accessed through the DropBox. Since receiving the report last year, members of the school department facilities staff have meet with Town DPW staff to review the findings and recommendations and begin to prioritize the recommended work to be completed.

An initial internal review and prioritization of the D&W recommendations are provided in the following categories:

\$ 6.2 million Completed work

These projects were identified in the D&W report, however have either been completed and/or are scheduled to be completed with appropriated Town of Chelmsford capital funds and/or Town DPW funds.

\$ 2.8 million General maintenance (to be performed by Town DPW)

These projects fall under the threshold for capital funding consideration and will be incorporated into the regular maintenance schedules of the Town DPW.

\$ 1.9 million High priority (1-3 years)

These projects are identified as “immediate needs” to be addressed and include the cost of repairs, replacement, or work that should be conducted within the first phase, years 1 – 3, of the capital plan. Most repairs fall under the category of health, safety, and welfare; code compliance, functional use of the building; and handicapped accessibility.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

\$ 1.8 million Medium priority (4-6 years)

These projects are identified as “short-term needs” to be addressed and include the cost of repairs, replacement, or work that should be conducted within the second phase, years 4 – 6, of the capital plan. Most repairs fall under the category of health, safety, and welfare; code compliance, functional use of the building; handicapped accessibility; and maintenance – extending the life of the facility.

\$ 10.1 million Low Priority (7-10 years)

These projects are identified as “long-term needs” to be addressed and include the cost of repairs, replacement, or work that should be conducted within the third phase, years 7 – 10, of the capital plan. Most repairs fall under the category of health, safety, and welfare; code compliance, functional use of the building; handicapped accessibility; maintenance – extending the life of the facility; and energy efficiency.

\$ 6.5 million Building envelope

A significant number of projects identified within the High, Medium and Low priority categories (listed above) pertain to improving the building envelope of our school facilities. These projects consist of the repair of cracks around foundation walls, repair and repointing masonry façade, and repair of exterior brickwork to prevent additional damage to walls from moisture. Some of these projects may not meet the threshold to be considered “capital” as stand-alone projects, however they are needed repairs to extend the functional life of our buildings and there may be economy-of-scale in addressing them cumulatively. A recommendation will be forthcoming to contract with a specialist to review and prepare a scope of work and bid documents to address the identified building envelope projects as a stand-alone capital project.

\$ 34 million No action recommended

A significant number of projects identified are not recommended to be addressed unless triggered by a building code requirement. For example, unless we are to demolish a building, asbestos remediation/removal is not required as noted in the facilities assessment. Further, many of the handicapped accessibility (i.e. curved handrails, revised door swing clearances, etc.) and plumbing (replace case iron piping) recommendations are not being considered unless a significant building project requires such due to current/future building code and/or functioning equipment fails in the future.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

\$ 8.5 million Requires further verification

A number of projects identified within the D&W report are being reviewed internally by school department and Town DPW staff to 1) verify the need based upon the recommendation, 2) assign a priority based upon the recommendation and, 3) determine if the identified project is best handled internally as “general maintenance” performed by the Town DPW or included in a capital plan to be performed by a private contractor(s).

Next Steps:

- 1) I have attached the High (1-3 year), Medium (4-6 year), and Low Priority (7-10 year) projects identified in the D&W report for your review. I have divided and sorted the identified projects over the years included in each phase of the capital plan for discussion purposes.
- 2) I will be meeting with the Town DPW to incorporate any outstanding/remaining projects from the current/previous Town capital plan. After meeting with the Town DPW, I plan to present an updated capital plan list of projects for the school committee members to review and approve to serve as the Chelmsford Public Schools 10-Year Capital Plan (FY20-FY29).
- 3) I will bring forth a recommendation to contract with a specialist to review and prepare a scope of work and bid documents to address the identified building envelope projects as a stand-alone capital project. A funding source is to be determined.
- 4) It is worth noting, several capital projects at McCarthy and Parker Middle School pertain to the portable/modular classrooms. For example, in the Low Priority category listed in FY26, a line-item of \$ 75,900 is included to “replace portable classroom units” at Parker Middle School. This amount is not intended to cover the replacement cost of new modular classrooms at Parker Middle School, rather the fee to contract with an individual to prepare bid specifications for the purchase of new modular classrooms. This is obviously dependent on the direction the Town eventually elects to pursue with regard to a new school building project with the Massachusetts School Building Authority (MSBA).
- 5) We will need to discuss the long-term school building needs of the district beyond the 10-year capital plan including a new school building project with the assistance of the MSBA. We have applied in FY17 and FY8 for consideration of a high school project with the MSBA. We were not invited to participate in a new school building project with the MSBA in FY17; we are awaiting notification from the MSBA with regard to the application we filed in FY18.

Chelmsford Public Schools
10-Year Capital Plan
High Priority (1-3 Year) Projects

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22
Byam	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 28,106		\$ 28,106		
Byam	Kitchen	Replace heating and venting unit providing service to the student cafeteria.	\$ 18,216		\$ 18,216		
Byam	Kitchen	Replace kitchen make-up air handling unit in the mezzanine area.	\$ 30,360		\$ 30,360		
Byam	All School	Clean existing ductwork and air distribution devices.	\$ 22,770		\$ 22,770		
Center	All School	Replace clock system, current system is obsolete.	\$ 37,950		\$ 37,950		
CHS	All School	Install VFD for RTU 18.	\$ 12,144		\$ 12,144		
Harrington	Kitchen	Replace non-slip floor strips with code-compliant non-slip floor mats throughout kitchen and food service preparation	\$ 759		\$ 759		
Harrington	Café	Repair or replace broken and damaged VCT floor tile in the student cafeteria.	\$ 29,184		\$ 29,184		
Harrington	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 23,074		\$ 23,074		
Harrington	Kitchen	Replace heating and venting unit providing service to the student cafeteria; Replace kitchen make-up air handling unit in the mezzanine area.	\$ 53,130		\$ 53,130		
Harrington	All School	Clean existing ductwork and air distribution devices.	\$ 22,770		\$ 22,770		
Parker	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 12,144		\$ 12,144		
Parker	Kitchen	Add code-compliant mobile worktables to provide additional code-compliant work surfaces in the kitchen.	\$ 13,283		\$ 13,283		
Parker	Kitchen	Remove the obsolete dish room equipment to provide additional code-compliant storage room space constructed with easy-to-clean materials.	\$ 22,770		\$ 22,770		
South Row	Kitchen	Install code-compliant hand-washing sinks in kitchen.	\$ 9,108		\$ 9,108		

Chelmsford Public Schools
10-Year Capital Plan
High Priority (1-3 Year) Projects

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22
South Row	Kitchen	Install code-compliant sneeze shields at the serving counters.	\$ 1,139		\$ 1,139		
South Row	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 22,770		\$ 22,770		
South Row	Kitchen	Install code-compliant hand-washing sinks in kitchen.	\$ 9,108		\$ 9,108		
South Row	Kitchen	Replace the existing exhaust hood with a new code-compliant exhaust hood.	\$ 18,216		\$ 18,216		
South Row	Kitchen	Install a code-compliant pot sink with three (3) continuous bowls and two (2) drain boards.	\$ 13,662		\$ 13,662		
South Row	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 12,873		\$ 12,873		
Westlands	Kitchen	Eliminate all wood surfaces and non-health code complaint work surfaces with code-compliant stainless steel in the kitchen and food service preparation areas.	\$ 59,202		\$ 59,202		
Westlands	Kitchen	Install a code-compliant separation between the commercial foodservice kitchen and community based teaching kitchen.	\$ 25,616		\$ 25,616		
Westlands	Bathrooms	Replace broken and damaged floor tiles in student bathrooms.	\$ 3,416		\$ 3,416		
Westlands	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 23,681		\$ 23,681		
Westlands	All School	Clean existing ductwork and air distribution devices.	\$ 83,490		\$ 83,490		
Westlands	All School	Install dampers on all exhaust fans.	\$ 30,360		\$ 30,360		
Westlands	All School	Replace hot water convector units.	\$ 15,180		\$ 15,180		
Parker	Kitchen	Install a lay-in washable ceiling with additional lighting in the kitchen.	\$ 41,047			\$ 41,047	
Parker	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 641,355			\$ 641,355	

Chelmsford Public Schools
10-Year Capital Plan
High Priority (1-3 Year) Projects

School	Area	Scope of Work	Estimated Project Cost		FY20	FY21	FY22
Parker	Kitchen	Install code-compliant non-slip floor throughout kitchen and food service preparation areas.	\$ 66,701			\$ 66,701	
Parker	Kitchen	Install a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 15,180			\$ 15,180	
Byam	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware.	\$ 79,543				\$ 79,543
Center	Bathrooms	Replace student bathroom toilet/urinal partitions.	\$ 30,360				\$ 30,360
Harrington	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware.	\$ 91,080				\$ 91,080
Harrington	All School	Replace existing door closure hardware with code-compliant locking devices and hardware.	\$ 36,432				\$ 36,432
South Row	Kitchen	Install a new kitchen hood, ductwork, rooftop exhaust fan, and a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 75,900				\$ 75,900
Westlands	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 227,700				\$ 227,700
Westlands	All School	Replace existing knob door hardware with code-compliant lever door (accessible) hardware.	\$ 36,432				\$ 36,432

Total High Priority (1-3 Years) Items:	\$ 1,996,211		\$ 654,481	\$ 764,283	\$ 577,447
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Chelmsford Public Schools
10-Year Capital Plan
Medium Priority (4-6 Year) Projects

School	Area	Scope of Work	Estimated Project Cost		FY23	FY24	FY25
Byam	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 14,231		\$ 14,231		
CHS	All School	Replace building mounted compact fluorescent scones with LED fixtures.	\$ 13,662		\$ 13,662		
Harrington	All School	Repair topping of concrete stair treads	\$ 28,463		\$ 28,463		
Harrington	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 12,524		\$ 12,524		
Parker	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 60,720		\$ 60,720		
South Row	Gymnasium	Repair gymnasium walls and install protection pads behind basketball backboards	\$ 58,018		\$ 58,018		
Westlands	Bathrooms	Renovate all student and staff bathrooms with code-compliant handicapped accessible fixtures and new partitions.	\$ 455,400		\$ 455,400		
Center	Gymnasium	Repair gymnasium flooring	\$ 31,726			\$ 31,726	
Center	All School	Replace entryway and corridor cabinet unit heaters, hot water fin tube radiation, and convectors.	\$ 37,950			\$ 37,950	
McCarthy	Kitchen	Install a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 15,180			\$ 15,180	
McCarthy	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 22,770			\$ 22,770	
South Row	All School	Replace remaining pneumatic control system with DDC controls.	\$ 321,816			\$ 321,816	
Westlands	All School	Replace indoor air-handling units, including new insulated hot water branch piping and valves, insulated ductwork connections and controls.	\$ 189,750			\$ 189,750	
Harrington	All School	Install communication cables in protected raceways.	\$ 91,080				\$ 91,080
Parker	All School	Install a roof mounted energy recovery unit to provide ventilation.	\$ 75,900				\$ 75,900

Chelmsford Public Schools
10-Year Capital Plan
Medium Priority (4-6 Year) Projects

School	Area	Scope of Work	Estimated Project Cost		FY23	FY24	FY25
South Row	All School	Replace ceilings throughout the building (except bathrooms)	\$ 422,012				\$ 422,012

Total Medium Priority (4-6 Years) Items:			\$ 1,851,202		\$ 643,018	\$ 619,192	\$ 588,992
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Chelmsford Public Schools
10-Year Capital Plan
Low Priority (7-10 Years) Projects

School	Area	Scope of Work	Estimated Project Cost		FY26	FY27	FY28	FY29
Byam	Cafeteria	Replace the hardwood flooring at the stage.	\$ 31,499		\$ 31,499			
Byam	All School	Install new code-compliant handicapped accessible cabinets, shelving and sinks in the classrooms.	\$ 281,741		\$ 281,741			
Byam	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180		\$ 15,180			
Byam	All School	Replace PTAC units in the administration area with a high efficiency AC system.	\$ 45,540		\$ 45,540			
Byam	All School	Install mechanical ventilation to the administration, library, and special education teacher's workroom areas.	\$ 227,700		\$ 227,700			
Byam	All School	Replace the original gate valves on the domestic water service to the building.	\$ 7,590		\$ 7,590			
Byam	All School	Replace roof drains	\$ 22,770		\$ 22,770			
Center	Gym	Replace the hardwood flooring at the stage.	\$ 31,119		\$ 31,119			
Center	Boiler Rm.	Replace existing hot water supply and return piping outside the boiler room with insulated piping.	\$ 30,360		\$ 30,360			
Center	All School	Replace the hot water convection units in the bathrooms.	\$ 18,216		\$ 18,216			
Center	All School	Install new high efficiency gas-fired domestic water heater	\$ 27,324		\$ 27,324			
CHS	All School	Replace damaged and stained vinyl wall base	\$ 7,590		\$ 7,590			
CHS	All School	Provide differential pressure sensors and modulate the heating hot water system based upon building demand.	\$ 30,360		\$ 30,360			
CHS	All School	Replace five (5) unit ventilators in the Art wing of the building.	\$ 57,684		\$ 57,684			
CHS	All School	Install diffusers on the supply ductwork to eliminate short circuiting issues.	\$ 53,130		\$ 53,130			
CHS	All School	Replace clock system, current system is obsolete.	\$ 348,165		\$ 348,165			
Harrington	All School	Alter storm water discharge so as not to discharge directly into the wetland.	\$ 75,900		\$ 75,900			
Harrington	All School	Install ADA accessible code-complaint signage throughout the school.	\$ 20,493		\$ 20,493			
Harrington	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 71,726		\$ 71,726			
Harrington	Cafeteria	Replace stair treads leading to the platform area.	\$ 2,459		\$ 2,459			
Harrington	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180		\$ 15,180			

Chelmsford Public Schools
10-Year Capital Plan
Low Priority (7-10 Years) Projects

School	Area	Scope of Work	Estimated Project Cost		FY26	FY27	FY28	FY29
Harrington	All School	Replace PTAC units in the administration area with a high efficiency AC system.	\$ 45,540		\$ 45,540			
Harrington	All School	Replace building intrusion (security) system.	\$ 379,500		\$ 379,500			
McCarthy	Exterior	Provide ADA accessible walkways to the courtyard areas.	\$ 15,180		\$ 15,180			
McCarthy	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 84,856		\$ 84,856			
McCarthy	All School	Replace rooftop units on the portable classrooms with heat pump style rooftop units.	\$ 37,950		\$ 37,950			
McCarthy	All School	Replace building mounted compact fluorescent scones with LED fixtures.	\$ 34,155		\$ 34,155			
McCarthy	All School	Install a bi-directional antenna system to enhance portable radio communication with first responders.	\$ 75,900		\$ 75,900			
Parker	Boiler Rm.	Install exhaust fan in the boiler room for ventilation.	\$ 12,144		\$ 12,144			
Parker	Cafeteria	Install transfer grilles in the common wall between the cafeteria and kitchen to enable to hood with make-up air when the doors are closed.	\$ 15,180		\$ 15,180			
Parker	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180		\$ 15,180			
Parker	All School	Provide ventilation in the 2nd floor conference room.	\$ 22,770		\$ 22,770			
Parker	All School	Replace portable classrooms units.	\$ 75,900		\$ 75,900			
South Row	Cafeteria	Replace the hardwood flooring at the stage and risers.	\$ 33,206		\$ 33,206			
South Row	All School	Replace handrails at steps in corridor.	\$ 3,643		\$ 3,643			
South Row	All School	Replace damaged metal shelving and doors in classrooms.	\$ 44,022		\$ 44,022			
South Row	All School	Install AC in the computer network closet (headend room).	\$ 18,216		\$ 18,216			
South Row	All School	Replace rooftop exhaust fan units.	\$ 53,130		\$ 53,130			
South Row	All School	Install new high efficiency gas-fired domestic water heater	\$ 27,324		\$ 27,324			
South Row	All School	Install an expansion tank and mixing valve on the water heater.	\$ 15,180		\$ 15,180			
Westlands	Kitchen	Remove the obsolete dish room equipment to provide additional code-compliant storage room space constructed with easy-to-clean materials.	\$ 30,360		\$ 30,360			
Westlands	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 17,078		\$ 17,078			
Westlands	Cafeteria	Replace the hardwood flooring at the stage.	\$ 51,233		\$ 51,233			

Chelmsford Public Schools
10-Year Capital Plan
Low Priority (7-10 Years) Projects

School	Area	Scope of Work	Estimated Project Cost		FY26	FY27	FY28	FY29
Westlands	All School	Refinish hardwood doors throughout the school.	\$ 3,036		\$ 3,036			
Westlands	All School	Replace pole lights with high efficiency globe light fixtures.	\$ 15,180		\$ 15,180			
Byam	All School	Replace clock system, current system is obsolete.	\$ 45,540			\$ 45,540		
Byam	All School	Replace building intrusion (security) system.	\$ 379,500			\$ 379,500		
Byam	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 53,130			\$ 53,130		
CHS	Gym	Replace flooring in the student locker rooms.	\$ 313,647			\$ 313,647		
Harrington	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 262,310			\$ 262,310		
Harrington	All School	Install mechanical ventilation to the administration, library, and special education teacher's workroom areas.	\$ 227,700			\$ 227,700		
Harrington	All School	Replace clock system, current system is obsolete.	\$ 45,540			\$ 45,540		
Harrington	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 53,130			\$ 53,130		
Parker	Library	Replace the carpet in the library media center.	\$ 77,873			\$ 77,873		
Parker	All School	Replace clock system, current system is obsolete.	\$ 143,641			\$ 143,641		
Parker	All School	Replace building intrusion (security) system.	\$ 766,086			\$ 766,086		
Parker	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540			\$ 45,540		
Westlands	All School	Replace clock system, current system is obsolete.	\$ 56,318			\$ 56,318		
Westlands	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540			\$ 45,540		
Center	All School	Replace building intrusion (security) system.	\$ 341,550				\$ 341,550	
CHS	All School	Replace the original 1974 electrical switchgear, re-feed the existing feeders and branch circuits.	\$ 303,600				\$ 303,600	
McCarthy	Library	Replace the carpet in the library media center.	\$ 79,923				\$ 79,923	
McCarthy	All School	Install new code-compliant handicapped accessible cabinets, shelving and sinks in the classrooms.	\$ 1,024,650				\$ 1,024,650	

**Chelmsford Public Schools
10-Year Capital Plan
Low Priority (7-10 Years) Projects**

School	Area	Scope of Work	Estimated Project Cost		FY26	FY27	FY28	FY29
Parker	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 269,597				\$ 269,597	
Westlands	All School	Replace building intrusion (security) system.	\$ 253,430				\$ 253,430	
Westlands	All School	Replace the original domestic water piping with insulated, with isolated (and labeled) piping with tagged brass ball valves.	\$ 227,700				\$ 227,700	
CHS	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 2,349,864					\$ 2,349,864
Westlands	All School	Install new code-compliant handicapped accessible cabinets, shelving and sinks in the classrooms.	\$ 237,415					\$ 237,415

Total Low Priority (7-10 Years) Items:	\$ 10,150,813		\$ 2,547,589	\$ 2,515,495	\$ 2,500,450	\$ 2,587,279
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CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 14, 2018

Re: 2018/19 School Committee Presentation Schedule: Departments & Schools

Attached please find a schedule of the department and school presentations that will be made at the regular meetings of the school committee throughout the 2018/19 school year. I have asked each department coordinator and school principal to provide a brief PowerPoint presentation highlighting a focus of their work toward one of their goals for the 2018/19 school year followed by questions and answers by the school committee and administration. I have found these presentations to be informative and highlight the good work that is occurring in the departments and schools throughout the district.

**2018/19 Chelmsford School Committee Meeting
Department and School Presentation Schedule**

Day	Date	Time	Presenter
Tuesday	October 2, 2018	6:00 p.m.	Chelmsford High School
Tuesday	October 16, 2018	6:00 p.m.	ELL, Reading & Title I Department
Tuesday	November 6, 2018	6:00 p.m.	Center Elementary School
Tuesday	November 20, 2018	6:00 p.m.	English Department
Tuesday	December 4, 2018	6:00 p.m.	McCarthy Middle School
Tuesday	December 18, 2018	6:00 p.m.	Social Studies Department
Tuesday	January 8, 2019	6:00 p.m.	Byam Elementary School
Tuesday	January 22, 2019	6:00 p.m.	Mathematics Department
Tuesday	February 5, 2019	6:00 p.m.	Parker Middle School
Tuesday	February 26, 2019	6:00 p.m.	Fine & Performing Arts Department
Tuesday	March 5, 2019	6:00 p.m.	Harrington Elementary School
Tuesday	March 19, 2019	6:00 p.m.	Health & Physical Education Department
Tuesday	April 9, 2019	6:00 p.m.	South Row Elementary School
Tuesday	April 23, 2019	6:00 p.m.	Science Department
Tuesday	May 7, 2019	6:00 p.m.	CHIPs Program
Tuesday	May 21, 2019	6:00 p.m.	Technology Department
Tuesday	June 4, 2019	6:00 p.m.	Community Education Program
Tuesday	June 18, 2019	6:00 p.m.	TBD

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 15, 2018

Re: Recommendation to Amend Coordinator of SEL & Counseling Services Job Description

At the August 7, 2018 regular meeting of the school committee, members approved a job description and posting for a Coordinator of Social Emotional Learning (SEL) and Counseling Services. This new position replaces the former Coordinator of School Guidance position previously held by Mr. Thomas Wright. A copy of the memo with rationale presented at the August 7, 2018 meeting is attached for reference.

The position has been advertised on SchoolSpring for more than a month, since August 9, 2018. While there have been a number of applicants, very few possess the required qualifications and/or licensure for the position. The target pool of applicants for this type of position (guidance/school counselors, social workers, and psychologists) typically possess MA DESE licensure in their area of work, however these individuals are not required to hold an administrator's license.

I am recommending that the job description be amended to include language indicating that possession of a MA DESE license in the candidates field of work (i.e. school guidance, social work, and/or psychology) is required, and while possession of an administrator's license is preferred; candidates meeting all other requirements "willing to apply for and fulfill the requirements necessary for MA DESE administrator's licensure while serving in the role" will be considered. I have attached an amended job description for your review and approval. This will allow the district to expand the pool of potential candidates for this important position.

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 5, 2018
Re: Permission to Convert Position: Coordinator of Social Emotional Learning and Counseling Services

Attached is an updated posting for a proposed position for a Coordinator of Social Emotional Learning and Counseling Services to replace the current Coordinator of School Guidance position filled by Thomas Wright. Mr. Wright has resigned from his position in Chelmsford to accept a position as Assistant Principal of Groton Dunstable High School. Mr. Wright's last day in Chelmsford will be Wednesday August 8, 2018.

I feel it is timely with our district wide focus (Strategic Plan Goal No. 2) on students' social emotional health and well being to clearly articulate our vision for a coordinated effort to evaluate and provide responsive programming to meet the SEL needs of our students and staff. Mr. Wright and Ms. Katie Simes have taken the lead over the past year coordinating the SEL initiatives and programming throughout the district, however we have an opportunity to clearly articulate our vision for this work to be embedded and supported within our current positions we employ to support such services.

If the Committee approves this recommended job description conversion, I will work with the Chelmsford Administrators Association (CAA) to properly recognize this new title within the bargaining unit and advertise immediately given the 2018/19 school year is only a few weeks away. I would like to thank Assistant Superintendent Hirsch and Amy Reese, Director of Student Support Services, for their assistance in developing this proposed job description. As always, please feel free to contact me with any concerns and/or questions regarding this recommendation.

Coordinator of Social Emotional Learning and Counseling Services

Summary Description:

The Coordinator of Social Emotional Learning and Counseling Services provides oversight in matters related to Tiered Systems of Social and Emotional Supports district wide, including wrap-around services and community partnerships that support SEL initiatives district wide. The Coordinator heads the Department of Social Emotional Learning and Counseling Services and oversees all counseling and clinical services and staff district wide.

Qualifications:

- A Master's Degree or higher in the field of Education, Psychology, School Counseling, Social Work or a related field
- MA DESE License in a related field of work
- MA DESE Administrator's License preferred; Candidates meeting all other requirements willing to apply for and fulfill the requirements necessary for MA DESE administrator's licensure while serving in the role will be considered for employment.
- A minimum of three years of leadership in a public school district, school or organization
- Extensive in-depth knowledge of social and emotional supports research, program evaluation, strategies, theories, techniques, and methods of instruction
- Experience designing and implementing social emotional learning and wellness curricula and supports as a pivotal aspect of student educational success using proactive and responsive models that are multi-tiered and differentiated
- Experience developing therapeutic programs and delivering therapeutic services in the public school setting
- Training in Responsive Classroom, Open Circle or similar evidence based approaches to linking academic success to social emotional learning
- Experience supervising professional staff
- Effective administrative and management skills, including budget management and grant writing
- Effective interpersonal and leadership skills
- Excellent communication (oral and written) skills, including the effective utilization of technology and information management tools
- Proven ability in curriculum development, supervision, organization and strategic planning

Key Responsibilities:

- Evaluate and build capacity for Pre-K-12 social emotional learning programs for the district
- Provide professional development training for district administrators and staff on topics such as, social and emotional learning, mental health disorders and the impact on learning and behavior, trauma-sensitive schools, Collaborative and Proactive Solutions (CPS), Tier 3 therapeutic programs, PBIS, restorative practices, crisis intervention techniques, and school refusal behavior

- Work collaboratively with district and building-based staff to develop an instructional vision for student success that integrates social emotional learning and wellness with rigorous instructional opportunities
- Set goals and benchmarks for ensuring successful social and emotional learning outcomes for students and ensure accountability for those outcomes
- Collaborate with the Director of Student Support Services and Assistant Superintendent of Curriculum, Instruction and Assessment to ensure that all schools have a vision and effective approach to developing students' personal development in key social emotional competencies
- Collaborate with the Coordinator of School Nursing Services to meet the basic health and mental health needs of families and students
- Oversee wrap-around services that are coordinated and provided to families as needed
- Collaborate and provide clinical consultation to administrators and educational staff
- Participate on relevant district teams and committees including the Wellness Committee, PBIS Teams, Child Study Team, Student Support Teams (SST), and Crisis Teams to assist in implementing multi-tiered systems of support district wide
- Lead and facilitate the district Social Emotional Learning (SEL) team
- Review and analyze the effectiveness of social skills curricula and its implementation
- Develop, facilitate and lead professional development activities for counseling and clinical services staff
- Coordinate, facilitate and oversee standardized testing at the high school level
- Coordinate, facilitate and oversee college and other post-graduate counseling initiatives performed by the high school counseling staff
- Seek, prepare, submit and administer grants received to support SEL initiatives district wide
- Collaborate as part of the Leadership Team of the Office of Student Support Services
- Evaluate and supervise staff as assigned by the Director of Student Support Services
- Perform such other duties as requested by the Director of Student Support Services

REPORTS TO: Director of Student Support Services

SUPERVISES: School counselors and clinical staff as assigned

TERMS of EMPLOYMENT: In accordance with the Chelmsford Administrators Association (CAA) Collective Bargaining Agreement

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 17, 2018
Re: Updates: Ongoing Projects

1.) School Nutrition Program Update

The School Nutrition Department has implemented significant changes to the elementary school lunch program this school year. Lunches are prepared in the Chelmsford High School kitchen commissary and delivered to each elementary school daily. This change, moving away from prepared meals provided by a vendor, Preferred Meals, was presented to the school committee in June 2018.

During the first nine (9) days of participation this school year, the number of lunch meals served increased by 1,100 meals as compared to the first nine (9) days last school year. The menu options appear to be very popular, such as the power packs (made up of a grain, fruit, vegetable and a protein), hot meal, sandwiches, and fresh salads. The work by the school nutrition staff is very much appreciated as well as the effort by the Principals and teachers gathering student meal counts and providing feedback for additional enhancements.

The next phase of school nutrition program enhancements to the program include the roll-out of serving breakfast at the elementary schools and middle schools. As a reminder, breakfast is already served at the high school and the Harrington Elementary School. The School Nutrition Director, Nancy Antolini, is meeting with the principals and their staff to discuss the staggered roll-out of breakfast with a target date for full implementation between mid-October and December.

2.) School Safety/Emergency Preparedness Update

The district will be implementing the new options-based protocol, *ALICE* this fall. This is a district initiative inclusive of all schools and departments. Additionally, the district has partnered with both the Chelmsford Police and Fire Departments to provide the learning and training necessary to conduct the transition to this new protocol. Each faculty and staff member received an E-Learning module through the *ALICE Institute* to prepare for the move to an options-based safety decision.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

On September 18th, all schools will be conducting the *ALICE* protocol for the first time with faculty and staff led by an *ALICE* trained instructor from last spring.

The *ALICE* trained instructors are comprised of district administrators and Chelmsford Police and Fire fighters. A shared PowerPoint and video will be used to review the main points from the E-Learning module and then each drill will be conducted, along with a debrief, in order to provide additional information, and a check for understanding. The schools will meet to discuss the roll-out of *ALICE* with our students and how these new protocols will be incorporated into our current practice of drills at the building level. There will be an additional professional development day this winter for faculty and staff to review the *ALICE* techniques and make any adjustment as needed.

3.) SEL/MTSS Update

The district continues with the implementation of its Multi-Tiered System of Support (MTSS) initiative, with the district team leading the next steps in the process. The district team has met with our two consultants – one with a primary focus at the elementary and lower middle school levels, and the other with a primary focus at the upper middle school and secondary levels - to review individual school needs for professional development and curriculum needs. In the update on the strategic plan, it was reported that each school is at different place with the MTSS initiative implementation and the professional development needs of each school are diverse. However, all schools have established Tier 1 initiatives and strategies that were rolled out during the first few weeks of school. Tier I teams have been established at each building in the district.

Our new school-based MTSS facilitators are receiving training during the week of September 17th. These school-based facilitators will serve as supports for the larger school MTSS teams, individual teachers, and teaching teams, as well as guide the professional development alongside the consultants for the schools. The Tier 1 school-based facilitators and the Tier 1 teams at each school will be participating in a full-day of professional development to reflect on the start of school Tier 1 initiatives and strategies and on how to improve and sustain Tier 1 practices in their buildings. This fall, some of our schools have initiated work on Tier II - team development, strategies, initiatives, and next steps in conjunction with their continued work on Tier I. Additionally, the roll-out begins this fall for our social emotional curriculum – *Second Step* at our elementary schools.

4.) Kindergarten Enrollment Update / Center Elementary School

At the September 4, 2018 regular meeting of the school committee we provided an

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

update on the number of students enrolled in Kindergarten across the district. At that time, 103 students were enrolled in Kindergarten at Center Elementary School; as of today there are 102 students (25.5 class average) enrolled in Kindergarten at Center Elementary School. Principal Fulreader has allocated paraprofessional support staff from within the building to provide additional assistance to the Kindergarten classrooms when time permits in their schedules. Further, in speaking with Principal Fulreader I have agreed to provide additional paraprofessional support during the daily instructional blocks.

Instead of hiring one (1) full time paraprofessional to float between the classrooms providing assistance where needed, we are going to post for and hire two (2) part-time paraprofessionals to assist during the morning (9:30 – 12:30) instructional block and two (2) part-time paraprofessionals to assist during the afternoon (1:15 – 3:15) instructional block. These part-time shifts may be of interest to Center parents desiring to work for a few hours each morning after they drop their own children off to school or prior to picking them up from school in the afternoon. These part-time positions will be posted this week with the intent of having individuals begin in these new roles on or about October 1, 2018.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 14, 2018
Re: Review and Approval of School Committee Policies - MASC Policy Manual Review

At the request of the Committee at their meeting on September 5, 2017, I reached out to the Massachusetts Association of School Committees (MASC) to obtain information about their policy review services. Michael Gilbert, Field Representative of MASC, forwarded two (2) contracts for the Committee to review. The first contract was for a full policy manual review. As indicated by Mr. Gilbert, MASC takes the existing school committee policies and melds them with the MASC reference manual then meets with a subcommittee of the School Committee and the Superintendent or designee to go through every policy recommending additions, deletions, and changes. This process takes 8 - 10 meetings of about 2 hours each, scheduled approximately every 6 weeks. At the end of the policy review process, MASC delivers a paper copy and MS Word files of the updated NEPN coded manual.

We have had seven (7) Policy Subcommittee Meetings so far with Mr. Gilbert and have reviewed the following sections of the policy manual:

Monday March 19, 2018

Section A Foundations and Basic Commitments
Section B Board Governance and Operations

Tuesday April 10, 2018

Section C General School Administration
Section D Fiscal Management

Wednesday May 9, 2018

Section E Support Services
Section F Facilities Development

Thursday June 7, 2018

Section G Personnel
Section H Negotiations

Tuesday July 3, 2018

Section I Instruction

Thursday July 19, 2018

Section J Students

Thursday August 2, 2018

Section K Community Relations

Section L Education Agency Relations

After we review each section of the policy manual in subcommittee, Mr. Gilbert incorporates the subcommittee's recommended additions, deletions, and/or changes in the policies reviewed and provides updated policies for each section. Attached are updated policies for **Section K**, Community Relations, and **Section L**, Education Agency Relations, for the full school committee to review and approve at the regular meeting on September 18, 2018.

SECTION K

COMMUNITY RELATIONS

KA	SCHOOL / COMMUNITY RELATIONS GOALS
KBA	SCHOOL / PARENT RELATIONS GOALS
KBBA	NON-CUSTODIAL PARENTS' RIGHTS
KBE	RELATIONS WITH PARENT ORGANIZATIONS
KCB	COMMUNITY INVOLVEMENT IN DECISION-MAKING
KCD	PUBLIC GIFTS TO THE SCHOOLS
KDB	PUBLIC'S RIGHT TO KNOW
KDD	MEDIA RELATIONS / DISSEMINATION OF NEWS
KE	PUBLIC COMPLAINTS
KF	COMMUNITY USE OF SCHOOL FACILITIES
KHA	PUBLIC SOLICITATIONS IN THE SCHOOLS
KHC	DISTRIBUTION OF MATERIALS AND ANNOUNCEMENTS
KI	VISITORS TO THE SCHOOLS
KLG	RELATIONS WITH POLICE AUTHORITIES
KLJ	RELATIONS WITH PLANNING AUTHORITIES
KLK	RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

SCHOOL / COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

SOURCE: MASC

SCHOOL / PARENT RELATIONS GOALS

It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

SOURCE: MASC

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after twenty one (21) days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC October 2016

RELATIONS WITH SCHOOL-PARENT ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations, at each school building. For this purpose the Committee will officially recognize parent organizations. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations shall obtain 501(c)(3) status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

SOURCE: MASC October 2016

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

SOURCE: MASC

CROSS REF.: BDF, Advisory Committees to the School Committee

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, handled as a separate account, and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 71:37A

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

MEDIA RELATIONS / DISSEMINATION OF NEWS

The Chelmsford School Committee invites and welcomes the active participation of newspapers, magazines, radio, television, social media and any other mass media that communicates and promotes the cause of good education in our district and elsewhere. The school system is a public institution serving the educational needs of the community; therefore, it is important that information be actively disseminated concerning activities and current events in our schools.

Any staff member has the right to prepare a news release concerning a particular school's event. All potential press releases by staff must be approved by each school's respective principal/designee prior to distribution to the news media.

The primary spokesperson on all issues relating to the school system as a whole will be the Superintendent. The Chelmsford School Committee Chairman may, with committee approval, assume this function. In addition, the principal of any district school may disseminate information regarding his/her school that may be of interest to the public.

This policy relates to official press releases and refers to spokespersons, and in no way precludes individuals their right to speak to the Press.

SOURCE: Chelmsford

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 76:5
603 CMR 26.00

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playground activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBEB, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

ADVERTISING IN THE SCHOOLS

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

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

SOURCE: MASC October 2016

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

DISTRIBUTION OF MATERIALS AND ANNOUNCEMENTS

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

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

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

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

SOURCE: Chelmsford

VISITORS TO THE SCHOOLS

The School Committee welcomes parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight (48) hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three (3) weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff at least twenty four (24) hours in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: IHBA, Observations of Special Education Programs

SOURCE: MASC October 2016

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: MASC

RELATIONS WITH PLANNING AUTHORITIES

The School Committee will participate in local and state planning functions that may directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

SOURCE: MASC

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

SOURCE: MASC

SECTION L

EDUCATION AGENCY RELATIONS

- LA** **EDUCATION AGENCY RELATIONS GOALS**
- LB** **RELATIONS WITH OTHER SCHOOLS AND
SCHOOL DISTRICTS**
- LBC** **RELATIONS WITH NONPUBLIC SCHOOLS**
- LDA** **STUDENT TEACHING AND INTERNSHIPS**
- LH** **RELATIONS WITH SCHOOL ACCREDITATION
AGENCIES**

EDUCATION AGENCY RELATIONS GOALS

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies.

SOURCE: MASC

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

RELATIONS WITH NONPUBLIC SCHOOLS

Private Schools

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:4E; 71:48 and 71D; 71B:4; 74:4-7A; 76:1

STUDENT TEACHING AND INTERNSHIPS

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school system. All initial arrangements with the colleges and universities will be subject to Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will ensure there are procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.

SOURCE: MASC October 2016

RELATIONS WITH SCHOOL ACCREDITATION AGENCIES

The Chelmsford School Committee authorizes Chelmsford High School membership in the New England Association of Schools and Colleges and will support the school staff in efforts to achieve and maintain a high accreditation rating by the association.

SOURCE: Chelmsford

Approval of Conferences & Field Trip Requests

- 1) Parker Middle School
6th Grade Band, Chorus & Orchestra
Great East Performance
June 7, 2019
Canobie Lake Park, Salem, NH

- 2) Jay Lang, Ed.D., Superintendent
Learning Counsel National Gathering
November 28 – 30, 2018
Houston, Texas

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:

YES _____ NO _____

_____ Full-Day Sub(s)

_____ Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission: _____ CHS PARKER _____ McCARTHY _____
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

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

Trip Date: 6 / 7 / 19 If Overnight Trip, Return Date: _____ / _____ / _____

Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

Faculty Trip Sponsor: Lisa Tiano Cell Phone: _____

Grade, Group, Class(es) or Course(es): 6th Grade Band, Orchestra + Chorus

Total Number of Students: 110 Number of Male 50 Number of Female 60

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 11 Number of Male 5 Number of Female 6

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

Faculty/Chaperones (Names): Lisa Tiano, Jodi Richardson
and Eric Linsner

Cell Phone #: 757 553-8524

Faculty/Chaperone with Epi-Pen Designation (Name): Lisa Tiano
If applicable

Is a Nurse Needed? Yes _____ No

Prior to booking a field trip, speak to your building school nurse to evaluate if there are individuals with special or medical needs participating in this trip. If yes, the nurse will need to evaluate whether a parent, staff member, or nurse will be required to attend the trip with student.

Reviewed by: [Signature] 9/7/18
Signature of School Nurse Date

Event:/Purpose of the Trip: Great East Performance and Assessment

Curriculum Standard Addressed by Trip (Reason for the Trip)
All MA Music Performance Frameworks

Destination: Canobie Lake Park (603) 893-3506
Name of Facility Facility Telephone
85 N. Policy St. Salem NH
Facility Street Address City State

7:30 AM

\$:00

No. of Regular School Buses Needed: 3 No. of Wheel Chair Accessible Buses Needed: 0

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

Bus Pick-Up Location (be specific) x Parker middle school Back Parking lot

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

Equipment: Musical Instruments

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

Meal Plans: _____

TRIP COST/FUNDING

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ _____

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

Student paying \$ _____ per person for: \$69.00
per student

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 9/6/18
Signature of Trip Sponsor Date

Approved by: [Signature] 9/7/18
Signature of Dept. Head/Coordinator Date

[Signature] 9-10-18
Signature of Building Principal Date

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

cc: ~~April~~ Food Service Director - D. Phillips -

10/8/05

Great east Canobie Lake

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 14, 2018
Re: Conference: Learning Counsel National Gathering

I am seeking your permission to attend the 2018 Learning Counsel National Gathering in Houston, Texas on Wednesday November 28 – 30, 2018. The focus of the annual conference this year is technology related with speakers discussing course scheduling for a digital transition, digital delivery of instruction, academic dashboards, remodeling schools for digital design, and the integration of remote learning in elementary, middle and high schools. Each of these topics is timely given our focus on upcoming technology initiatives in the district.