



# Chelmsford School Department School Committee

## Notice of Public Meeting

Email Posting to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE: Tuesday May 18, 2021 TIME: 6:00 p.m. ROOM: Conf. Room 1**

**PLACE: CPS Central Administration Office ADDRESS: 230 North Road**

The Chelmsford School Committee intends to conduct an in-person meeting on the date and time specified, however all public participation will take place remotely, not in-person. The meeting is not open to the public for in-person participation. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at [langj@chelmsford.k12.ma.us](mailto:langj@chelmsford.k12.ma.us) prior to 5:00 p.m. on Tuesday May 18, 2021 to be recognized to provide remote public input under the public participation portion(s) of the agenda via a GoToMeeting link that will be provided.

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHAIR OPENING STATEMENT

### CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of April 27, 2021
2. Approval of the minutes of the regular school committee meeting of May 4, 2021

### CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

### GOOD NEWS

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

### NEW BUSINESS

1. Announcement of Coordinator of Social Emotional Learning & Counseling Services: Ms. Shannon Bischoff

2. Presentation: Harrington Elementary School and ELL, Reading and Title I Services Department
3. 2021/22 Student Transportation Program Registration Dates and Fees
4. Chelmsford High School Senior Activities and Events
5. Appointment of Superintendent Lang to Valley Collaborative Board of Directors
6. In-Person Public Participation at School Committee Meetings
7. 2021/22 School Committee Meeting Schedule
8. 2021/22 School Committee Liaison Assignments
9. School Committee Warrant Signing Schedule
10. Personnel Report: April 2021

**REPORTS**

1. Liaison Reports

**ACTION/NEW ITEMS**

1. Request for Reports & Updates

**PUBLIC COMMENTS:**

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

**ADJOURNMENT**

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
April 27, 2021  
Meeting Minutes**

**Members Present:** Mr. Dennis King (Chair), Mr. Jeff Doherty (Secretary), Ms. Donna Newcomb and Ms. Maria Santos. Mr. John Moses (Vice Chair) arrived at 6:09 p.m.

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

**Call to Order**

6:00 p.m.

**Pledge of Allegiance**

**Chair Opening Statement**

“Tonight’s meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. Although we are not allowing for in-person public participation, interested community members are encouraged to submit their names and addresses to Superintendent Lang if they would like to participate remotely under the public input portion of our meeting. During our public input session anyone who has joined us through the *gotomeeting* platform and expressed interest in making a comment will be recognized by the Superintendent and allowed to speak with The Committee. If anyone watching this meeting live has questions or comments to share they are encouraged to email one of us during the meeting. We will read those questions or comments during our second public input session at the end of the meeting.”

**1. Approval of the minutes of the regular school committee meeting of April 13, 2021.**

**Ms. Newcomb motioned for the school committee to approve the minutes of the regular school committee of April 13, 2021. Mr. Doherty seconded. Motion carries 4-0.**

**Good News**

“The Thursdays” made it to the nationals of the International Championship of High School Acapella! Additional good news, from Dr. Hirsch, is that the middle school students will return tomorrow for full-day in-school learning. Mr. Doherty shared that the CHIPS “Little Library” was installed during April break, thanks to the hard work of Mary Ellen Forte, her family and the CHIPS PTO. The library is found in the O’Donnell Fairy Garden. Pre-school book donations will be appreciated. Ms. Santos added that the “Grab and Go” was a huge success at CHS. *Lions Roar* is featuring pictures of this event.

**Public Comments**

No callers tonight.

## **New Business**

### **1. Announcement of CHIPs Program Coordinator: Ms. Megan McGuirk**

Amy Reese, Director of Student Support Services, joined the meeting virtually to introduce Ms. McGuirk. A two-minute recess was called due to technical audio difficulties. While the difficulties are being attended to, the meeting will resume following the parts of tonight's agenda which only need to broadcast audio from the meeting room itself. Due to recent technical issues, Dr. Lang believes it would be appropriate to have speakers attend future meetings in person. Agenda items 2 and 3 will be addressed later tonight or at the next meeting.

### **4. Kindergarten Entrance Age Policy Waiver**

Dr. Hirsch mentioned that in February she proposed a policy waiver for children who turn six in August and had not attended kindergarten to enroll in kindergarten for the upcoming school year. Parents have reached out to see if this policy would be in place beyond this year and if the waiver might be extended to include children turning six in July. School Committee members have not received much communication on this from parents. Based on Committee input, Dr. Lang said a formal vote would be taken on this issue at the next meeting on May 4, 2021. The Committee is comfortable with extending the policy for children who turn six in August beyond the coming school year but would like time to consider moving the change to include July as well. Dr. Lang will reach out to counsel to draft the policy change.

### **5. MSBA Statement of Interest Submission Timeline**

Due to COVID the time to submit has been moved from April this year to June. Dr. Lang would like the Committee's support to revise and submit again an application to build a new high school. This summer he would like to look again at capital projects using Dorr-Whittier or another group. After more than four years it would be helpful to hold "visioning" sessions again involving the whole community. This would be pertinent to developing the facilities portion of the strategic plan. The application is due on June 25<sup>th</sup>. The Committee supports Dr. Lang submitting to MSBA for a new high school.

### **6. FY2021 Budget Report: 3<sup>rd</sup> Quarter Financials**

Ms. Johnson-Collins reviewed the report included in tonight's agenda packet.

### **7. FY2021 Recommended One-Time Expenditures**

Dr. Lang discussed his memorandum contained in tonight's agenda packet concerning his recommendations for one-time expenditures. Capital projects and prepaying next school year's special education costs, he feels would be beneficial. Input has been gathered from building principals, assistant principals and department coordinators. He is making the recommendations tonight so that plans for these expenditures may be solidified this month. Projects may include renovation of the McCarthy Lecture Hall, maker spaces, as well as purchase of "back-to-school" supplies. Dr. Lang has included the suggestions in tonight's packet. The Committee discussed some of the proposals. Dr. Lang would be happy to hear additional suggestions and the list will be revisited at the next meeting and over the next few weeks.

### **8. FY2021 Recommended Budget Transfers**

**Mr. Moses motioned for the school committee to approve the FY2021 local operating budget transfers for the Chelmsford Public Schools totaling \$91,916 as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.**

## **9. Return-to-School Update**

Dr. Lang shared his slide show and additional comments addressing the update. His full slide show is included in tonight's agenda packet.

### **a. Community & Covid Data Trends**

There was a community uptick in late March, but last week's data was lower. Conversations are ongoing with the town health department. There has been no spread from isolated cases reported in the schools and school numbers continue to remain low.

### **b. Staff & Student Covid Pool Testing**

Pool testing is in week six with over 45,000 participants and only three positive cases were identified.

### **c. Middle School Full In-Person Return to School: Wednesday, April 28, 2021**

Middle school students will return tomorrow.

### **d. High School Full In-Person Return to School: Monday, May 3, 2021**

CHS students will return on May 3, 2021.

## **10. New CPS Website Launch: May 1, 2021**

This will be rolled out this weekend as a multi-day process.

## **11. Personnel Report: March 2021**

No action required.

## **Liaisons**

The Chair shared that Center School PTO is working hard on fundraising and enrichment. They are looking forward to the updating of their playground. They sold close to 900 tickets for their calendar raffle and had a successful "recycling day".

## **Public Comments**

Mr. Moses shared that he received a positive comment on including July birthdays for kindergarten registration.

## **Adjournment (8:07 p.m.)**

**Mr. Moses motioned to adjourn the meeting. Ms. Newcomb seconded. Motion carries 5-0.**

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
May 4, 2021  
Meeting Minutes**

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

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

**Call to Order**

6:00 p.m.

**Pledge of Allegiance**

**Chair Opening Statement**

“Tonight’s meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. Although we are not allowing for in-person public participation, interested community members are encouraged to submit their names and addresses to Superintendent Lang if they would like to participate remotely under the public input portion of our meeting. During our public input session anyone who has joined us through the *gotomeeting* platform and expressed interest in making a comment will be recognized by the Superintendent and allowed to speak with The Committee. If anyone watching this meeting live has questions or comments to share they are encouraged to email one of us during the meeting. We will read those questions or comments during our second public input session at the end of the meeting.”

**Good News**

Mr. Doherty shared that South Row PTO had a lunch “grab and go” for staff today. At CHS the PTO set up a “chocolate bar”. Tomorrow CHS will be serving breakfast and on Thursday the Student Council will have a surprise for the staff. Yesterday the PTO from CHIPS did a staff breakfast. This week at CHIPS each day has a different “theme”. The Chair shared from Dr. Hirsch that The Thursdays and Crescendos were featured on WBZ Radio. Representatives from the science team went on virtual field trips to Rutgers University to learn about marine monitoring systems. Grade four students started earthquake simulations as a STEM project linking energy and geometry. The Chair shared that the new district website is up and running. Feedback has been quite positive! Now that spring is here new pictures of the schools will be added to the website. Ms. Newcomb acknowledged the outstanding job done by teachers and paraprofessionals and school staff over the last year plus some months! This is “Teacher Appreciation Week”.

## **New Business**

### **1. Announcement of CHIPS Program Coordinator: Ms. Megan McGuirk**

Amy Reese introduced Megan McGuirk, the new CHIPS coordinator. Both are in attendance at tonight's meeting. Ms. McGuirk has been the Administrative Chair for the past two years at Byam, Harrington and Parker. She was very supportive in that role and will be missed. She has a passion for early childhood education and was a former pre-school teacher and coordinator. Ms. McGuirk shared that she is excited for this new opportunity. She enjoyed teaching pre-school for eleven years, prior to becoming an administrator. She is happy to be continuing her career in Chelmsford!

Ms. Reese offered information about the CHIPS enrollment process. CHIPS offers both an integrated model (students with IEPs and general education students without IEPs who are peer models) and an intensive model for those who require such a program.

### **2. MA DESE Coordinated Program Review: Tiered Focused Monitoring Report**

Included in tonight's agenda packet is a memorandum from Ms. Reese regarding this DESE report. A visit had been scheduled for DESE in March of 2020 but was not conducted due to Covid. This site visit took place in January of 2021 and a report was issued. All special ed requirements were found to be in compliance. One of the 17 civil rights areas was found to be in partial compliance. This required the district to change one policy regarding physical restraint which involved a change in policy concerning suicide prevention. This policy will need to be updated by January 2022. This is in process with attorney input. The proposed policy will then be put before The School Committee for a vote by September. Once approved it will be shared and disseminated. Training for staff will then be undertaken.

### **3. Presentation: Center Elementary School, English & Social Studies Departments**

Tonight's presentation including a Power Point had been previously recorded by Principal Dianna Fulreader and Department Coordinators Abby Dick (English) and Stephanie Quinn (Social Studies). Their School Council read *How to Be an Antiracist* by Ibram X. Kendi to inspire self-reflection. Biases and understanding of race were discussed. Professional development was offered. Work on equity and culturally-responsive teaching continues. Their presentation ended with a video which included music and instruments from different cultures. The department coordinators also shared what has taken place this year in ELA and social studies. An emphasis is placed on increasing reading diversity, as reading programs are being updated. Thirty-seven teachers from all buildings participated in a book club also focused on *How to Be an Antiracist*. Civic engagement is being encouraged and a civics project is now required for students in grades 8 and 11, with student presentations being shared in June on the district's website. A financial literacy grant has also been obtained for the district. For CHS students many dual-enrollment classes are offered through Middlesex Community College which allows college credits to be earned prior to graduating high school. To fully appreciate the richness of offerings provided this year to our students and staff, please view this entire presentation on Chelmsford Telemedia You/Tube.

### **4. Kindergarten Entrance Age Policy Waiver**

**Mr. Moses motioned to approve the changes to policy JEB ENTRANCE AGE / MANDATORY ADMISSIONS to a July 31<sup>st</sup> of the calendar year. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 4-1.**

5. **FY2021 Recommended One-Time Expenditures**
6. **FY2021 Recommended Budget Transfers**

**Mr. Moses motioned that the School Committee vote at the regular school committee approve the FY2021 local operating budget transfers totaling \$1,682,462 for the Chelmsford Public Schools as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.**

## **7. Return-to-School Update**

### **a. Staff & Student Covid Data Trends**

Dr. Lang shared that case numbers continue to drop.

### **b. Staff & Student Covid Pool Testing**

Last week's pool testing revealed one positive case.

### **c. Middle School Return to Full In-Person Learning**

Last Wednesday middle school students returned to full in-person learning. About 80% of students returned, while 20% opted to continue with remote learning.

### **d. High School Return to Full In-Person Learning**

Yesterday CHS returned to full-in person learning with about 73% returning. Families were thankful that more busses were added for the CHS routes.

## **8. Public Participation at School Committee Meetings**

The Committee discussed the return of public participation at future meetings. Dr. Lang has included a memorandum speaking to how this might be put in place. A schedule of speakers could be set up a day before the meeting indicating arrival times for the speakers. All safety precautions will be taken. Dr. Lang will be in touch with Sue Rosa from Public Health to determine best practice on this. This may begin as soon as the next meeting.

### **Liaisons**

Ms. Newcomb met with the South Row PTO last night. They will be looking to plan some end-of-year activities. Ms. Santos shared that The Wellness Committee is finalizing the policy changes and will present these to DESE. Ms. Santos thanked all the PTO's for their incredible work this year. Mr. Doherty shared that the CHS PTO will be honoring the graduating seniors. CHIPs had an amazing "Space Week" recently. The Chair will be updating the liaison assignments, so people should let him know their preferences.

### **Public Comments**

None.



Adjournment (8:00 p.m.)

Mr. Moses motioned to adjourn the meeting. Mr. Doherty seconded. Motion carries 5-0.

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee

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

Date: May 16, 2021

Re: Announcement of Coord. of Social Emotional Learning & Counseling Services

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Attached please find the press release announcing the recent appointment of Ms. Shannon Bischoff to serve as the Coordinator of Social Emotional Learning and Counseling Services. Ms. Bischoff will attend the school committee meeting Tuesday evening to be introduced. She will begin in her new role at the Chelmsford Public Schools on July 1, 2021.



**FOR IMMEDIATE RELEASE**

**Contact:** Chris O'Donnell, Director of Communications & Media  
(978) 251-5100, ext. 6905 • [odonnellc@chelmsford.k12.ma.us](mailto:odonnellc@chelmsford.k12.ma.us)

## **Shannon Bischoff Named Coordinator of Social Emotional Learning and Counseling Services at Chelmsford Public Schools**

CHELMSFORD, MA (May 10, 2021) – Shannon Bischoff, a resident of Acton, Mass., was named the Coordinator of Social Emotional Learning and Counseling Services at Chelmsford Public Schools, Superintendent Dr. Jay Lang announced on Monday.

Ms. Bischoff comes to Chelmsford with a rich background in educational administration, most recently serving as the Interim Principal and Assistant Principal at the Dawson Elementary School in the Wachusett Regional School District, where she spent the last six years. Additionally, she served as a Team Leader and the school's 504 Coordinator. Prior to her time in Wachusett, Ms. Bischoff spent five years in the Ayer-Shirley Regional School District in several roles, including School Counselor, Assistant to the Principal and Coordinator of the Parent Child Home Program.

Ms. Bischoff is an alumna of the University of Vermont, where she majored in Community Development; and Boston University, where she earned her master's degree in Social Work with a minor in Public Health. She earned her Administrator License through the Massachusetts Elementary School Principals Association (MESPA) Certification Program (CPAL) at Lesley University in 2015.

During her interviews, Ms. Bischoff placed emphasis on how social emotional learning cannot be overlooked and needs to be at the forefront of our work as educators. "We are thrilled to have Shannon join our team and work together to continue our outstanding counseling programs and to support inclusive practices that Chelmsford Public Schools is known for," stated Amy Reese, Director of Student Support Services for CPS.

### **About Chelmsford Public Schools**

The Chelmsford Public School District provides all students with multiple pathways to optimize their own potential for academic excellence, leadership, and social and emotional wellness. The mission of the Chelmsford Public Schools is to educate, engage, prepare, and empower well-rounded and knowledgeable learners to PERSEVERE through challenges, demonstrate RESPECT and INTEGRITY in their words and actions, are DEDICATED to their community, and display EMPATHY as global citizens while discovering and pursuing their full potential. This PRIDE-driven culture enables all members of the school community to support the growth and development of students. For more information, please visit [www.chelmsfordschools.org](http://www.chelmsfordschools.org).

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee

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

Date: May 16, 2021

Re: Spotlight on the Schools/Departments: Harrington Elementary School &  
Reading, English Language Learners & Title I Services

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Attached please find a PowerPoint presentation provided by Harrington Principal Robert Asselin and Ms. Kelly Rogers, Department Coordinator for Reading, English Language Learners and Title I Services. I look forward to hearing the presentation and discussing the work that is ongoing in the district with respect to these subject areas. An overview of the areas to be covered in the presentation are as follows:

1. Our Journey to FPC
2. About Fountas & Pinnell Classroom
3. Foundations Program Philosophy
4. Integrated Approach to Literacy
5. Program Implementation
6. Harrington Highlights



# K-4 Literacy Update

## *Harrington Highlights*

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CHELMSFORD PUBLIC SCHOOLS

# Topics of Discussion

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## Highlights:

- Our Journey to FPC and Foundations
- About Fountas & Pinnell Classroom
- Foundations Program Philosophy
- Integrated Approach to Literacy
- Program Implementation
- *Harrington Highlights*

# Our Journey

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- Program Pilot- Fountas & Pinnell Classroom, Foundations
- Site Visits, Professional Development
- Materials delivery & distribution, Spring/Summer 2020
- Preliminary Training, Spring 2020



# Fountas & Pinnell Classroom

*Fountas & Pinnell Classroom* is a cohesive, multi-text approach to literacy instruction designed to support whole group, small group and independent learning opportunities.

## Program Components:

- Interactive Read Aloud
- Mini Lessons
- Independent Reading
- Guided Reading
- Shared Reading K-3
- Book Clubs- Harrington Highlight
- Phonics Word Study- Grade 4







# Fundations (K-3)

## Program Philosophy:

*Fundations lays the foundation of lifelong literacy by providing students with a **multi sensory systematic** approach that emphasizes critical foundational skills that encompass:*

- Phonemic awareness- [Harrington Highlight](#)
- Phonics/Word Study
- High frequency words
- Reading fluency
- Vocabulary
- Comprehension Strategies
- Handwriting
- Spelling



# Integrated Approach to Literacy

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## Goal:

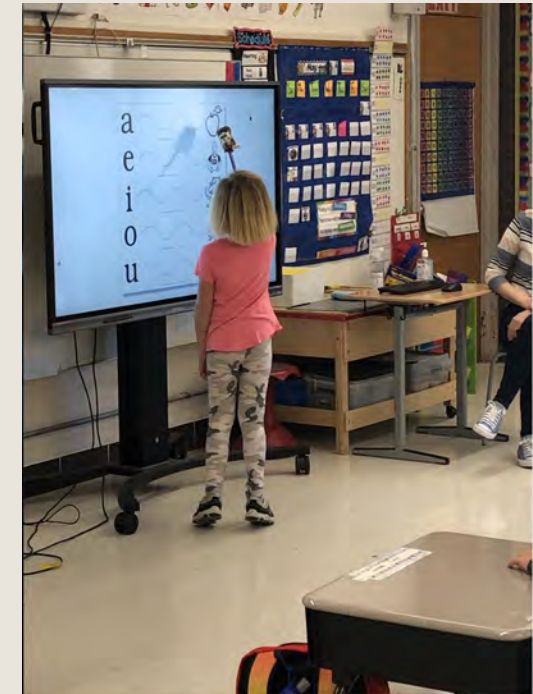
Focus on developing learners who are adept at reading, writing, oral language and critiquing multiple texts while recognizing the social as well as cognitive aspects of literacy learning.

- Interconnected Tiered Instruction
  - Benchmark Assessment System (Tier I)
  - Leveled Literacy Intervention (Tier II)
  - Wilson Language (Tier III)
- Standards Alignment
- Response to Text
- Scaffolds to support English Language Learners
- Social Emotional Learning Connections

# Program Implementation

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- Teacher Testimonial- *Kelly Hardy - 1st Grade*
- Ongoing Professional Learning- Our Journey Continues





# QUESTIONS

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CHELMSFORD PUBLIC SCHOOLS

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

DATE: May 14, 2021

RE: Student Transportation Program Report & Fees: 2021/22 School Year

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

### RIDER INFORMATION

In a typical year, we transport approximately 3,400 students using 29 buses daily. Most of the busses make three (3) runs each morning and afternoon, with the high school students on the first run, the middle school students on the second run, and the elementary students on the third run. There are also eight (8) late day runs three (3) days a week from mid-October to mid-June for students who elect to participate in after school activities. Service time begins at 6:30 a.m. and typically ends by 5 p.m. *During the 2020/2021 school year, we transported less students (at no fee) due to the COVID-19 pandemic social distancing requirements, for a total of 1,921 student riders.*

### FEE STRUCTURE

The School Committee is requested to approve the bus fee structure for next school year (2021/2022) at the May 18, 2021 school committee meeting, with no changes to the fee structure, but extending the date for the early bird registration period to July 5, 2021 since we did not have registrations in May.

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

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

### REGISTER TO RIDE THE BUS

All students are required to register on-line each year if they would like to ride the bus, even if they do not have to pay a fee. We believe that if all students (parents) take the steps to register, this data will allow us to have a more accurate student rider count, be more efficient and have better on time performance. The annual registrations are then used to prepare bus routes, bus stops and bus pass information. Several Connect Ed

messages are sent to families regarding the on-line bus registration process and on-line payment process (still using MCC on-line). The bus registration information is also on the home page and the transportation page of the Chelmsford Public Schools website. The key reminder is that all students must register to ride the bus, even if there is no fee.

The chart below highlights the bus registrations in a typical school year – referencing 2019/2020.

Registration Period	Dates	# of Riders
Early Bird	May 1 to June 30	2251
Regular	July 1 to August 1	552
Late	August 1 to August 16	256
	August 17 to September 6	301
	September 7 to January 31	47
Half Year	Feb 1 through end of May	20

*This second chart below highlights the bus registrations from the 2020/2021 school year – noting changes of ridership due to social distancing requirements on the bus due to the COVID-19 pandemic.*

Registration Period	Dates	# of Riders
Early Bird **	June 3 to July 31	1706
Grades K-6 over 2 miles only	Aug 1 to August 19	115
Grades K-6 over 2 miles only and Grades K-6 financial assistance	August 20 to October 6	225
Grades K-8 over 1 mile and high school shuttle bus options (12)	October 7 to May 10	1296
** Fees refunded	August 28,2020	964

## BUS ROUTE AND BUS PASS INFO

We made some changes beginning in FY18, continuing through FY21. In July of 2017, we hired a full time Transportation Coordinator, Peter Brekalis, to bring many functions related to transportation planning back to the district, rather than having the bus vendor perform these functions. We also purchased bus scheduling software, Transfinder Routefinder Pro, to assist with these functions. We have been actively working to make Transfinder and X2 (our student records database) compatible to have most information available to parents and staff.

Bus routes were created using the registration data which was then entered into our bus software system. The routing process considers bus capacity and on time performance. Below is a summary of the busses for each school in a typical school year – referencing 2019/2020.

School	# of Buses	Students	Avg Count
Byam	8	386	49
Center	7	376	54
CHS	24	741	31
Harrington	7	307	44
McCarthy	16	678	43
Parker	13	563	44
South Row	7	334	48

# CHELMSFORD PUBLIC SCHOOLS

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*This second chart below highlights the busses for each school from the 2020/2021 school year – noting changes of ridership due to social distancing requirements on the bus due to the COVID 19 pandemic.*

<i>School</i>	<i># of Buses</i>	<i>Students</i>	<i>Avg Count</i>
<i>Byam</i>	<i>8</i>	<i>247</i>	<i>31</i>
<i>Center</i>	<i>7</i>	<i>286</i>	<i>41</i>
<i>CHS Shuttle Busses</i>	<i>12</i>	<i>189</i>	<i>16</i>
<i>Harrington</i>	<i>7</i>	<i>220</i>	<i>32</i>
<i>McCarthy</i>	<i>16</i>	<i>452</i>	<i>29</i>
<i>Parker</i>	<i>13</i>	<i>353</i>	<i>28</i>
<i>South Row</i>	<i>7</i>	<i>174</i>	<i>25</i>

After the routes were created, bus passes were printed and mailed out to each student who had registered. The first set of bus passes were mailed to the home addresses on *September 4, 2020* (a typical year would have the mailing in mid-August). Mailings continued daily as we received new bus registrations. Bus passes for kindergarten students were blue this year and all other student bus passes were light green. The bus pass includes information such as the bus number, bus stop location and pick up and drop off times. This information, by student, is also available in X2 for those who have registered to ride the bus. Plastic bus pass holders are available at the schools for students to receive upon their return to the classrooms.

## **SUMMARY**

Going forward we plan to build on the progress made in FY21 and continue our processes which include:

- 1) Bus routes and bus stops created in house and bus passes mailed to homes in mid-August.
- 2) Synovia GPS tracking program provided by the bus company to assist in routing issues.
- 3) On-line bus registration for everyone. All students need to register each year if they would like to ride the bus, even if they do not need to pay a fee. Prior to FY18, on-line registration for students in grades K-6 who lived over two miles from the school (no fee) was not required to register. This process limited the accuracy of the student rider count. We believe that if all students take the steps to register, this data will allow us to be more efficient and have better on time performance.
- 4) Feedback, complaints and concerns are handled in house and the transportation coordinator continues to work directly with the bus company to resolve issues. While school leadership and staff do assist students, an effort has been made to streamline communication and resolution of complaints or concerns through the Transportation Coordinator who works directly with parents and staff.
- 5) Since school starts August 31 this upcoming school year, the initial route creation will begin in mid-July. After the routes are created, the bus drivers begin driving the routes so the drivers are prepared in advance of the first day of school. Registrations received in August and later will be processed and students will be assigned to existing bus stops for the start of the school year. Additional bus stops and/or route reconfigurations required as a result of late registrations are evaluated on an individual basis.

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

DATE: May 14, 2021

RE: Transportation Fees: 2021/2022 School Year

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Each year the school committee votes to establish fees for student transportation. The current student transportation fee structure consists of a \$ 200.00 annual transportation fee per student with a \$ 500.00 family cap. In previous years, a \$ 25.00 “early bird” discount has been authorized for registrations received between June 1 and July 5 preceding the school year when transportation services are sought. During the “early bird” registration period, a \$ 400.00 family cap is provided. Further, a \$ 25.00 late fee is assessed for registrations received after August 1<sup>st</sup> preceding the school year when transportations services are sought. Finally, a half year registration fee of \$100 applies for registrations received after February 1.

I recommend keeping the same date range associated with the fee structure. These dates allow Early Bird Registration to July 5 to provide families a little extra time since we did not have registration in May. These dates are to encourage families to register in advance of the start of school.

I recommend the school committee adopt the fee structure noted below for the 2021/2022 school year and vote to establish the regular, early, late and half year registration rates as follows:

<b><u>Early Registration Period</u></b>	June 1, 2021 – July 5, 2021
Per Student Fee	\$175.00
Maximum Family Cap:	\$400.00

<b><u>Regular Registration Period</u></b>	July 6, 2021 – July 31, 2021
Per Student Fee	\$200.00
Maximum Family Cap:	\$500.00

<b><u>Late Registration Period</u></b>	August 1, 2021 – January 31, 2022
Per Student Fee	\$225.00
Maximum Family Cap:	\$500.00

<b><u>Half Year Registration Period</u></b>	February 1, 2022 –
Per Student Fee	\$100.00
Maximum Family Cap:	\$500.00



## 2021-2022 BUS TRANSPORTATION



### **ALL STUDENTS MUST REGISTER ON-LINE**

It's time to register on-line to ride the bus for the 2021/2022 school year using MCC eSchool. Please view the Chelmsford Public Schools (CPS) website, click the PARENTS TAB, click the TRANSPORTATION option and then select How to Register & Pay Online. A student ID number is required to register.

### **EARLY BIRD DISCOUNT UNTIL JULY 5**

Chelmsford Public Schools offers a discount of \$ 25.00 off of the regular bus fee of \$200.00 per rider if purchased before July 05, 2021. The family cap for this early purchase is \$400.00.

### **JULY 6 TO JULY 31**

Beginning July 6 thru July 31, 2021, the regular bus fee is \$200.00 per rider with a family cap of \$500.00.

### **AUGUST 1 to JANUARY 31**

Beginning August 1, 2021 thru January 31, 2022, the late registration bus fee is \$225.00 per rider with a family cap of \$500.00.

### **FEBRUARY 1**

Beginning February 1, 2022, a half year registration bus fee is \$100.00 per rider with a family cap of \$500.00.

### **ALL RIDERS MUST REGISTER, EVEN IF THERE IS NO FEE**

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

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

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

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

<b>GRADE</b>	<b>UNDER TWO MILES</b>	<b>OVER TWO MILES</b>
<b>K-6</b>	PAY FEE	NO FEE
<b>7-12</b>	PAY FEE	PAY FEE

Initial bus route creation will be based on student registrations received as of July 31, 2021. Students who register to ride the bus on or before July 31, 2021 will have their bus pass mailed to their home address by Wednesday August 18, 2021. The bus pass will contain the assigned bus number, bus stop location, and estimated pick-up/drop-off time. Students who register late to ride the bus on August 1, 2021 through August 21, 2021 will be assigned an existing bus stop location based upon the initial bus routes created. Additional bus stops may be added and bus routes may be updated based upon late registrations received, however the initial bus routes for the 2021/22 school year will be in effect from the start of the school year through mid-September. In the event bus routes are to be changed due to additional stops being added, prior notice shall be provided to families through an e-mail communication and updated route information posted to X2. Students who register after August 21, 2021 will be assigned an existing bus stop location based upon the bus routes created. The review of bus routes for efficiency, including adding/removing bus stop locations is ongoing throughout the school year. If and when modifications to existing routes are made, prior notice of route adjustments shall be provided to families through an e-mail communication and updated route information posted to X2.

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

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

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

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



# CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

## MEMORANDUM

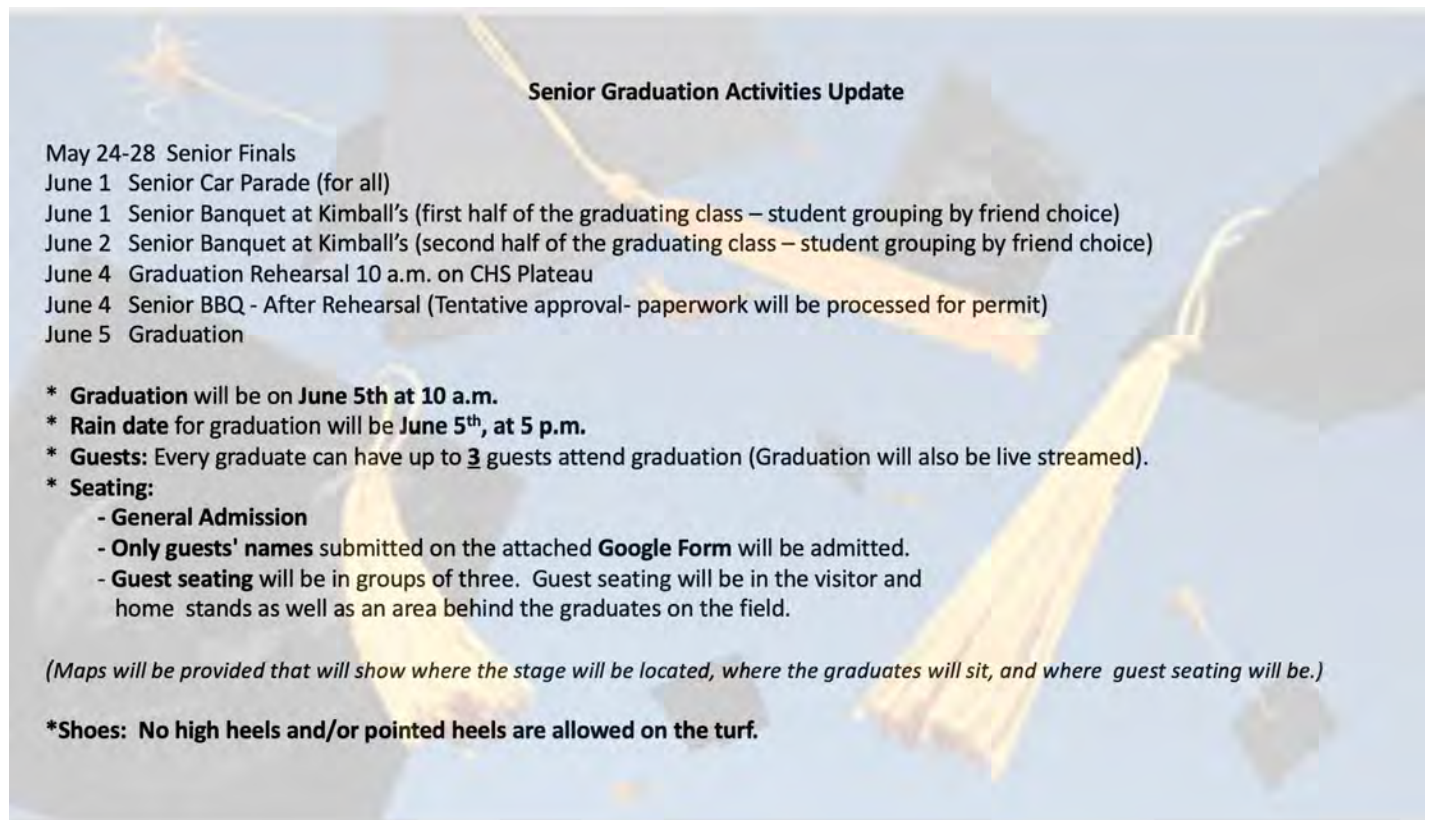
To: Dr. Jay Lang, Superintendent  
Members of the Chelmsford School Committee

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

Date: May 18, 2021

RE: Graduation 2021 Activities Update

Attached you will find the most recent update for graduation activities, including graduation for the Class of 2021. Principal Murray and the class advisors are continually monitoring updates from the governor about restrictions and changes in the re-opening of Massachusetts and any of the effects on senior activities.



**Senior Graduation Activities Update**

May 24-28 Senior Finals  
June 1 Senior Car Parade (for all)  
June 1 Senior Banquet at Kimball's (first half of the graduating class – student grouping by friend choice)  
June 2 Senior Banquet at Kimball's (second half of the graduating class – student grouping by friend choice)  
June 4 Graduation Rehearsal 10 a.m. on CHS Plateau  
June 4 Senior BBQ - After Rehearsal (Tentative approval- paperwork will be processed for permit)  
June 5 Graduation

- \* **Graduation** will be on **June 5th at 10 a.m.**
- \* **Rain date** for graduation will be **June 5<sup>th</sup>, at 5 p.m.**
- \* **Guests:** Every graduate can have up to **3** guests attend graduation (Graduation will also be live streamed).
- \* **Seating:**
  - **General Admission**
  - **Only guests' names** submitted on the attached **Google Form** will be admitted.
  - **Guest seating** will be in groups of three. Guest seating will be in the visitor and home stands as well as an area behind the graduates on the field.

*(Maps will be provided that will show where the stage will be located, where the graduates will sit, and where guest seating will be.)*

\***Shoes: No high heels and/or pointed heels are allowed on the turf.**



**Valley Collaborative  
FY 22 Board Member Appointment**

Dr. Jay Lang was appointed to the Valley Collaborative Board of Directors  
(Board Member Name)

on May 18, 2021 by Chelmsford School Committee for the term July 1, 2021 – June 30, 2022.  
(date of appointment) (School Committee)

**Respectfully Submitted,**

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**Dennis F. King, II**  
**Chair, Chelmsford School Committee**

## Procedure for in-person public participation at school committee meetings

The school committee, adhering to local and state guidelines on conducting public meetings, will determine when in-person public participation is allowed.

If in-person public participation has been deemed allowed, the following procedure will be followed:

- Anyone wishing to speak in-person during the public participation portion of the meeting must provide their name, address and posted agenda item they would like to speak on to Superintendent Lang by no later than 4:00 p.m. on Monday afternoon before the scheduled meeting.
- Please remember that public participation at the beginning of the meeting must be about one of the topics that is on that meeting's agenda.
- All those registered to speak during the public participation portion will be asked to arrive at the Central Administration building between 5:45 p.m. – 6:00 p.m. unless otherwise notified of a different time.
- Those registered to speak must have a mask on when they enter the building and keep their mask on the entire time, including when they get up to address the committee.
- Upon entering the building, all those registered to speak must sign the contact tracing binder at the front desk.
- After signing in, participants may enter the meeting room and take one of the socially distanced seats set up at the back of the room.
- In the event that there are more people registered to speak than can be safely spaced out to ensure social distancing, participants will be given a specific time to attend and will be asked to leave the meeting area when done.
- When it is your turn to speak at the meeting you will be called up to the speaking area to make your comments.
- Please try to keep your comments to no more than 3-5 minutes so that everyone has a chance to speak. Please be aware that the committee will address your comments or questions when the committee gets to that item on the agenda.
- When finished speaking, the speaker will be asked to sanitize the speaking area with the provided sanitizing spray/wipes for the next speaker.
- When the public comment portion of the meeting is completed, participants will be asked to leave the meeting area so that any in-person presenters scheduled for the meeting can enter the meeting area.
- If other groups will be arriving to present or speak after the public input portion of the meeting, the seating area will be sanitized before the next group enters the room.

Those members of the school staff that will making an in-person presentation at the meeting will be given a time to arrive at the Central Administration building and will be asked to adhere to the procedures listed above. If multiple groups are schedule to present, each group will be given a time slot to attend and will be asked to leave the meeting area when done so that the next group can enter.

All members of the public planning to attend to make a comment or a presentation are encouraged to use the provided hand sanitizer when entering and leaving the meeting area. If you are not feeling well on the day of the meeting you are asked to stay home and e-mail one of the members of the committee with your comments rather than attending in person.

CHELMSFORD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING SCHEDULE

July 2021 – June 2022

July 20	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 16	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 4	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 18	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
April 12	6:00	Reorganization – SC Meeting	Administration Office (TELEVISED)
April 26	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 21	6:00	School Committee Meeting	Administration Office (TELEVISED)

Chelmsford School Committee

2021-2022 Liaison Assignments/Contacts

Negotiations/Sub-Committees	Member	Member	Alternate
Administrators	Jeff Doherty	Dennis King	
Teachers/Nurses	Dennis King	John Moses	
Prof. Support/Secretaries	Donna Newcomb	Jeff Doherty	
Custodians	Maria Santos	John Moses	
Food Service	John Moses	Donna Newcomb	
Policy Sub-Committee	Dennis King	Maria Santos	Jeff Doherty
School Organizations	Member	Alternate	
Byam School Organization	John Moses	Donna Newcomb	
Center School PTO	Dennis King	Jeff Doherty	
CHIPS PTO	Jeff Doherty	John Moses	
Harrington PTO	Maria Santos	Dennis King	
Chelmsford High PTO	Jeff Doherty	Maria Santos	
McCathy PTO	Maria Santos	John Moses	
Parker PTO	Jon Moses	Jeff Doherty	
Council of Schools	Donna Newcomb	Jon Moses	
South Row PTO	Donna Newcomb	Dennis King	
SEPAC	Dennis King	Maria Santos	
ELL Council	Maria Santos	Donna Newcomb	
Town Boards	Member	Alternate	
Board of Selectman	Dennis King	Donna Newcomb	
Finance Committee	Donna Newcomb	Maria Santos	
Capital Planning Committee	Jeff Doherty	John Moses	
Other Boards/Organizations	Contact Person		
Planning Board	John Moses		
Economic Development Board	Maria Santos		
Turf Field Committee	Dennis King		
Recycling Committee	John Moses		
Wellness Committee	Maria Santos		
Friends of Music	Donna Newcomb		
CHS Alumni Association	Jeff Doherty		
CHS Boosters	Dennis King		
Chelmsford Business Association	Jeff Doherty		
Chelmsford Senior Center	Donna Newcomb		
Legislative Outreach			
MASC	All		
State Elected Officials	All		
Federal Elected Officials	All		

**CHELMSFORD PUBLIC SCHOOLS  
SCHOOL COMMITTEE SCHEDULE  
FY22 ACCOUNTS PAYABLE WARRANT SIGNING DATES**

AVAILABLE HOURS 8:00 AM TO 4:00 PM

<p style="text-align: center;">Friday July 02, 2021 July 16, 2021 July 30, 2021</p> <p style="text-align: center;">Jeffrey Doherty Dennis King Donna Newcomb</p> <p style="text-align: center;">Alt: John Moses Maria Santos</p>	<p style="text-align: center;">Friday August 13, 2021 August 27, 2021</p> <p style="text-align: center;">Jeffrey Doherty John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>	<p style="text-align: center;">Friday September 10, 2021 September 24, 2021</p> <p style="text-align: center;">Dennis King Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Jeffrey Doherty John Moses</p>	<p style="text-align: center;">Friday October 08, 2021 October 22, 2021</p> <p style="text-align: center;">Jeffrey Doherty John Moses Donna Newcomb</p> <p style="text-align: center;">Alt: Dennis King Maria Santos</p>
<p style="text-align: center;">Friday November 05, 2021 November 19, 2021</p> <p style="text-align: center;">Dennis King John Moses Maria Santos</p> <p style="text-align: center;">Alt: Jeffrey Doherty Donna Newcomb</p>	<p style="text-align: center;">Friday December 03, 2021 December 17, 2021</p> <p style="text-align: center;">Jeffrey Doherty Dennis King Donna Newcomb</p> <p style="text-align: center;">Alt: John Moses Maria Santos</p>	<p style="text-align: center;">Monday January 03, 2022 Friday January 14, 2022 January 28, 2022</p> <p style="text-align: center;">Jeffrey Doherty John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>	<p style="text-align: center;">Friday February 11, 2022 February 25, 2022</p> <p style="text-align: center;">Dennis King John Moses Donna Newcomb</p> <p style="text-align: center;">Alt: Jeffrey Doherty Maria Santos</p>
<p style="text-align: center;">Friday March 11, 2022 March 25, 2022</p> <p style="text-align: center;">Jeffrey Doherty Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Dennis King John Moses</p>	<p style="text-align: center;">Friday April 08, 2022 April 22, 2022</p> <p style="text-align: center;">Jeffrey Doherty Dennis King John Moses</p> <p style="text-align: center;">Alt: Maria Santos Donna Newcomb</p>	<p style="text-align: center;">Friday May 06, 2022 May 20, 2022</p> <p style="text-align: center;">Dennis King Donna Newcomb Maria Santos</p> <p style="text-align: center;">Alt: Jeffrey Doherty John Moses</p>	<p style="text-align: center;">Friday June 03, 2022 June 17, 2022</p> <p style="text-align: center;">Jeffrey Doherty John Moses Maria Santos</p> <p style="text-align: center;">Alt: Dennis King Donna Newcomb</p>



# CHELMSFORD PUBLIC SCHOOLS

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*Office of Human Resources  
230 North Road, Chelmsford, MA 01824  
Telephone: (978) 251-5100 Fax: (978) 251-5110*

To: Dr. Jay Lang, Superintendent

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

Date: April 23, 2021

**Re: Personnel Report – April 2021**

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

Personnel Report – April 2021

New Hires

**Burke, Marlisa Fabriello**

**Interim Paraprofessional**

**Center Elementary**

Effective date: 04/07/21

**Chowdhury, Somdatta**

**Chemistry Teacher**

**Chelmsford High School**

Effective date: 04/05/21

**Dilworth, Emily**

**Interim Lunch/Recess Aide**

**Byam Elementary**

Effective date: 04/07/21

**Doherty, Sean**

**Paraprofessional**

**McCarthy Middle School**

Effective date: 04/12/21

**Gelineau, Emma**

**Paraprofessional**

**Chelmsford High School**

Effective date: 04/05/21

**Hand, Michelle**

**Interim Paraprofessional**

**South Row Elementary**

Effective date: 04/05/21

**Hedlund, Kendra**

**Interim Lunch/Recess Aide**

**Center Elementary School**

Effective date: 05/04/21

**Juhola, Paige**

**Lunch/Recess Aide**

**South Row Elementary**

Effective date: 04/05/21

**Lyons, Jennifer**

**Interim Lunch/Recess Aide**

**Harrington Elementary**

Effective date: 04/05/21

**Masters, Julie**

**Interim Lunch/Recess Aide**

**Center Elementary**

Effective date: 04/07/21

**Miller, Amy**

**Interim Paraprofessional**

**Center Elementary**

Effective date: 04/05/21

**Pallapothu, Chitra**

**Paraprofessional**

**McCarthy Middle School**

Effective date: 05/03/21

**Petzold-Eley, Brenda**

**Interim Lunch/Recess Aide**

**Byam Elementary School**

Effective date: 04/06/21

**Provost, Mary**

**Adapted Physical Education Teacher (0.8 FTE)**

**Byam and Center Elementary**

Effective date: 04/12/21

**Shah, Kejal**

**Interim Paraprofessional**

**South Row Elementary School**

Effective date: 05/03/21

**Shaw, Johanna**

**Lunch/Recess Aide**

**South Row Elementary**

Effective date: 04/05/21

**Tarrant, Donna**

**Interim Lunch/Recess Aide**

**Center Elementary**

Effective date: 04/12/21

**Tedesco, Catherine**

**Interim Lunch/Recess Aide**

**Parker Middle School**

Effective date: 04/26/21

**Vadakattu, Anitha**

**Interim Paraprofessional**

**Byam Elementary**

Effective date: 04/05/21

**Wall, Jennifer**

**Lunch/Recess Aide**

**South Row Elementary**

Effective date: 04/12/21

**Resignations:**

**McDermott, Ryan**

**Paraprofessional**

**Chelmsford High School**

Effective date: 04/26/21

**McNulty, Stephanie**

**Lunch/Recess Aide**

**Byam Elementary**

Effective date: 04/02/21

**Russo, Janine**

**Lunch/Recess Aide**

**McCarthy Middle School**

Effective date: 04/05/21

**Retirements:**

**Assignment Changes:**