



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Tuesday June 1, 2021 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. In-person public participation will be ***scheduled*** to provide social distancing of community members in accordance with the CSC In-Person Public Participation Guidelines. 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 prior to 4:00 p.m. on Monday May 31, 2021 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of May 18, 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.

1. Chelmsford Action Climate Team
2. ACT – Association of Chelmsford Theatre

NEW BUSINESS

1. Announcement of South Row Principal: Ms. Theresa Gilbert

2. Presentation – Spotlight on the Departments: Technology
3. MSBA Vote: Vote to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest (SOI) for Chelmsford High School
4. Recognition of LGBTIQ+ Pride Month – June 2021
5. Student Enrollment Update: Incoming Kindergarten and 1st Grade Students
6. Discussion on School Committee Summer Workshops
7. Academic Summer Programs
8. Vote to Approve FY2022 Non-Affiliated Staff Salary Increases
9. FY2021 Recommended Budget Transfers
10. 2020/21 Retirement Celebrations
11. Valley Collaborative Spring 2021 Newsletter
12. 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
May 18, 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."

Consent Agenda

Mr. Moses motioned to approve the minutes of the regular school committee meetings dated April 27, 2021 and May 4, 2021. Mr. Doherty seconded. Motion carries 5-0.

Good News

Mr. Doherty shared a "big thank you" from CHIPS to Mr. Andy Riga for his outdoor musical enrichment. He "wowed" the CHIPS students with his musical expertise and his bongo drum! On May 25th at CHIPS "Storyteller Joe" will present outdoor enrichment. CHIPS students and staff are thankful to their PTO.

Mr. Moses shared that he, along with Mr. Asselin and Dr. Parks, met with CHS students who are joining the military and spoke with them about the challenges they will face and answered questions from the students.

On behalf of Dr. Hirsch, The Chair shared that two teachers from Spain are visiting CHS and will be teaching there next year. The National Honor Society induction will take place on June 3rd at 6 p.m. The Arts Department will release their second district-wide virtual art celebration. CHS senior, Ethan M., will be celebrated at the dedication of the Chelmsford Center for the Arts this Saturday for his Eagle Scout Project which is an interactive musical instrument sculpture. 32 South Row students participated in the virtual science fair.

Ms. Newcomb shared that according to Mary Moriarty, Center School adopted the “Table of Plenty” last month. Their shelves are restocked with non-perishable items and they were able to distribute 80 bags of groceries. They are grateful to Center School.

Public Comments

None at this time.

New Business

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

Amy Reese introduced Shannon to The Committee. She is a social worker and a school adjustment counselor. Most recently she has been an assistant principal in the Wachusett Regional District in Holden, Massachusetts. Shannon is “beyond excited” to be joining the district. She looks forward to strategic planning with staff to meet the needs of our students. She will begin her work this summer.

2. Presentation: Harrington Elementary School and ELL Reading and Title 1 Services Department

Harrington Principal, Robert Asselin, and Ms. Kelly Rogers, Department Coordinator for Reading, English Language Learners and Title I Services, joined the meeting to share work that is happening at Harrington and information about the new reading program. Their slide show presentation is shared in tonight’s agenda packet. The pilot for the Fountas & Pinnell Classroom program and “Foundations” had begun prior to the pandemic. Virtual professional development was provided and included the library staff. Through the F & P program each elementary classroom has their own library of books. The school library staff are involved in “book clubs” with the students. Mr. Asselin highly praised the new program which was well received by his staff and enhanced by the involvement of Mrs. DeFreitas from the library. “Foundations”, a multi-sensory phonics program, was also introduced this school year and takes place for 30 minutes each day. The programs also provide scaffolds to support ELL students. Next year the programs will expand to include third grade. Fountas & Pinnell Classrooms will be expended in the fall to include pre-k and grades five and six. Mr. Asselin shared that in the month of March Harrington students raised over \$17,000 in pledges for reading 20 minutes each day! The Committee was appreciative of tonight’s presentation. To fully appreciate these literacy programs, you should view tonight’s meeting on Chelmsford Telemedia You/Tube.

3. 2021/22 Students Transportation Program Registration Dates and Fees

Ms. Johnson-Collins shared memos in the packet concerning transportation. Early registration (in June and July) for next school year is encouraged.

Mr. Moses motioned to approve the 2021 to 2022 bus transportation fees as presented.
Mr. Doherty seconded. Motion carries 5-0.

4. Chelmsford High School Senior Activities and Events

Dr. Hirsch’s memorandum in tonight’s agenda packet provides all the details on activities and events for seniors. She shared with The Committee:

- Friday, May 21st- the last full day of school for seniors
- May 24 – 28th- Senior Finals

- June 1- Senior Car Parade
- June 1 - Senior Banquet (Kimball's half the class)
- June 2 - Senior Banquet (Kimball's half the class)
- June 4 - Graduation Rehearsal 10:00 a.m. CHS Plateau (Field)
- June 4 - BBQ
- June 5 - Graduation 10:00 a.m. (rain time 5:00 p.m. same day)

5. Appointment of Superintendent Lang to Valley Collaborative Board of Directors

Mr. Moses motioned to appoint Dr. Jay Lang as a board member on the Valley Collaborative for FY22. Mr. Doherty seconded. Motion carries 5-0.

6. In-Person Public Participation at School Committee Meetings

The Chair and Dr. Lang created a procedure to be followed for the public who would like to come speak at future meetings. The full proposal is included in tonight's agenda packet and will be posted on the district website. The Committee agreed with the guidelines as presented. Public comment will be in-person starting with the meeting on June 1st.

7. 2021/22 School Committee Meeting Schedule

Dr. Lang included a draft schedule in tonight's agenda packet.

Mr. Moses moved to approve the Chelmsford Public Schools' School Committee meeting schedule for the fiscal year July 2021 through June 2022. Mr. Doherty seconded. Motion carries 5-0.

8. 2021/22 School Committee Liaison Assignments

The Chair included the proposed assignments in tonight's packet. A few changes were made based on requests.

9. School Committee Warrant Signing Schedule

Ms. Johnson-Collins included a month-by-month chart for signing members in tonight's packet. Three members are assigned to each month and signing will take place in Central Office on Fridays.

10. Personnel Report: April 2021

No action required.

Liaisons

Ms. Santos shared that Harrington's PTO met and elected a new board. They are planning events for the end of the school year for the fourth graders. McCarthy's PTO met and will be electing new officers. ELL had a very successful "pink night" to celebrate the end of the school year. The Wellness Committee will be presenting the final policies at an upcoming meeting. DESE may provide the mentor for next year again to assist with policy implementation. Mr. Moses said that Parker's PTO will meet this Thursday. Mr. King will attend the Chelmsford Council of Schools meeting tomorrow.

Public Comments

None at this time.

Adjournment (7:42 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

Chelmsford Climate Resolution

Bern Kosicki

May 4 2021



Article 28: Resolution to Address Climate Change

Science overwhelmingly reports that climate change is happening, and that human-produced greenhouse gas emissions are by far the biggest cause. Furthermore, recent studies have shown that global warming is occurring faster and the negative effects on society everywhere are likely to be greater than predicted only a half-decade ago. Consequently, in April of 2020, the Commonwealth of Massachusetts established a 2050 statewide emissions limit of net-zero greenhouse gas emissions.

In recognition of the need to address global warming and in accordance with the Commonwealth's net-zero emissions goal, Chelmsford hereby resolves to reduce fossil-fuel-based energy use in town facilities, vehicles and operations, and to promote actions that residents and businesses may take to reduce their carbon emissions.

Be it resolved that the Select Board will charge a Committee with studying and making recommendations for specific strategies and actions for Chelmsford to achieve a goal of net-zero greenhouse gas emissions by 2050, and also to recommend intermediate targets that are consistent with the overall final objective. The Committee will provide a report of findings and recommendations to the Select Board annually, and will also provide an overall assessment of Chelmsford's progress toward net-zero emissions to the Select Board every five years.

Background

- Climate research
 - Climate change driven by human-produced greenhouse gasses (GHG)
 - Serious threat to everyone
 - “Net-zero” carbon emissions by 2050 to escape worst effects
 - Reduce carbon and other GHG producing emissions to very low level by 2050
 - Carbon offsets for remainder
- Massachusetts committed transition to net-zero by 2050
 - *Mass 2050 Decarbonization Roadmap* issued December 2020
 - Mass Law S.9 - *Act for Creating a Next-Generation Roadmap for Massachusetts Climate Policy* enacted March 2021

Chelmsford Resolution Article

- Chelmsford recognizes
 - Threat of climate change
 - State actions imminent
 - Participation of cities and towns necessary to achieve state goal
 - Chelmsford needs to prepare for new state policies
- Charge a volunteer committee to plan for future
 - Create a plan for Chelmsford to reduce emissions
 - Advise town of specific steps toward goal of net-zero emissions by 2050
- Similar resolutions and committees in other towns
 - Westford, Acton, Pepperell, Natick, Arlington, etc

Why Chelmsford Resolution?

- Chelmsford very successful responding to past state green programs
 - Early application led to best success in past green programs:
 - Solar, energy efficiency, charging stations, electricity aggregation, ...
- Net-Zero a complex goal: coordinated/ continuous attention
- State will use incentives to reach net-zero goal
 - Towns with serious climate plans best able to respond
- Coalition of towns with plans can help inform State's actions


Implementation

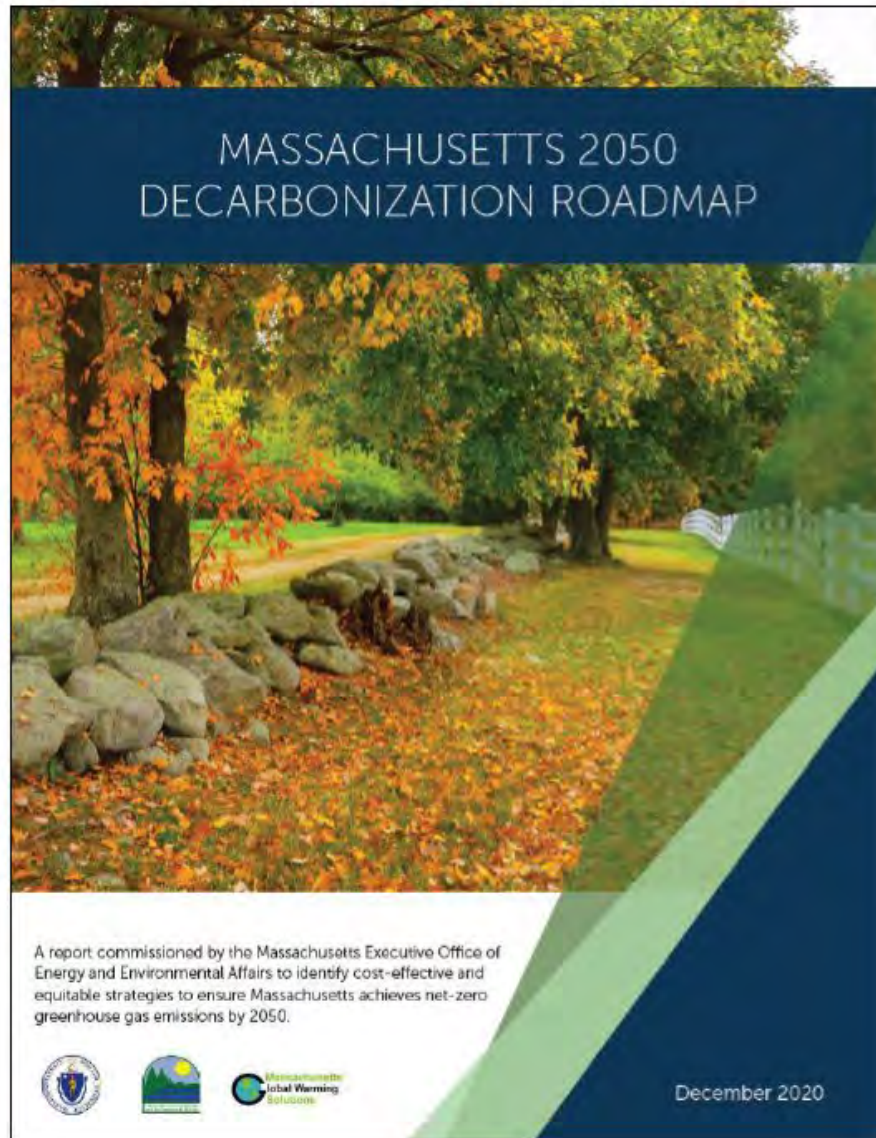
- Volunteer Town Committee
 - **Assess** Chelmsford Greenhouse gas emissions (MDC-developed tools)
 - **Develop plan** for Chelmsford to reach net-zero by 2050
 - **Promote actions** residents and businesses may take to reduce their carbon emissions.
 - **Yearly recommendations** - specific town actions to reduce carbon use

Implementation

- **Diverse** membership
 - Range of backgrounds: business, cultural, environmental, civic and ethnic
 - Plan represents the whole town
 - Connection to existing town committees for coordination
- **No funds** requested

Summary

- Climate change is a serious long-term challenge
- Mass State Net-Zero by 2050 program already underway
- Climate Resolution  Plan for transition to future
- Chelmsford Net-Zero Resolution
 - Assessment: where are we on path to local net-zero
 - Climate Plan: what we will do
 - Advice: actions town can take to reduce carbon use
 - Provide effective feedback to state policy through coalitions
 - Promote actions that residents and businesses may take
 - Volunteer driven- **no funds requested**



- ▶ Two Year Research Effort
- ▶ Comprehensive Understanding of 30-year Transition to Net Zero
- ▶ Focused on Implementation
- ▶ Inform Near-Term Decision-Making
- ▶ Results Published Dec. 30, 2020

Chelmsford Green Program History

Back up slide only

5/25/10	\$187,224	to fund a 30 kilowatt (kW) roof-mounted solar photovoltaic (PV) system at the Parker Middle School.
July-14	\$128,732	to fund replacement of rooftop unit at the High School
July-15	\$178,400	to fund energy conservation measures, energy management system and EMS modifications, in municipal facilities including Center Elementary and McCarthy Middle schools, Senior Center, and Library
July-16	\$242,735	to fund energy conservation measures, LED lighting, Havoc control and integration, weatherization, and pneumatic to DDC, in municipal facilities including McCarthy Middle, Center Elementary, and Chelmsford High schools
July-17	\$196,114	to fund energy conservation measures, energy analytics software, LED lighting and retro-commissioning, in municipal facilities including Chelmsford High School, Senior Center, and Police Station
July-18	\$188,009	to fund energy conservation measures, chiller replacement, LED lighting, and HVAC upgrades, in municipal facilities including Police Station, Senior Center, and CPS Administration
August-19	\$89,297	to fund energy conservation measures, building automation system expansion and weatherization, in municipal facilities including Police Station and North Town Hall
August-20	\$100,000	to fund energy conservation measures, LED lighting and weatherization, in municipal facilities including Town Offices and McCarthy Middle School

ACT



Association of
Chelmsford
Theater





Chelmsford School Committee

May 18, 2021

Deb Boles, ACT President

Shayan Sobhian, ACT Board Member and CHS Theatre Guild Alum

Chelmsford High School Theatre Guild

Several productions throughout the school year:

Children's play

Festival of One Acts

Fundraisers – CHS Next Top Teacher

40-minute production for Massachusetts Educational Theatre Guild festival

Full-scale musical





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THE MASSACHUSETTS EDUCATIONAL THEATER GUILD, INC.

350+ All-Star
Company
Awards

9 State Finals

Chelmsford School Theatre Guild



50+ TAMY
Awards

250+ TAMY
Nominations

*Nominations and wins across all
categories –*

*acting, stagecraft, choreography,
and student orchestra*



Chelmsford Theatre Guild TAMY Award History



	Les Miserables 2007	Scarlett Pimpernel 2008	Secret Garden 2009	Hello Dolly! 2010	Miss Saigon 2011	Jekyll & Hyde 2012	Phantom of the Opera 2013	Hairspray 2014	Mary Poppins 2015	Sound of Music 2015	Robber Bridegroom 2016	Into the Woods 2017	Anything Goes 2018	Fiddler on the Roof 2019
Nominations	18	15	17	5	12	12	16	16	22	17	14	25	13	14
Wins	9	3	1	3	1	4	5	4	4	5	4	5	2	5

CHS Theatre Guild students have gone on to study in competitive theater arts programs, including:

NYU Tisch School of the Arts

University of Hartford

Emerson College

Boston Conservatory at Berklee

Boston University

Many alumni are working as actors, directors, talent agents, stage managers, and other professions in stage and film.

Alumni are available to current students for advice, questions, and mentoring.



Chelmsford High School Theatre Guild



Year-round student activity with 200 participants – largest activity at CHS

3 Main Stage productions each year

4-5 Black Box shows each year

Chelmsford High School Theatre Guild

Even during a pandemic year...



1 full-length movie,
2 one-act plays, in-school
news, and a cabaret night!





Association of Chelmsford Theater, Inc. (ACT)

- Nonprofit 501(c)(3) organization
- Supports the development and enrichment of theater arts at Chelmsford High School and Chelmsford Public Schools.
- Elected Board members and general membership made up of parent and alumni volunteers.
- Fundraising efforts support programs and expenses for CHS Theatre Guild and Parker Drama Club, as well as Senior Gifts and a trust for future scholarship programs.
- ACT volunteers organize the preliminary round of the METG Festival of One Acts hosted at CHS.



Arts education empowers students:

Team
Collaboration

Confidence
Building

Welcoming
Culture

Standards of
Excellence

Work Ethic

Empathy

Setting Goals

Mentoring

Communication
Skills

- CHS theater program has grown this far under the stewardship of Lauren Cochran
- The CHS program flows down to the middle schools, and our crew/students assist with other clubs and programs in CHS and in the community



ACT does not want to see this impactful program and curriculum end with Ms. Cochran's retirement.



We urge the School Committee to seek trained theater instructors to continue this award-winning program.



Contact information:

chelmsfordtheater.org

facebook.com/ACTChelmsford

assocchelmtheater@gmail.com





Thank you!

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 29, 2021
Re: Announcement of South Row Principal – Ms. Theresa Gilbert

Below please find the message I shared with South Row families and staff welcoming Ms. Theresa Gilbert as the next principal of South Row Elementary School. A copy of the press release is also attached for your review. Ms. Gilbert will be joining us Tuesday evening to be formally introduced to the Chelmsford community.

Good Afternoon South Row Families,

Attached please find an announcement of my selection of Ms. Theresa Gilbert to serve as the next principal at South Row Elementary School. After our finalist interviews and site visits to the school, I am confident Ms. Gilbert is the right individual to succeed Principal McMahon and work with the parents and staff of the South Row community in the years ahead. Ms. Gilbert's educational experience as a teacher and school administrator make her well-suited for the position. She has significant experience working with staff through coaching, professional development, and developing and monitoring interventions for students to ensure they reach their full potential. Ms. Gilbert will begin in her new role on July 1, 2021.

Please join me in welcoming Ms. Gilbert to South Row. Principal McMahon will be inviting Ms. Gilbert to a number of end-of-year activities; you may see her on remote meetings or in-person at South Row in the days and weeks ahead. I want to thank the interview committee for their assistance interviewing and screening applicants for this important position. We had several exceptional and qualified candidates to succeed Principal McMahon. I look forward to continuing the good work at South Row with the assistance of Principal Gilbert and Assistant Principal Ramalho.



FOR IMMEDIATE RELEASE

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

Chelmsford Public Schools Selects Theresa Gilbert as South Row Elementary School Principal

CHELMSFORD, MA (May 14, 2021) – **Theresa Gilbert**, a resident of Merrimac, Mass., was named the next Principal of Chelmsford Public Schools' South Row Elementary School, Superintendent **Jay Lang** announced on Thursday. Ms. Gilbert will begin her new position in Chelmsford on July 1, 2021.

Ms. Gilbert comes to Chelmsford having served as the assistant principal and literacy/mathematics educator at Salisbury Elementary School in Salisbury, Mass., since 2007. She is an alumna of the University of New Hampshire, where she earned her undergraduate degree in Communications; UMass Boston, where she earned her MBA, and Framingham State, from which she earned her teacher licensure in elementary education.

Ms. Gilbert was named the Assistant Principal at Salisbury Elementary in July of 2017 where, among many tasks, she led the Instructional Support Team which designed, recommended and monitored interventions to meet student needs. She also evaluated teachers and staff and provided feedback through modeling and co-teaching. Ms. Gilbert took an active role on several committees including Professional Development, Technology, School Council, Safety, STEM and Positive Behavior Interventions and Supports (PBIS).

In addition, Ms. Gilbert served as Salisbury Elementary School's Title I Director, writing grant proposals, managing budgets and optimizing staff and resources. She also initiated community projects which enhanced relationships with students, their families and the community.

Prior to accepting the assistant principal role, Ms. Gilbert taught sixth grade from 2010-17 where she developed and implemented curriculum, monitored student progress to ensure high academic growth and spearheaded professional development initiatives to meet the needs of all students.

From 2007-10, Ms. Gilbert served as Title I math teacher for grades 2-5. Previously, she was a Library Assistant at The Governor's Academy from 1999-2010 and a reading tutor at Cashman Elementary School in Amesbury from 2006-07.

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.

CHELMSFORD SCHOOL COMMITTEE

June 2021



Overview/Agenda

The purpose of this report is to review and update the School Committee about the state of technology:

Review of Technology 2020-2021 School Year

Projects – Current/Recent Project Updates

Technology Integration/Technology Instruction/Business Classes

Upcoming Items & Upcoming Projects

Staffing Repurposing Requests

Technology Update

Review

Technology truly does connect so much of what we do as a school district. Whether it is keeping buildings safe and secure, connecting students and staff to fantastic learning resources, or performing a simple task like taking attendance, technology is the glue that keeps everything running and everyone connected. It has never been more clear how important technology is to a school district than this year. The entire technology department did an outstanding job of supporting our students, staff, and families throughout the year. The efforts of our Technicians, Service Manager, Network Administrator, Curriculum Coordinator, Technology Integration Specialists, Technology Instructors, Librarians and Library Staff, and our Student Database Management Staff were quite simply beyond compare. The entire group was driven to make everything come together for our end users and keep student learning on pace. I am extremely lucky to have such a dedicated group, and I want them all to know how grateful I am to lead such a group of dedicated professionals. Thank you TEAM!

Project Updates

As is typically the case, the technology department is always in the midst of a project, upgrade, roll-out, or some type of work which is intended to elevate the end user experience. To say this has been a challenging year would be an understatement, but one thing this year did provide us with was opportunity. There was an opportunity to receive and use funds that truly enhanced our technology status. There was an opportunity to provide more professional development to staff than we have been able to in the past. There was an opportunity to fully migrate to our Google platform. There was opportunity to me to see where

my department excels, and where we could use more expertise, staffing, or training. Like the old proverb says: Opportunity never knocks on any door twice. It knocks but once. We were well positioned to answer the knock, and we made some impressive gains this year. Below is a brief overview of what we accomplished with this tremendous opportunity.

Classroom Clear Touch Panels: We began the year with about 80 new Clear Touch interactive displays installed throughout the district. We ended the year with every single classroom having this top-notch technology. All classrooms had some type of webcam connected to the TV to support virtual learning. These devices have been fantastic for running Google Meets and interacting with students both in person and remotely. It is amazing to have completed all of these installations in such a short amount of time. The staff has been very excited to receive these displays, and they worked hard to come up to speed with how to use them in an impactful way in their teaching.

Google Enterprise Licensing: This year Google rolled out enhanced feature sets for the education platform. In order to gain access to new tools (i.e. breakout rooms, attendance, polls, plagiarism checks etc.) districts were required to purchase and install licensing across the user accounts. This licensing was rolled out to teachers early in the school year and the new features made a big difference in the day-to-day instruction of classes.

Internet Bandwidth: CPS applied for Erate funding to increase bandwidth in 2021. We added 10Gbps of bandwidth to the district giving us a total of 12Gbps. We have a significant amount of bandwidth at this point, and having diverse carriers saved us more than once this year when lines went down in various areas of New England. While bandwidth doesn't negate intermittent issues with some of the products we use online, it is one less thing which could hamper our overall performance. We have built a very robust network; it runs very well thanks to the constant upkeep by our technical group. As great as the network is, we are never satisfied with where we are at, and our Network Administrator is always working diligently to tune and boost efficiencies in order to. Below are a few images from the Google Management System which audits our Google Meet performance. We consistently have great results which means our users experience better overall connectivity.

Chromebooks: This was a tough year to acquire new devices, but we did very well given the limitations of the supply chain. We purchased 3,000 new student chromebooks which will replace some of our aging fleet and be used for our next wave of the 1:1 initiative. This will be year three of the 1:1 roll out, and it has been going very well for our students and teachers. We were also able to secure new chromebooks for every teacher in the district. This put us a couple years ahead of the teacher device implementation which

is great. These devices made a large impact on remote teaching. Finally, all of our paraprofessionals received the original teacher devices that we had been implementing when we began the 1:1. Those are excellent devices, and they were very helpful for the paraprofessional staff.

At the end of the school year we will collect all student devices. Over the summer we will work on making any needed repairs and refurbishing all the units. We will retire any that are no longer part of the Google update program and reset them all to factory specification. We will move all the carts from CHS and the middle schools to the elementary schools in an effort to provide a class set of chromebooks to every elementary homeroom. Ideally when school resumes every K-4 student will have daily access to a device if it is needed, every Grade 5 to Grade 7 student will have a 1:1 device, and every Grade 9 – Grade 11 student will have a 1:1 device, and any remaining devices will be offered to Grade 8 and Grade 12 students to borrow for the year. This will be a massive project for the summer, but we will do our best to complete it.

Security Upgrades: This past year we completed phase two of our school safety and security work. We are on to stage three which is an upgrade to all four elementary schools. Similarly, to the other projects, we will be adding a number of cameras, door swipes, and door contacts to the security management system for each elementary school. We will also be installing a pilot visitor management system at CHS. We have a new visitor entrance which is fully secured, and the visitor management system will be a great addition. Now when guests arrive, we can scan their identification, check them against known offender registries, and issue them a visitor badge which has expiring ink, so the badge will not be valid after their visit. Additionally, we will be ordering a new badge printing system which will help us begin to provide all students with ID badges that will also grant door access. The goal will be to have the building completely locked at all times, and only CPS staff and students can enter via door swipe. Anyone else would need to go through the new visitor entry or they will not be allowed access to the building. Student badges will also be printed with a LASID barcode which will allow students to scan for things like library book checkout, and hopefully eventually lunch. This will be a multiphase implementation as we work out all the details, but eventually we would like to see this become the standard at all schools.

Erate Cabling & Outdoor WiFi: This year we were able to take advantage of some additional erate funding before the new 5-year funding commitment begins. We used this funding to run some cat6 cabling for some of our new cameras, and we also installed outdoor WIFI at all schools. The addition of outdoor WIFI was very helpful this spring as students returned to school, and many classes were able to be taken outside and remain connected to the network.

Document Cameras: This year there was a large demand for document cameras. We fulfilled as many as we could, but there was simply no inventory on these devices to be had. We were just recently able to secure document cameras from IPEVO. They make a great, compact, high-definition camera, which teachers will absolutely love. They are fully compatible with chromebooks and chromeboxes, or they can connect

direct to the Cleartouch TV. Regardless of how the teachers choose to use them, they will be a great addition to the classroom. We have ordered one of these for every teacher in the district, and they will have them for the start of the school year.

Fine Arts Tech Upgrade: The fine arts labs and teacher devices are really well past their useful life. We were able to perform one upgrade to the digital photography lab last year, but there is another lab that needed replacing as well as the lab used to teach video production. Both of these labs will be fully replaced this summer. Fine Arts teachers also use some specialty software for their classes which only run on more robust computers. For much of their work the chromebooks are fine, but things like Adobe Creative Suite and some of the video production software simply cannot run on a chromebook. For this reason, we are replacing all Fine Arts teacher devices this summer, so they will have state of the art technology when they return to their classrooms in August.

Technology Integration/Professional Development/Technology and Business Curriculum Updates

Highlights Business, Technology Classes From Dr. Marilyn Sweeney

Technology Integration Specialists (TIS)

Throughout this year TIS provided teachers extensive PD opportunities on a daily basis. This instruction in use of Google Classroom, Meet and ClearTouch display panels enabled all Chelmsford teachers to teach in the hybrid method to reach all in person and remote students simultaneously. **DESE recognized this** and had us submit our ideas to be shared with other districts.

During remote instruction TIS offered Office Hours and PD remotely across the district.

TIS plan lessons, co-teach and create assessments with teachers to maximize technology in all facets of classroom instruction. TIS offered PD starting 2 weeks before school opened in order to reach all teachers and then supported their work daily.

TIS publish a weekly Tech Update communication informing teachers of new technologies with specific directions and helpful tips/techniques.

Business Department

All **Business courses this year are Dual Enrollment** with Middlesex Community College.

Business Department course requests from students are increasing rapidly especially for the Money Smart and Marketing courses.

Two new courses will be available September 2021: eCommerce and Entrepreneurship. Both courses are awaiting dual enrollment approval from Middlesex Community College.

Lions Locker School Store is now online and students custom design product logos for apparel.

This is a **student run retail experience** providing teams, schools and programs with items. We are hoping to re-open the physical store in September while keeping our new ecommerce presence.

The Business Department provides one of 2 Innovations Pathways created this year. A new **Business and Finance Pathway** is available for incoming 9th grade students to apply now for one of the 20 spots available. Students take 4 business courses over their 4 years for a concentration. These Business courses offer Dual Enrollment for college credit.

CHSTv

TV Broadcasting and Communication Media semester courses are taught through the CHSTv studio empowering students to communicate through TV and streaming media.

CHSTv after school club and courses create opportunities for students to apply these skills in **Lions Live Video announcements** and other student created opportunities such as this year's **Student Council Leadership Conference**.

Project Lead the Way



Chelmsford Elementary Schools were awarded the distinction of 100% student access this year to Project Lead the Way STEM courses in our Computer Literacy classes.

Currently we offer **1 STEM module and starting September 2021 we teach 2 STEM modules at each grade level** in each elementary school for all students.

Project Lead the Way has awarded sustainability grants to each of the 7 schools to support our STEM instruction by funding teacher PD and initial material/equipment purchases for our units.

During the Hybrid environment, we redesigned all of our PLTW lessons to fit remote instruction, but we are **happy to be back in person with more hands-on experiences for students especially in computer science and engineering**.

Computer Literacy K-6

The Need for Digital Literacy and Computer Science Skills



Online safety, digital citizenship and cybersecurity are taught to **keep our students safe and their digital footprint appropriate.**

Keyboarding skills and digital literacy are integrated into weekly instruction to enable students to **work efficiently on curriculum as well as on standardized testing.**

All lessons are aligned to DESE's Digital Literacy and Computer Science standards.

Computer Science



Digital Literacy & Computer Science Professional Development In Partnership with CSforMA & CSTA

MassCUE



Chelmsford was awarded a **Digital Literacy and Computer Science Now (DLCS Now) Grant** from DESE in partnership with Google's CS For All initiative. A team of 3 administrators and 8 teachers have been working on a district Computer Science plan to raise awareness of computer science opportunities in Chelmsford Schools as well as in the collegiate and corporate settings.

This grant **provides PD opportunities for our teachers and some equipment funding.** We have just submitted Part 2 of the grant proposal to continue work in the Fall.

You will see **computer science informational posters** around the Chelmsford schools.

The next step is to send 4 middle school technology teachers to summer PD through Worcester Polytechnic Institute and PLTW to learn App Creation coursework which all 6th graders will experience in our Computer Literacy classes.

Computer Science and Engineering

Information Technology is the **2nd Innovation Pathway at CHS** and offers courses in Robotics; Programming 1; AP Computer Science Principles; AP Computer Science A; PLTW Introduction to Engineering and PLTW Principles of Engineering. There are 20 seats in the pathway and incoming grade 9 students can apply for this concentration.

Year End Close Out

As we end the year and look back on everything that has transpired since last March I am in awe of how well we have performed as a district. Our teachers, students, families, and staff were quite simply amazing. We were recognized as a stand out district in our approach to remote learning. We actually saw all of our students daily whether it is in person or online. There are perhaps a handful of other district across the state that can say the same. We worked through technical glitches with staff and families, and always found a way to accomplish what needed to be done to keep learning moving forward. Our administrators consistently listened to feedback from all stakeholders, and constantly tweaked operations to make things as smooth as possible for everyone. The Chelmsford Public Schools were the epitome of excellence this year, and everyone played a large part in that success.

Here are just a couple of small notes about the year which will make one wonder how it was possible to have completed so much.

- New Google Docs Added: 822,465
- New Google Spreadsheets Added: 36,982
- New Google Forms Added: 30,025
- New Google Slides Presentations Added: 476,425
- New Google Drawings Added: 66,550
- Over 6,000 Google Classrooms created
- Items added to Google Classrooms by teacher: 405,934

- Items added to Google Classroom by students: 903,521
- Over 5,000 daily active users on Google Meets
- 10,320 tickets closed

We know summer vacation is almost here and that means we have finished our last i-Ready diagnostic, our final reading assessments, ACCESS testing, and we are just about finished with MCAS testing. Once again we had stellar performance for all digital testing platforms, and we were even able to offer MCAS both in person and remotely thanks to the hard work of our families, teachers, and administrators.

Very soon I will communicate chromebook return procedures to all families. We hope to begin this process during the last week of school, and allow up to the end of that week for remote families to return their devices. This summer every unit will be serviced by our technicians and everything will be made ready to be returned to the classroom. More information on drop off times will be sent out soon.

This will always be a year that sticks out in the memory of every employee of Chelmsford Public Schools, and every student and parent who attended. When we look back at this years from now we will probably still not fully comprehend how it was that educating students was so well done, but we will undoubtedly know that through an entire community working hard together we persevered. It was an honor to have worked alongside such an amazing group of educational professionals. You have inspired me yet again, and I thank you for that.

Departmental Staffing Requests

It is evident our technology infrastructure and device count has grown dramatically over the past several years. We have done some amazing work adding new systems to increase efficiency, and we have also added systems that have grown to the point that they require a dedicated staff member to oversee them. In addition to the growth we have experienced, we are also facing the retirement of some key roleplayers in our department. One this year, and one will very likely occur next year. In response to the increase in infrastructure and systems, and the eventual turnover of our key database roles, I would like to propose repurposing of currently budget positions to meet the needs of the department and our end users. This will not increase our current budget in any way. We will use currently budgeted money, and shift our focus to the areas which require dedicated staff to perform the day to day operations of our Student Information System and our newly upgraded security systems. As you know technology changes very rapidly, and the needs of the department must also change to meet and exceed the needs of our end users.

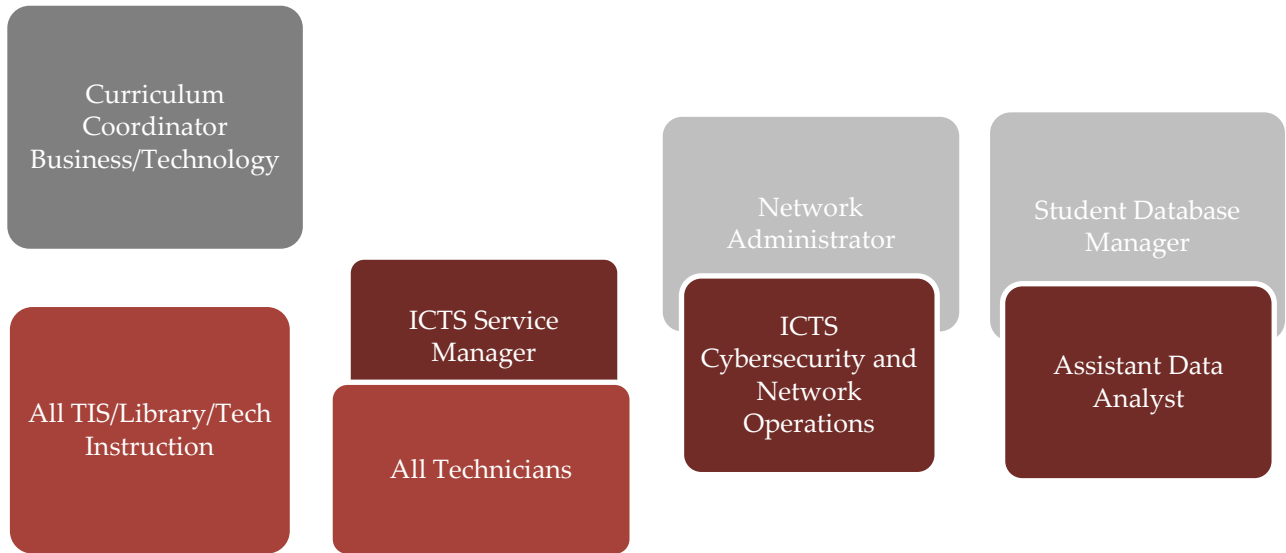
Presently we budget \$85,000 for an ICTS Solutions Engineer. This position was vacated last year. We also presently budget \$53,037 for an Assistant Student Database position. Utilizing the salaries from both

positions will allow us to revamp the current Assistant Student Database position as well as repurpose the vacated position into a needed role which will focus on cybersecurity and network operations. These roles would work directly with their counterparts, the Student Database Manager, and the Network Administrator. This will allow for a more even distribution of tasks, and allow each role to focus in on the most important aspects of the job. At present every new system or piece of infrastructure, or reporting tool that comes into the district is added to the already unwieldy number of responsibilities our Student Database Manager and Network Administrator have on their plates. Our goal in technology is to provide an unparalleled end user experience. To do this we must have the proper staffing to handle everything we want technology to do for the district. Approving these new positions will allow us to do that. Below please find the needed roles which will require no additional expenditure, salaries for these positions, and an organizational chart of where they will fit into the overall department hierarchy.

ICTS Assistant Data Analyst: \$65,280 (Ultimately the Database Manager position will become known as ICTS Data Analyst which is why this role is being titled as the assistant) This position will be the backup to all state reporting needs and directly assist the current Student Database Manager. In addition this role will oversee generating purchase orders and tracking delivery/invoicing for the department. This position will also perform support for CPS users and parents on the Aspen student information system, as well as utilize the student database to populate and maintain curriculum learning and communication tools.

ICTS Cybersecurity and Network Operator: \$65,280. This position will focus directly on the security system and all of the components contained within. They will ensure all cameras are recording daily, and the servers which house video footage are in perfect working order. In addition they will be in charge of all door access controls, badging for staff and students, and coordinating any service needs for security through our vendor. This role will also oversee aspects of email account security and recovery of compromised accounts, as well as maintaining our spam filtering settings and rules to inhibit spam/phishing/malicious mail to enter the system. This position will also act as a backup to the Network Administrator, and assist them with the day to day operations of the network infrastructure.

Director of ICTS



Chelmsford Public Schools

Job Description

Job Title:	ICTS Assistant Data Analyst	FTE:	1.0
Location:	Central Office	Reports to:	Director of ICTS
Qualifications:			
<ol style="list-style-type: none"> 1. Work experience in data or database driven industry, or bachelor's degree preferred. 2. 3 years in a technology role, with several of those years focused in the education environment. 3. Fluid with a computer management system (i.e. JAMF, Google, Sophos, Meraki etc.). 4. Familiar with HTML, Java, Perl, VB, and ability to update websites and learning management systems. 5. Ability to work on multiple platforms including: MS Windows 10, OSX 10.11 and up, iOS 9+, Android, Chrome OS, and Linux. 6. Proven ability to communicate and collaborate with administrators, teachers, students, and parents. 7. Understanding of the role technology, and especially data, plays in the classroom and in the day to day operations schools. 8. Experienced at facilitating online testing (MCAS ACCESS etc.) and importing data to these systems. 9. Experienced with help desk software: (i.e. Incident IQ, Track-It, WebHelpDesk, SpiceWorks etc.). 10. Advanced expertise of Microsoft Office applications. Specifically, the ability to use MS Excel software to manipulate data and perform exports and imports of student/staff data to appropriate systems. 11. Expertise with the entire Google Suite of productivity tools. 12. Familiarity with Follett Aspen (formerly X2) Student Information System (SiS), with the ability to run reports as requested. 13. Well versed in training others to use a new tool or new system to perform their work. 14. Ability to solve problems, organize workload, and meet deadlines in a fast-paced environment. 15. Ability to handle multiple projects, and multiple teams simultaneously, while meeting all deadlines. 16. Attention to detail and accuracy is a must. 17. Demonstrated experience in a customer-service setting. 18. Ability to communicate technical concepts and solutions to a diverse range of users. 			
Responsibilities:			
<ol style="list-style-type: none"> 1. Works directly with the Student Database Manager to oversee and maintain all student/staff records in the Follett Aspen Student Information System. 2. Assist Student Database Manager in all State and Federal Reporting. 3. Train and support all users as needed with the Follett Aspen SiS. 4. Triage and prioritize incoming tickets regarding the SiS. 5. Enters POs into the MUNIS System for the entire Technology Department. Oversees and updates remaining budget lines, tracks delivery of orders, provides invoicing to the business department for processing, maintains department attendance reporting. 6. Assists with online testing system preparation and supports online testing by scheduling technical staff for coverage. 7. Assists Student Database Manager with course scheduling, and end of year roll up. 8. Opens tickets with Follett as needed for issues impacting the SiS. 9. Provides technical support to users as needed. 10. Manages and maintains the Clever System and all curriculum tools (including uploads of student/staff data to non-Clever integrated applications). 			

11. Creates all new student and teacher AD accounts, and populates user accounts into other curriculum/learning management tools. Updates user info in Follett Aspen as new accounts are made.
12. Assists with ID badge management.
13. Updates website when needed.
14. Assists with data being correct for all mail distribution lists, Connect Ed Mass Messaging System, Parental Contacts. Works with families to access the Aspen Family Portal.
15. Assist buildings with progress report/report card issues.
16. Collects Data from testing systems like i-Ready, MCAS DESE Dropbox and imports to the SiS.
17. Attends regular professional development to keep current in the new features of the SiS.
18. Communicates outages of services to the entire district (both planned and unplanned) and stays in constant contact with Follett during any outages to provide up to date information to staff.
19. Perform such other duties as requested by the Director of ICTS.

Terms of Employment/Work Year):

Full Year

Date: May 30, 2021

Chelmsford Public Schools

Job Description

Job Title:	ICTS Cybersecurity and Network Operations Specialist	FTE:	1.0
Location:	Central Administration	Reports to:	Director of ICTS
Qualifications:			
<p>A person who has demonstrated the leadership and technical skills necessary to support all aspects of cybersecurity and the ability to assist with the day-to-day operations of the network infrastructure. This position will be required to manage and maintain the security system which includes hundreds of closed-circuit cameras and door access to all CPS buildings, as well as assist the Network Administrator with the operations of the network.</p> <ol style="list-style-type: none"> 1. Experience with technology support and security systems. 2. Management proficiency, tracking budget expenses, project management, people management, and problem solving. 3. Demonstrated ability to work as a productive member of a technology team with willingness to develop new skills and understanding to keep abreast of emerging technologies and emerging threats to the environment. 4. Experience with information assurance analysis and information security best practices. 5. Solid understanding of data communications technologies and network protocols including TCP/IP, FTP, HTTP, SNMP. 6. Such alternatives to the above qualifications as the Director of ICTS may find appropriate and acceptable. 7. VMWARE Experience Preferred. 8. Exchange Email, archiving and filtering experience preferred. 9. Prefer experience with wiring, cable management, electrical experience, help desk support, management experience, network experience. 10. Knowledge of the following: <ol style="list-style-type: none"> a) Windows Server 2012R2 and up. b) VMware 5.1 and up. c) Solarwinds or other network monitoring tools. d) Office 365 Hybrid Environment. e) S2 Camera/Door security. f) Barracuda Mail Archiver. g) Windows Azure Powershell. h) Google Management System. i) Incident IQ Help Request System. j) Item ordering with vendors and follow up on order fulfillment. 			

Responsibilities:	
<ol style="list-style-type: none"> 1) Manage and support a security infrastructure consisting of over 200 cameras, and over 50 door access controls. 2) Management and administration of staff and student badge system to allow access to the appropriate buildings at the appropriate time. 3) Training of other staff to print/reprint badges, and work with Visitor Access System. 4) Manage and remediate compromised email and network accounts by changing password, logging users out of all instances of their logins, clearing spam from the user accounts, and connecting with them to help them regain access to their account. 5) Monitor the spam and quarantine areas of the mail system, and make changes to the spam controls (i.e. blacklist/whitelist/tighten filtering during known times of increased spam and phishing attempts). 6) Assist managing Exchange Hybrid Office 365 environment, mailbox moves, mailbox permissions, and mailbox restorations. 7) Assist in account creation for all new CPS users and disable all access for those users who no longer work for or attend school in CPS. 8) Assist in supporting the VOIP environment. 9) Assist in managing wireless controllers and wireless infrastructure. 10) Maintain proper control documentation, policies, and change order requests 11) Manage a software platform to review and report building access and changes. 12) Review, plan, forecast, assist, and recommend expenditures for the yearly technology budget. Also forecast capital purchases for coming years as systems begin to age out or need updates/upgrades. 13) Assist in the maintenance of the Pivot3 recording system for all CPS cameras. 14) Responsible for proper working functionality of PA and clock systems at all schools. 15) Work with Network Administrator on projects impacting school network. 16) Assist with wiring, cable management in MDF/IDF, troubleshoot/replace 12/24v wiring for door systems, run/repair cat6 cabling as needed, re-punch terminations in wiring closets, assist with moves/swaps of equipment in racks at all locations. 17) Perform such other duties as requested by the Director of ICTS. 	
Terms of Employment/Work Year):	
Full Time	
Date:	05/30/2021

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 29, 2021
Re: MSBA Vote: Chelmsford High School Statement of Interest (SOI)

Below is the vote required by the Massachusetts School Building Authority to authorize the submission of a Statement of Interest by the June 25, 2021 deadline. I recommend the School Committee vote in the affirmative as follows:

Recommended/Required Vote:

Having convened in an open meeting on Tuesday June 1, 2021, prior to the closing date, the School Committee of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated June 1, 2021 for Chelmsford High School located at 200 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future, including the elimination of existing severe overcrowding; prevention of severe overcrowding expected to result from increased enrollments; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.



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: June 1, 2021

RE: Proclamation LGBTIQ+ School Committee – June Pride Month

Annually, June has been acknowledged as Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual **LGBTQIA+** Pride Month to honor the 1969 Stonewall riots and work to achieve equal justice and equal opportunity for lesbian, gay, bisexual, transgender, and questioning (LGBTIQ+) Americans. In June of 1969, patrons and supporters of the Stonewall Inn in New York City staged an uprising to resist police harassment and persecution to which LGBTIQ+ Americans were commonly subjected. This uprising marks the beginning of a movement to outlaw discriminatory laws and practices against LGBTIQ+ Americans. The Chelmsford School Committee in collaboration with the Chelmsford Select Board have recognized Pride Month through a proclamation that was drafted by the Chelmsford Select Board members in June of 2019.

It is important for the CPS administration and School Committee to continue to recognize and promote the importance of equality, freedom of choice, fostering acceptance of all its citizens, and preventing discrimination and bullying based on sexual orientation and gender identify. Attached you will find an adaptation of the Chelmsford Select Board proclamation for the Chelmsford Public Schools to be signed in recognition of the month of June as Pride Month.

I recommend the school committee vote and sign the proclamation at their regular meeting of June 1, 2021 to proclaim and recognize June 2021 as Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual (LGBTIQ+) Pride Month in the Chelmsford Public Schools.





Chelmsford Public Schools

PROCLAMATION

Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual (LGBTIQA+)

Pride Month June 2021

WHEREAS, the Chelmsford Public Schools is a welcoming learning community; and

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

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

WHEREAS, the Chelmsford Public Schools' Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual + (LGBTIQA+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, The Chelmsford Public Schools is dedicated to fostering acceptance of all its members and preventing discrimination and bullying based on sexual orientation and gender identity; and

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

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

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

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2021 as **Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, and Asexual + (LGBTIQA+) Pride Month** in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTIQA+ community and to actively promote the principles of equality and liberty.

Signed this 1st day of June, 2021

Dr. Jay Lang, Superintendent

Chelmsford School Committee

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: May 29, 2021

Re: Student Enrollment Update – Incoming Kindergarten and 1st Grade Students

Attached please find the enrollment figures for incoming Kindergarten and 1st grade students as of May 20, 2021. I anticipate additional enrollment in 1st grade, as a number of students previously registered before the pandemic unenrolled this past year and were either homeschooled or sent to private school. However, I am not concerned with the overall 1st grade enrollment figures, as we allowed the 5th section (bubble class) to advance from Kindergarten to 1st grade at each of our elementary schools in the 2021/22 school year. This was included in the FY2022 budget.

I did meet with Byam Principal Fredette and Center Principal Fulreader this past week and have approved a 5th section of Kindergarten at each of their schools for the 2021/22 school year based upon current/projected enrollment. I will continue to monitor enrollment at Harrington and South Row through the summer, however at this time based upon current enrollment, four sections of Kindergarten in each school will maintain class size guidelines.

FY'22 KINDERGARTEN & GRADE ONE ENROLLENTS

5/20/2021

KINDERGARTEN	BYAM	CENTER	HARRINGTON	SOUTH ROW	TOTALS
January 2021					
Kindergarten Registration	55	51	32	43	181
Walk-In's (Feb, March, April)	9	8	8	10	35
April 2021					
Kindergarten Registration	12	15	13	10	50
Walk-In's (May to Present)	1	4	2	5	12
Differential - CHIPS	13	14	19	12	58
TOTAL KINDERGARTEN # IN X2	90	92	74	80	336

GRADE ONE	BYAM	CENTER	HARRINGTON	SOUTH	TOTAL
January 2021					
Grade One Registration	5	4	2	6	17
-Next Year's Grade One	86	89	100	86	361
April 2021					
Grade One Registration	1	0	1	2	4
Walk-In's (May to Present)	1	1	1	2	1
TOTAL GRADE ONE	93	94	104	96	383



massachusetts association of school committees

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Onsite Workshops

MASC Field Directors are available to provide facilitation or training for your School Committee retreat or workshop in the following areas:

Roles and Responsibilities - Understanding your leadership, governance, and management roles.

Open Meeting Law - Applying the Open Meeting Law to school district governance.

Ethics / Conflict of Interest Law - Understanding the impact of state ethics laws on School Districts.

Collective Bargaining - MASC has a variety of workshops to address the role of the School Committee in the collective bargaining process.

School Finance - Learn the school budget process, the foundation budget, and the Chapter 70 distribution formula.

Special Education - Understanding the Special Education environment and the role of the School Committee.

Reference Materials You Need - Knowing the documents, materials, and information that should be available to School Committee members.

School Councils - Understanding the role of the School Council, this workshop is designed for assisting school councils.

Effective Meetings - Tips for more efficient and effective School Committee meetings.

Dealing with Difficult People - This full day workshop assists School Committee members with ways to deal with the board as a team and understanding different personal styles.

Teamwork - Understanding the basics of teamwork, this workshop is based primarily on the work of author Pat Lencioni's book *"The Five Dysfunctions of a Team"*.

Parliamentary Procedure - learning Roberts' Rules of Order.

Self Evaluation - Evaluating the Committee's governance - how does the Committee see itself?

Superintendent Evaluation - Understanding the process of evaluating the Superintendent.

Basics of Policy - Understanding the policy role of the School Committee.

District Governance Program

The **District Governance Program** is designed to focus on continuous improvement and to help school committees and superintendents develop new strategies for teamwork and collaboration that will enhance student achievement. The program helps build a better understanding of the roles and responsibilities of the school committee and those of the superintendent.

Participating school district cohorts, consisting of school committee members and the superintendent, are coached by a highly skilled and trained team of MASC consultants. There are five two-hour workshops available in the program; districts can avail themselves of all five workshops or choose only those that are relevant to their needs at a particular time. In either case, the curriculum is tailored to meet the specific goals and challenges of each district.

THE PROGRAM

Building an effective governance team is not unlike building a schoolhouse. And, like any building, regular maintenance is necessary to stay in good condition and running smoothly. In the District Governance Program, participating committees can be coached through the process of "constructing" their governance "schoolhouse." This can be particularly beneficial when a new superintendent or new members come on board. Or, districts can choose the particular workshop where "maintenance" or an "upgrade" is needed.

The Five Basic Workshops are:

- **Building the Foundation:** (Operating Protocols) This workshop is designed to help the school committee and superintendent work together collaboratively as a high-functioning governance team. It's a great workshop for when a new superintendent or new committee members come on board or as a periodic tune-up.
- **Raising the Frame:** (Vision & Goals) This workshop covers alignment between the district's mission, vision and long-range planning. It provides the opportunity to discuss the district's academic needs and to ensure that the superintendent and school committee have a shared vision of goals and direction for the district.
- **Installing the Infrastructure:** (Monitoring Progress) This workshop helps ensure the tools are in place to monitor progress toward achieving district goals. It covers aligning SMART (Specific, Measurable, Attainable, Relevant, Time-bound) goals in the superintendent evaluation to district goals and demonstrates the use of data to monitor progress.
- **Setting the Walls:** (Effective Meetings) This workshop is designed to help committees "work smarter, not harder" at meeting-time, making sure time is spent effectively and focuses on student achievement and the district's goals. Committees will learn about specific tools that can be adopted to ensure smooth and effective meetings focused on student progress.
- **Laying the Roof:** (Sustaining Progress) The final workshop provides committees with the tools to sustain effective governance practices into the future, through changes on the governance team, and to ensure continued focus on improvement in student achievement.

(Additional workshops on Collective Bargaining for Student Achievement, Budget and Finance and Superintendent Evaluation are extensions of the District Governance Program.)

Contact the [MASC office](#) or your school district's [Field Director](#) for more information.



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: June 1, 2021

RE: Summer Extended Learning Program Planning

The school department is presently creating plans to provide a summer extended learning program for students in grades K – 6 to provide a continuation of learning and a jumpstart to the following school year. Currently, we have surveyed staff for availability for summer teaching, pulled student data to determine a criteria for selection to create a list of students to invite, and are developing a posting to allow for teachers to officially apply for summer positions. Once we have a final list of available teachers by grade and content area, we will be able to determine exact numbers of student invites and begin the registration process with parents and guardians. I anticipate an eventually tiered approach for additional student invitations. We hope to have final numbers of teachers and students within the next week for planning purposes. Our goal is to run a 2 ½ hour daily, Monday – Thursday, summer extended learning program for 4 weeks from July 12th to August 5th in ELA and mathematics.

The summer extended learning program will run concurrently on the dates of the special education 4 week extended year program. Students will be invited to both programs allowing choice for families. This program is not in lieu of students in grades 7 – 12 in need of credit recovery. Students in grades 7 – 12 desiring to earn credit for failed courses during the school year are required to attend traditional summer school and will be individually notified of the requirement by their building administration.



CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 27, 2021

RE: Vote to Approve FY2022 Non-Affiliated Staff Salary Increases

Attached please find a list of the non-affiliated employees of the Chelmsford Public Schools employed as of May 21, 2021. These employees are not part of a bargaining unit. I recommend the school committee vote to approve a 2% increase to the annual salary or hourly rate of pay as specified to these employees, effective July 1, 2021, at the regular meeting of the school committee on June 1, 2021. This increase is consistent with contractual employee salary or hourly rate increases.

Thank you for your consideration.

CHELMSFORD PUBLIC SCHOOLS

NON-AFFILIATED EMPLOYEES - PAY INCREASE

Emp #	Last Name	First Name	Job Class Description	Group / BU Description	Current Annual / Hourly Salary	2% COLA July 1, 2021
22451	ARGENZIANO	JEFFREY	TECHNICIANS	NON BARG	50,904.24	51,922.32
23088	BERGLUND	KAREN	HR COORDINATOR	NON BARG	48,700.00	49,674.00
20282	BOSSI	MAUREEN	COMMIY EDUCATION HOURLY	NON BARG	17.24	17.58
23615	BREKALIS	PETER	TRANSPORTATION/RESIDENCY	NON BARG	47,754.36	48,709.45
22096	CHAGNON	KATHARINE	ATHLETIC TRAINER	NON BARG	50,094.75	51,096.65
23940	CLARK	STEPHANIE	COMMUNITY EDUCATION SALARY	NON BARG	36,934.20	37,672.88
24323	CORBETT	ROBYN	ADMINISTRATIVE ASSISTANTS	NON BARG	25,000.00	25,500.00
24270	DEAN	KATHRINE	FINANCIAL ANALYST	NON BARG	57,120.00	58,262.40
23474	DESALVO	FELICIA	COMMUNITY EDUCATION SALARY	NON BARG	39,001.63	39,781.66
24329	DREW	MICHAEL	COMPUTER TECHNICIAN	NON BARG	43,000.00	43,860.00
23849	FIELDS	STEFANIE	COMMUNITY EDUCATION SALARY	NON BARG	59,302.80	60,488.86
22844	GREEN	KIMARA	COMMUNITY EDUCATION SALARY	NON BARG	34,000.00	34,680.00
22000	GROVES	JEAN	COMMUNITY EDUCATION SALARY	NON BARG	38,716.28	39,490.61
23656	GUILLEMETTE	TRACY	SPECIAL ED SECRETARY	NON BARG	43,509.53	44,379.72
20284	HEFFERNAN	LISA	DATA MANAGEMENT	NON BARG	51,997.53	53,037.48
20215	HOEY	BETH	COMMUNITY EDUCATION SALARY	NON BARG	36,720.00	37,454.40
21643	KALABOKIS	BETHANY	COMMUNITY EDUCATION SALARY	NON BARG	34,825.06	35,521.56
23920	LEHMANN	MAUREEN	CNA	NON BARG	19.77	20.17
24336	MARCOUX	JASON	COMPUTER TECHNICIAN	NON BARG	43,000.00	43,860.00
23257	MATTSEN	PAULA	COMMIY EDUCATION HOURLY	NON BARG	16.56	16.89
20523	MCCARTIN	JANICE	COMMIY EDUCATION HOURLY	NON BARG	17.56	17.91
20673	MCDONALD	JANE	CENTRAL REGISTRAR	NON BARG	58,840.86	60,017.68
22450	MERCIER	KATHERINE	ADMINISTRATIVE ASSISTANTS	NON BARG	55,288.70	56,394.47
20318	NEBALSKI	JOANNE	FOOD SERVICE ADMINISTRATOR	NON BARG	44,889.16	45,786.94
22448	NORMANDIN	STEVEN	TECHNICIANS	NON BARG	45,462.15	46,371.39
24331	O'DONNELL	CHRISTOPHER	MEDIA DIRECTOR	NON BARG	60,000.00	61,200.00
23832	PACELLI	DONNA	ADMINISTRATIVE ASSISTANTS	NON BARG	40,325.90	41,132.42
24023	PAWL	JOHN	NUTRITION SERVICES DRIVER	NON BARG	16.65	16.98
23616	PEREIRA	ANTONIO	DATA MANAGEMENT	NON BARG	90,202.68	92,006.73
22870	POISSON	RYAN	ATHLETIC STUDENT ASSISTANT	NON BARG	13.50	13.77
23294	RIGBY	WENDY	COMMIY EDUCATION HOURLY	NON BARG	15.92	16.24
21606	RIGOLI	PAMELA	DATA MANAGEMENT	NON BARG	75,813.25	77,329.52
23510	ROSE	WIOLETTKA	PAYROLL COORDINATOR	NON BARG	59,533.77	60,724.45
23201	SANDELLI	GINA	COMMIY EDUCATION HOURLY	NON BARG	15.61	15.92
23823	SHIN	DONG	INFO COMM/TECH SERV MANAGER	NON BARG	64,000.00	65,280.00

21345	SILVA	MARIE	COMMIY EDUCATION HOURLY	NON BARG	16.77	17.11
23981	SMITH	COLLEEN	COMMUNITY EDUCATION SALARY	NON BARG	45,900.00	46,818.00
23056	SPOONER	TRACEY	COMMIY EDUCATION HOURLY	NON BARG	16.56	16.89
23783	VALDEZ	EDGAR	HS DUTY SUPERVISOR	NON BARG	22,500.00	22,950.00
21536	WALSH	MICHELE	COMMUNITY EDUCATION SALARY	NON BARG	56,244.02	57,368.90
22521	WOOD	CHRISTINE	COMMUNITY EDUCATION SALARY	NON BARG	37,741.56	38,496.39
23114	WOODMAN	KAREN	CENT OFFICE ACCTS PAYABLE	NON BARG	40,325.90	41,132.42

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 27, 2021

RE: FY2021 Recommended Budget Transfers

There are no recommended budget transfers at this time.



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: June 1, 2021

RE: 2020/21 Retirement Celebrations

In collaboration with the Chelmsford Federation of Teachers (CTF), the decision was made to forgo the larger district-wide retirement party that traditionally occurs at the end of the school year for our retirees in a large venue, due to COVID, and the inability to gather in large groups indoors. The decision was made to have the schools celebrate their retirees with individual parties planned at the school level. Below, you will see the dates and information for the school-based retirement parties to honor our retirees.

Chelmsford High School

Date: June 11th
Location: CHS Plateau
Contact: Jackie Vitale

South Row Elementary School

Date: June 16th
Location: Staff Member's Home
Contact: Jayson Ramalho

Byam Elementary School

Date: June 11th
Location: Byam Tented Area
Contact: Marie O'Donnell

McCarthy Middle School

Date: June 10th
Location: The Establishment
Contact: Charlene Pindara

Center Elementary School

Date: June 8th
Location: Center Tented Area
Contact: Susan Dooley

Parker Middle School

Date: June 16th
Location: Parker Tented Area
Contact: Sue Loiselle

Harrington Elementary School

Date: June 14th
Location: School Courtyard
Contact: Rob Asselin/PTO/Sunshine Committee

The CFT and CPS administration are working to plan and convene a districtwide celebration of retirees from the 2019/20 and 2020/21 school years in the fall of 2021. Friday October 1, 2021 is the tentative date for the event.



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 29, 2021
Re: Valley Collaborative Newsletter – Spring 2021

Attached please find a copy of the Valley Collaborative Spring 2021 Newsletter.



VALLEY COLLABORATIVE

Volume 9, Issue 2 News for the extended Valley Collaborative community Spring 2021



We are: Making it Work!

- Page 2: Spring is here and the Today & Tomorrow Program is ready to bloom!



We are: Curriculum

- Page 4: Creating activities for the Adult Program has been a challenging, fun, and rewarding job over the past year!



Donna Suarez,
Administrative
Assistant
(6 years at
Valley)

We are: Hard Working

- Page 3: Staff of the Month

Valley Collaborative DDS, MRC, MCB, SSA Adult Services Program

Dear Valley Community:

This is a special edition of our newsletter dedicated to all of the Individuals we serve in the Massachusetts Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC), Massachusetts Commission for the Blind (MCB), and Social Security Administration (SSA) Programs.

Valley Collaborative's Adult Services Department provides training, employment and community integration services for Individuals with disabilities through funding by DDS, MRC, MCB and SSA. These programs provide a robust pathway for students to continue their careers beyond high school so that they can reach their educational and/or occupational goals.

Valley's staff have overcome many obstacles this past year while remaining focused on the needs of these Individuals and committed to their care. The resilience and adaptability they have shown kept those programs thriving throughout the Covid-19 pandemic and allowed for these much needed services to continue without interruption. Whether it was the job development team continuing to support essential workers at their worksites during lockdown, direct support professionals learning how to

provide services remotely, or the supervisors creating new curriculum and activities for individuals to engage in, the entire department was focus on providing exceptional services to the community we support. Highlighted in this newsletter are just a sampling of the many success stories that have come out of a year of struggle and opportunity.

Below is just some of the feedback we have received from the community:

. "Thank you to Valley for the diligence and dedication during these times and thank you to the counselors for making sure they identify and coordinate all resources for their consumers. It does truly take a village..." -

Maureen Kriff, MRC Area Director

. "Wonderful things are happening with our collaboration together and I am grateful." -

Rachel Chapman, MRC Vocational Rehabilitation Counselor

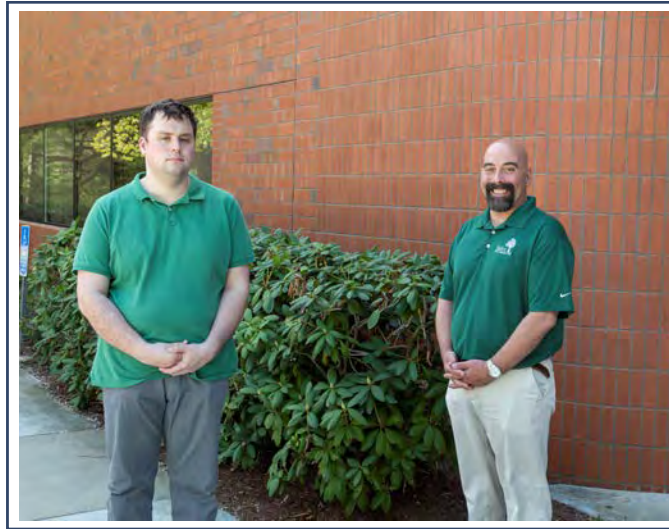
. "I wanted to let you know that I had a long phone call with a parent today, and she could not speak highly enough about Valley and the support that her son is receiving.

>>>Continued on Page 3

We Make It Work!

Spring is here and the Today & Tomorrow program is ready to bloom! After a long year of dealing with an unprecedented pandemic and adapting to the "new normal" the individuals in the Today & Tomorrow Program have continued to move forward to reach their individual employment and personal goals. One such Individual, Ryan Woods, has been with the Today & Tomorrow program for several years. During this time Ryan has worked extremely hard at a variety of job sites as well. He has worked with the Job Development Team to develop employment skills to find an independent job in the community.

Job Developer, Chris Woodward, 2 years at Valley, has spent several months training with Ryan to explore and develop his employment goals and skills. Together they created his resume, practiced interviewing, completed assessments, and practiced how to deal with various situations in the workplace. All of their time and effort paid off! Ryan interviewed at Lowe's and Primark and received an offer at both locations. After discussing the pros and cons with Chris and his family, Ryan decided to accept the offer at Primark and will be starting shortly. Eight additional Individuals in the Today & Tomorrow Program have secured job opportunities with the support of the Job Development Team this spring. These positions are scattered throughout the Merrimack Valley and include Dan Sicard at Home Depot, David Silva at 3 Trolls, Natalie Surette and Samantha Wojtowicz at Market Basket,



Ryan Woods, Wilmington (left) and Joe Venskus, DDS Job Developer (15 years at Valley)

Ryan Woods at Primark, Kenny Bonnell at Camp Paul, Lindsey Biron at Wamesit Lanes and Edgardo Cabera at Walmart. The Today & Tomorrow Program has embraces its motto all year - WE MAKE IT WORK!



Ray Busby, Tyngsborough (left) and Dr. Chris A. Scott, Executive Director Ray is proudly sporting his new Valley Collaborative baseball cap. We are proud that Ray chooses Valley for his vocational programming. Ray works at the Tyngsborough High School.

Evan McAvoy

Evan McAvoy (MRC Client) has been employed by the Middlesex County Retirement System as a custodian since August of 2014. Evan was initially referred to Valley Collaborative by the Lowell Massachusetts Rehabilitation Commission. Valley staff worked closely with Evan updating his resume, working on interview skills and setting career goals. Evan has worked throughout the COVID-19 pandemic and he takes great pride in his work. Thanks to Evan for helping to create a safe environment for the Individuals and Staff at Valley! We appreciate you Evan and your employer the Middlesex County Retirement System.



Evan McAvoy, Custodian, Middlesex County Retirement System

We Make It Work!

>>>Continued from Front Page 1

Although he is completely virtual at this time, she made a point of telling me that she overhears the ZOOM classes, and said that the staff and job coaches running his groups are always respectful and do a great job of getting participation and responses from the folks participating. She said that everyone has such a great approach, and give great positive feedback to the individuals, that she knows her son and his peers are being heard and valued." - **Jarrodd Douglass, Human Services Coordinator, Department of Developmental Disabilities**

. "Thanks, Holly. And Happy Teacher Appreciation Day to you and all the Valley Staff. You guys are doing AMAZING things! Thank you!" - **Gail, DDS Adult parent**

As you may know, Valley just celebrated Staff Appreciation Week. Below I share with you the email I sent out to staff and the "bio" of Donna Suarez - Valley's very special staff person of the month.

Dear Valley Staff,

In recognition of Staff Appreciation Week, I wanted to reach out and thank each of you for the role you play in serving the most vulnerable among us. Your impressive work ethic, dedication and professionalism are greatly appreciated.

Throughout the pandemic you have remained positive and unwavering in your dedication to Valley. Whether you have been working remotely or on-site the focus has always been on the students of the Elementary, Middle and High Schools and the Individuals in our Adult Program.

We are proud of the work you do and appreciate you.

Your biggest fan,

Chris

Chris A. Scott, Ph.D.
Executive Director

Staff of the Month

Donna Suarez is Valley Collaborative's staff of the month. Mrs. Suarez's contributions can be seen throughout 25 Linnell Circle, at the heart of Valley's Adult Service Program. Donna's work ethic shows her incredible devotion to Valley Collaborative's mission and vision. Not only does Mrs. Suarez excel at her work, but she always offers to help others, even when she is extremely busy. Donna's kind smile, warm presence, energetic nature, and caring demeanor greet all who enter the doors of our program. As the building 'greeter,' she makes all who enter feel welcome and at home. She prioritizes her work every morning in order to be available to provide this level of comfort and care to our Individuals during their arrival and dismissal times. Donna values the inclusive feeling of a family and brings this core value to her work at Valley on a daily basis. Additionally, Donna is astutely aware of special dates and upcoming events in the personal lives of our Individuals. Her ability to plan little surprises for our adults and staff, remembering birthdates and/or special occasions with a kind card and perhaps a small cake, is most thoughtful. Aside from Mrs. Suarez's can-do work ethic and attitude, her penchant for party planning has led to her informal title as the social convener for Valley! Donna, thank you for choosing to work on the Valley team and thank you for all that you do.



Heather Valcanas, Director of Adult and Transitional Services, (14 years at Valley)



Matthew Gentile, Assistant Director of Adult and Transitional Services (7 years at Valley)

Heather Valcanas is the Director of Adult & Transitional Services for Valley Collaborative. She has a BA in Human Services Management and more than 13 years' experience with Valley overseeing programming for more than 220 Individuals through various state and federal contracts. During Ms. Valcanas' tenure, she has worked with Dr. Scott and the team to increase the number of Individuals receiving DDS services from Valley Collaborative by 60%, as new and exciting programs and partnerships have been developed and implemented.

Matt Gentile is the Assistant Director of Adult Services for Valley Collaborative's Today and Tomorrow Program. Matt has been with the Collaborative for the last seven years, but just recently took on his new role of Assistant Director. Matt is dedicated to providing meaningful programming to the individuals of the Today and Tomorrow Program.

Originally a High School Guidance Counselor, Matt has built up a cache of tools and techniques to reach individuals and help them meet their goals and achieve successes throughout their daily lives. Matt is devoted to creating an environment that fosters learning through instruction and experience, while also providing a safe place for individuals to discover their true capabilities."

Curriculum and Activities



Hybrid Classroom with Bob Perkins, Vocational Coach (4 years at Valley)
Throughout the pandemic Individuals have participated in remote and on-site learning. This picture depicts individuals on-site at 25 Linnell circle while their colleagues are zooming in.

Creating activities for the Adult Program has been a challenging, fun, and rewarding job over the past year. This job is also very much a team effort. Matt Gentile does a great job choosing topics that are relevant and important to the Individuals we serve based on their feedback. The topics tie directly into job development skills, independent living skills, social skills, coping skills, and most importantly - safety skills. I recently developed a whole week's worth of lessons/activities inspired by one of the Individuals in the program. Renato Silva also has a large part in the development of the activities. He develops the direct and explicit instruction lesson that precedes the activities I create. We often discuss the topic given to us by Matt and collaborate about the direction we would like to go with it in order to be the most beneficial and applicable to the Individuals in the program.

In order to incorporate each Individuals' communication and social skills

goals, I build in open response discussion activities to help Individuals review, summarize, reflect upon, analyze, and synthesize the topic. It is important that these open discussion questions be personalized and reflective so that Individuals can understand how the topic applies to their own lives. These activities have been a great way for Individuals to practice their

two-way conversation and turn taking skills with their staff and peers. They also allow Individuals to dive deeper into the topics and clear up any questions or parts of the lesson that they didn't quite understand. Although guiding questions are built in to these discussion activities, it is important to note that organic discussion is always encouraged.

In addition to the discussion activities, the Valley team has also developed curriculum around job interviews, community resources, safety and personal care. To keep the activities/lessons fun and lively, I try to incorporate a variety of games such as "Deal or No Deal" and "Jeopardy", when possible and I am currently working on developing a Family Feud game to incorporate into the lessons.

Overall, creating these activities for the Individuals has been a very rewarding experience. I am continuously learning something new and evolving these activities to better suit Individuals' needs, but more importantly, Individuals seem to be enjoying the activities and improving their skills during this unprecedented time.



Nikki Gounaris, Field Teacher (17 years at Valley) and Renato Silva, Teacher (not pictured - 3 years at Valley) have developed engaging activities for all those participating in remote and on-site vocations.

Valley Collaborative Leadership Team



Chris A. Scott, PhD

Executive Director, Finance and Operations
cscott@valleycollaborative.org



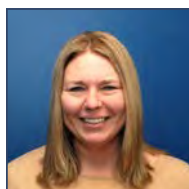
Heather Mackay

Co-Principal, Valley Elementary School
hmackay@valleycollaborative.org



James George

Accountant/Business Manager
jgeorge@valleycollaborative.org



Nicole Noska

Principal, Transitional Programming,
Valley Middle School,
Valley Transitional High School
nnoska@valleycollaborative.org



Joia Mercurio

Deputy Director
jmercurio@valleycollaborative.org



Julie Fielding

Principal, Alternative Programming,
Valley Middle School,
Valley Transitional High School
jfielding@valleycollaborative.org



Kari Morrin

Director of Human Resources
kmorrin@valleycollaborative.org



Matthew Gentile

Assistant Director,
Transitional Services
mgentile@valleycollaborative.org



Heather Valcanas

Director of Adult and Transitional Services
hvalcanas@valleycollaborative.org



Jessica Scalzi

Lead Nurse
jscalzi@valleycollaborative.org



Jennifer Bergeron

Co-Principal, Valley Elementary School
jbergeron@valleycollaborative.org

Individual Spotlight

Jack Saba

Jack started in the Adult Program last year at the height of the COVID-19 Pandemic. By participating in Valley's remote programming, he has been building friendships with various people in his group. Jack attends the remote sessions daily and has

clearly made it a priority to stay engaged with his peers and staff at Valley. While Jack was reserved and quiet when he first started in the remote sessions, he now actively participates and often leads the conversation with no fear at all! Jack has truly stepped out of his shell and has made the best of the

Valley Collaborative Board

Chair: Mr. Timothy Piowar

Superintendent, Billerica Public Schools

Dr. Jay Lang

Superintendent, Chelmsford Public Schools

Mr. Steven Stone

Superintendent, Dracut Public Schools

Dr. Laura Chesson

Superintendent, Groton-Dunstable Regional School District

Dr. Denise Pigeon

Superintendent, Nashoba Valley Technical School District

Mr. Brad Morgan

Superintendent, North Middlesex Regional School District

Mr. Christopher Malone

Superintendent, Tewksbury Public Schools

Dr. Michael Flanagan

Superintendent, Tyngsborough Public Schools

Mr. Everett (Bill) Olsen

Superintendent, Westford Public Schools

new service delivery method with Valley. Initially, Jack was nervous to read out loud to the group. Now, he's volunteering to read every day! Jack comes to every meeting with a bubbly attitude and a huge smile on his face. He volunteers to participate in any meeting he can and always surprises us with his many talents and abilities when he has opportunities to share.



Jack Saba
Chelmsford
DDS Client

Approval of Conference and Field Trip Requests

- 1.) Community Education Program
SummerQuest Field Trip
Canobie Lake Park
Salem, New Hampshire
July 15, 2021
- 2.) Community Education Program
SummerQuest Field Trip
SkyVenture New Hampshire
Nashua, New Hampshire
July 14, 2021
- 3.) Community Education Program
SummerQuest Field Trip
Canobie Lake Park
Salem, New Hampshire
July 29, 2021
- 4.) Community Education Program
SummerQuest Field Trip
Mel's Funway Park
Litchfield, New Hampshire
August 4, 2021
- 5.) Chelmsford High School
CHS World Language Department
Community Service Trip
Open to All CHS Junior and Senior Students
San Juan, Puerto Rico
February 20 – 25, 2022
- 6.) Chelmsford High School
CHS World Language Department
Spanish Exchange Program
Open to CHS Junior and Senior Spanish Students
Malaga, Spain
April 19 – 29, 2023

Previously Approved Rescheduled Trips

- 7.) Chelmsford High School
CHS World Language Department
Open to All CHS Students
Costa Rica
April Spring Vacation Week 2022

- 8.) Chelmsford High School
CHS World Language Department
Open to All CHS Students
Peru
April Spring Vacation Week 2022
- 9.) Chelmsford High School
CHS Fine Arts Department
Open to CHS Fine Arts and Theatre Students
Greece
April School Vacation Week 2022

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 _____ COMM.ED. X
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROWDay(s) of Week for Trip: MON _____ TUE _____ WED _____ ✓ THR _____ FRI _____ SAT _____ SUNTrip Date: 7 / 14 / 21 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: Kendra Czernicki Cell Phone: 978-495-1982Grade, Group, Class(es) or Course(es): Summer QuestTotal Number of Students: 40 Number of Male _____ Number of Female _____Number of Students Assigned Per Chaperone: 10Total Number of Chaperones: 4 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): Kendra Czernicki (wanting to
hire additional staff based on students) Cell Phone #: _____Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki
If applicableIs 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: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Sky Venture

Name of Facility

(603) 897-0002

Facility Telephone

100 Adventure Way

Facility Street Address

Nashua

City

NH

State

Estimated Leave Time: 830 a.m. / p.m. Estimated Return Time: 300 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) 170 Dalton Road Chelmsford MA 01824

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: Bag lunch

TRIP COST/FUNDING

Price per Bus: \$ Total Cost of Bus Transportation \$ 280.00

Total Price of event \$ 1800.00

Additional Costs \$

Total Cost of Trip \$ 2080.00

School/Org. to pay for: Chelmsford Community Education \$ 2080.00

Student paying \$ per person for: \$

** students pay a weekly fee for the program*

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor Date

Approved by:

M Walsh
Signature of Dept. Head/Coordinator

5/27/21
Date

[Signature]
Signature of Building Principal

5/27/21
Date

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

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 _____ COMM.ED. X
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROWDay(s) of Week for Trip: MON _____ TUE _____ WED _____ THR ✓ FRI _____ SAT _____ SUNTrip Date: 7 / 15 / 21 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: Kendra Czernicki Cell Phone: 978-495-1982Grade, Group, Class(es) or Course(es): Summer QuestTotal Number of Students: 40 Number of Male _____ Number of Female _____Number of Students Assigned Per Chaperone: 10Total Number of Chaperones: 4 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): Kendra Czernicki (waiting to hire
staff based on number of students) Cell Phone #: _____Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki
If applicableIs 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: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

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

Estimated Leave Time: 8:30 a.m. / p.m. Estimated Return Time: 3:00 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) 170 Dalton Road, Chelmsford, MA 01824

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: Bag lunch

TRIP COST/FUNDING

Price per Bus: \$ Total Cost of Bus Transportation \$ 318.94

Total Price of event \$ 1232.00

Additional Costs \$

Total Cost of Trip \$ 1550.94

School/Org. to pay for: Chelmsford Community Education \$ 1550.94

Student paying \$ per person for: \$

** students pay weekly fee for program*

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor Date

Approved by:

M. [Signature]
Signature of Dept. Head/Coordinator

5/27/21
Date

[Signature]
Signature of Building Principal

5/27/21
Date

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

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 _____ COMM.ED. ☒ _____
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROWDay(s) of Week for Trip: MON _____ TUE _____ WED _____ THR ☒ FRI _____ SAT _____ SUNTrip Date: 7 / 29 / 21 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: Kendra Czernicki Cell Phone: 978-495-1782Grade, Group, Class(es) or Course(es): Summer QuestTotal Number of Students: 40 Number of Male _____ Number of Female _____Number of Students Assigned Per Chaperone: 10Total Number of Chaperones: 4 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): Kendra Czernicki (waiting to hire staff based on students) Cell Phone #: _____Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki
If applicableIs 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: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

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

Estimated Leave Time: 830 a.m. / p.m. Estimated Return Time: 300 a.m. / (p.m.)

No. of Regular School Buses Needed: 1 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) 170 Dalton Road, Chelmsford, MA

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

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: Bag Lunch

TRIP COST/FUNDING

Price per Bus: \$ Total Cost of Bus Transportation \$ 318.94

Total Price of event \$ 1232.00

Additional Costs \$

Total Cost of Trip \$ 1550.94

School/Org. to pay for: Chelmsford Community Ed \$ 1550.94

Student paying \$ per person for: \$

** students pay weekly fee for program*

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor Date

Approved by:

M Walsh 5/27/21
Signature of Dept. Head/Coordinator Date

[Signature] 5/27/21
Signature of Building Principal Date

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

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 _____ COMM.ED. X
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROWDay(s) of Week for Trip: MON _____ TUE _____ WED ✓ _____ THR _____ FRI _____ SAT _____ SUNTrip Date: 8/14/21 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: Kendra Czernicki Cell Phone: 978-495-1982Grade, Group, Class(es) or Course(es): Summer QuestTotal Number of Students: 40 Number of Male _____ Number of Female _____Number of Students Assigned Per Chaperone: 10Total Number of Chaperones: 4 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): Kendra Czernicki (Waiting to hire staff based on students) Cell Phone #: _____Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki
If applicableIs 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: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

Mel's FunwayDestination: Mel's Funway

Name of Facility

(603) 424-2292

Facility Telephone

454 Charles Bancroft Hwy

Facility Street Address

Litchfield

City

MA

State

Estimated Leave Time: 830 a.m. / p.m. Estimated Return Time: 300 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) 170 Dalton Road, Chelmsford, MA 01824

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: Bag lunch

TRIP COST/FUNDING

Price per Bus: \$

Total Cost of Bus Transportation \$ 332.20

Total Price of event \$ 1006.00

Additional Costs \$

Total Cost of Trip \$ 1332.20

School/Org. to pay for: Chelmsford Community Education \$ 1332.20

Student paying \$ per person for: \$

* students pay weekly fee for program

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor Date

Approved by:

M. Walsh
Signature of Dept. Head/Coordinator

5/27/21
Date

[Signature]
Signature of Building Principal

5/27/21
Date

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



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee
From: Jess Nollet, World Language and Cultural Exchange Coordinator
Date: June 1, 2021
RE: International Trips Update

Attached you will find the most recent updates for two previously approved, postponed trips to Costa Rica and Perú, as well as two new proposals for a Spanish exchange and a community service trip to Puerto Rico.

Previously approved trips: The World Language Department will be leading a student trip to Costa Rica during April vacation, 2022. This trip was originally approved by the School Committee in 2019 and was postponed twice due to the pandemic. This trip is open to all CHS students. There will be a virtual informational meeting for this trip on June 8 at 6:30 PM. The World Language Department will also be leading a student trip to Perú during April vacation of 2022. This trip was approved in the fall of 2020 and was postponed due to the pandemic. This trip is open to all CHS students. There will be a virtual informational meeting for this trip on Wednesday, June 9 at 6:30 PM.

New trips to approve: The World Language Department will offer a community service trip to Puerto Rico during February vacation of 2022. This trip will be open to all juniors and seniors, regardless of what language they have studied in school. There will be a virtual informational meeting for this trip on Thursday, June 10 at 6:30 PM.

Finally, we have maintained our connection with the San Estanislao de Kostka school in Málaga, Spain, and are going to move forward with our Spanish exchange program in the fall of 2022. We respectfully ask for the School Committee to approve this trip now so that planning may continue. CHS students will host Spanish students in the fall of 2022 and travel to Spain in April 2023. We will hold an informational meeting for this trip in September 2021.



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 / PMPlease fill out application form completely. Please print. * Apply for only one trip per form.School Requesting Permission: X CHS _____ PARKER _____ McCARTHY _____

_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

Day(s) of Week for Trip: MON ☒ TUE ☒ WED ☒ THR ☒ FRI ☒ SAT _____ SUN ☒Trip Date: 2 / 20 / 22 If Overnight Trip, Return Date: 2 / 25 / 22

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: Christine Gill Cell Phone: 508-517-4158Grade, Group, Class(es) or Course(es): 11/12 - World Language DeptTotal Number of Students: 15-19 Number of Male 15 Number of Female 15Number of Students Assigned Per Chaperone: 10Total Number of Chaperones: 2 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): TBT

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:

Carol Ruddy5/26/21

Signature of School Nurse

Date

Event/Purpose of the Trip: Community + Conservation in Puerto Rico

Curriculum Standard Addressed by Trip (Reason for the Trip)

Spanish language immersion / service learning / environmental science

Destination: Puerto Rico (EF TOURS) (617) 619 1019
Facility EF TOURS / 2 Education Circle Cambridge MA
Facility Street Address City State

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

No. of Regular School Buses Needed: 0 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) N/A

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: included in tour

TRIP COST/FUNDING

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

Total Price of event \$ /

Additional Costs / \$ /

Total Cost of Trip \$ \$2997 pp

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

Student paying \$ 2997.00 per person for: trip fee \$ 2997 pp

Please list any other circumstances that may affect the trip:

Submitted by:

[Signature] 5/26/21
Signature of Trip Sponsor Date

Approved by:

[Signature] 5/26/21
Signature of Dept. Head/Coordinator Date

[Signature] 5/27/21
Signature of Building Principal Date

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



Explore America

Community & Conservation in Puerto Rico

6 days

8–10 estimated service hours

Sustainability in Puerto Rico

Experience the island's lush, tropical landscapes as you help restore and protect the valuable natural resources of Puerto Rico.

On this Service Learning Tour, you'll support initiatives such as:

- Environmental sustainability
- Reforestation
- Agricultural restoration

Learn more at efexploreamerica.com/service

6-day San Juan itinerary

Day 1

- Arrive in San Juan.
- Enjoy free time to relax at the hotel during the afternoon.

Day 2

- Get an introduction to your first Service Learning project.
- Enjoy an included lunch.
- Take a guided sightseeing tour of Old San Juan, where you'll see San José church, La Fortaleza, Cathedral of San Juan Bautista, Capitol Building, and Paseo de la Princesa.
- Visit El Morro, a 16th-century fortress and UNESCO World Heritage Site.
- Experience the beauty and colonial charm of Old San Juan during dinner tonight.

more experiences await →

Day 3

- Begin your environmental Service Learning work for the day. (Tasks could include removal of invasive species, reforestation of mangroves, or coastal clean-ups.)
- Enjoy an included lunch.
- After dinner, find your rhythm during an authentic salsa lesson.

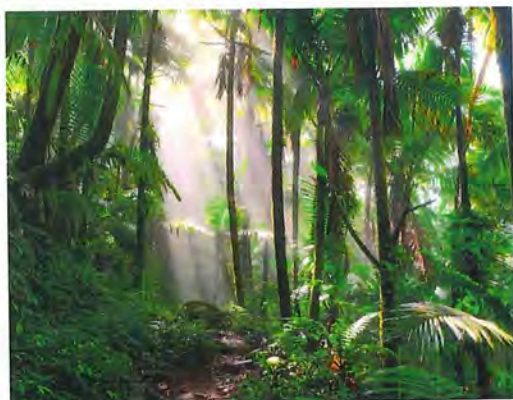
Day 4

- Continue your Service Learning projects.
- Enjoy an included lunch.
- Learn to make a traditional Puerto Rican dish for dinner in San Juan.

Day 5

- Participate in an educational program at Hacienda 8A. At this family-run ranch, you will learn how to care for the on-site horses, create crafts out of local materials, and engage in agricultural activities such as planting, composting, and more.
- Travel to Fajardo.
- Spend the afternoon relaxing on the shores of Luquillo Beach.
- Kayak along a bioluminescent bay in Fajardo.
- Travel back to San Juan.

Day 6: Depart for home



What's included:

- Full-time Field Director
- Expert-led sightseeing tours
- Entrance fees
- Service hours
- 5 overnight stays in hotels
- Round-trip flights
- Local transportation
- Breakfast and dinner daily

What to expect on EF's Service Learning Tours

On a Service Learning Tour, you and your students work side by side with locals on community-driven projects. We partner with established nonprofits and NGOs to ensure your support is both meaningful and sustainable. Through hands-on work and authentic connections to the local culture, students learn vital collaboration and problem-solving skills. And they return home inspired to make a difference in their own communities.

Students who travel on our Service Learning Tours will experience:

Meaningful service

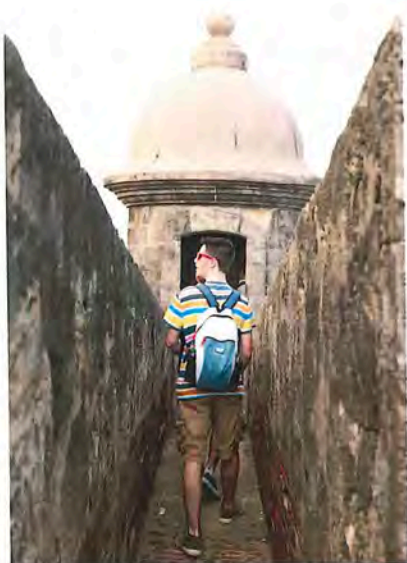
Working side by side with locals, you'll gain insight into the challenges they face and build lasting solutions to help empower the community.

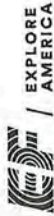
Cultural immersion

Live in the communities you serve—celebrating the area's customs and forming lasting connections with locals.

Leadership development

Your Field Director takes your service experience even further, strengthening leadership skills through activities and workshops.





EXPLORE
AMERICA

Student Travel Program Proposal

Chelmsford High School / Jess Nallet & Chrissy Gill



Community & Conservation in Puerto Rico · February 2022
www.efexploreamerica.com/educational-tour/community-conservation-puerto-rico
EF Student Travel Program Proposal
efexploreamerica.com

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Explore America, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's in this document

Pg. 3	Safety
Pg. 5	Traveler health & wellness
Pg. 5	Tour experience
Pg. 7	Liability protection
Pg. 9	Educational value
Pg. 10	Itinerary specifics
Pg. 10	Cost and payment options
Pg. 11	Sample hotels & meals
Pg. 12	Next steps
Pg. 13	Educator testimonials
Pg. 14	Student travel checklist

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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For full terms and Booking Conditions, visit:
efexploreamerica.com/bc

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. We follow travel restrictions worldwide and it is EF's policy that we will not travel to locations designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

*For more information on EF's response to COVID-19, visit efexploreamerica.com/health-and-safety

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

EF Student Travel (Legal) Protocol

EF Student Travel Support Protocol

Your dedicated team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo an annual background check as permissible by local law and are required to participate in ongoing EF safety trainings. They're

the first point of contact in an emergency and they communicate information to help travelers stay safe in their tour destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate tours with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every ten travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 10:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

EF Student Travel Support Protocol

Traveler health & wellness

Telehealth Service provided – EF has identified Telehealth service providers for easy and convenient medical attention and advice. These third-party service providers make it possible for travelers to obtain medical advice either over a phone call or on a video call and, if not covered by their primary medical insurance, to submit a claim under the medical insurance benefits already included in the tour program fee.

Hand sanitizer & face masks – Explore America will have disposable face masks available to all Explore America travelers should local regulations require their use. Hand sanitizer will be available throughout your stay in hotels, restaurants and on the coach. We will also have hand sanitizer available should travelers need it during visits and sightseeing tours. We highly recommend travelers bring their own personal hand sanitizer and face masks for use throughout the tour.

Before you go – Closely monitor your health leading up to and while on tour. Should you feel ill during your journey, your EF team is specially trained in how to support you.

Tour experience

What this means for your actual tour today is that in addition to all of the rigorous safety and quality guidelines we have always required of all EF Explore America suppliers, we will also insist that they are further emphasizing the safety of your group with respect to COVID preparedness while traveling:

Air Travel – At this time, all major airlines are requiring face masks to be worn by all staff and customers during the flight. Aircrafts have enhanced cleaning procedures and state-of-the-art air circulation systems (a high-efficiency (HEPA) filter, like those found in hospitals) that removes up to 99.7% of airborne particles. Travelers are also encouraged to bring their own food and drinks as some carriers are completely removing on-board service.

Hotels – Hotels are increasing the frequency of cleaning high-touch public areas (lobby doors and handles, front desks, vending areas, handrails, public bathrooms, elevators) and using a hospital-grade disinfectant. Staff will follow strict guidelines when cleaning guest rooms. They are providing antibacterial hand sanitizers throughout the property and have added signage in lobbies to remind guests to maintain social distancing protocols. Therefore, the check-in process will be amended during the groups' arrival. Students may be required to sit on the bus or wait outside until their room is called. This means check-in could take longer.

EF | EF Explorer Travel Program | Program Fee | COVID-19

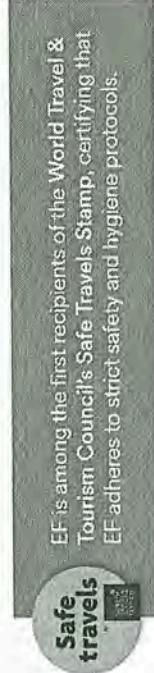
Tour experience, continued

Added rooming comforts – We have developed flexible options to support individual traveler rooming preferences. Specifically, we offer discounted room upgrades for students who prefer twin rooming (1 other person). For groups on shared tours with multiple schools, students will only share hotel rooms with students from their group.

Motor coaches – Before every trip, motor coach operators will clean and disinfect each vehicle with EPA/CDC approved disinfectants. During travel, critical touchpoints will be cleaned and sanitized daily with EPA/CDC approved disinfectants. Hand sanitizer will be made available to your group while on the bus throughout your trip. It is likely that your group will be required to have assigned seating for the duration of the tour.

Meals – We remain committed to the quality of meals and our ability to provide options, while adhering to new safety guidelines that our restaurants must follow. Breakfast, lunches (when included) and dinners will be plated or boxed meals as we opt to avoid buffet style dining until such time the CDC or other local authorities remove restrictions.

Attractions – Depending on the size of an attraction, new capacity limits may require a group to have staggered visits, or might restrict visitor interactions in some way. We are in constant communication with all of our attractions to be certain that whatever modifications they need to make to ensure safe interactions will not diminish the quality and integrity of the experience. As such, attractions, such as some of our STEM activities, may be altered or substituted to ensure both safe conditions, and a quality experience, are available.



efexploreamerica.com/health-and-safety

EF | EF Explorer Travel Program | Program Fee | COVID-19

efexploreamerica.com

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, regardless of whether the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind

Provided to all groups

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 45 days prior to departure at the group level, while specific options can be implemented at the individual level.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with EF's Protection Plans.

Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Anytime Protection Plan

Available to all travelers

To further protect your investment from the unexpected, this plan provides all the benefits included in the Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places and cultures
- Discover more about themselves

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.

Earning credit for new experiences

EF makes it easy for students to turn their tour experience into college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 9-12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Students in grades 6-12 can earn 0.5 high school credits by completing our Personalized Learning Guide before, during and after tour. And the best part? It's free!



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ef.com/education

Itinerary specifics

Below is a breakdown of the components included in an EF itinerary. For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price details

Price: \$2,997 per student

CHOOSE NUMBER OF TRAVELERS:	
STUDENT	ADULT

\$2,997
of \$3,352.6 total

\$3,347
of \$4,071.6 total

WHAT'S INCLUDED IN THE PRICE:

Program Fee: \$2,997

Travel Protection Plan: \$25

Lunch Included: \$15 per day

Per event: \$15 per student (1 day per event)

Items: Laundry, food, snacks are not included.

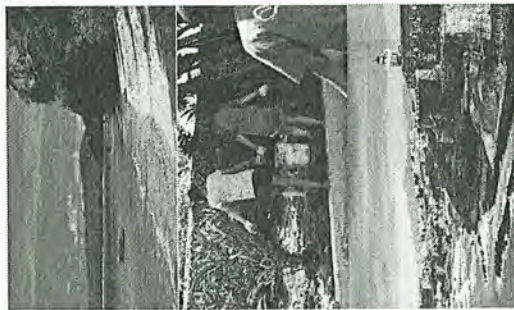
YOUR TOUR: LEARN & DISCOVER

Roundtrip Transportation

Accommodations

Meals

Cultural Activities



99 / EF Student Travel Program Proposal

ef.com/education

Sample hotels

Every hotel we work with must meet our high standards for safety, quality and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and subsequently inspected regularly to ensure they continue to satisfy those parameters.

Here are some examples of hotels students might stay in on tour:

Best Western Condado Palm

Mare St. Clair

Sample meals

Meals are selected to provide a balance of local, cultural experiences and more familiar cuisines that students know and love. Below are some examples of what travelers can expect at the destination, but please note that meals can vary from tour to tour.

Here are some examples of meals students may enjoy on tour:

Rice, Stewed Beans, Protein, Veggies & Fruit at Hacienda 8A

Chicken or Milaneza, Rice, Beans & Salads at Barrachina

Chicken, Stuffed Eggplant & Plantains at La Cocina de Tamara

How I can help with next steps

My name is Katharina Geppert and I am Chelmsford High School's dedicated Tour Consultant. That means I'll be working with Jess Nollet and Chrissy Gill every step of the way to make sure everything is perfectly planned.

As we move forward with this process, here are some next steps to keep in mind:

- hold a virtual enrollment meeting for students and parents before the summer

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Katharina Geppert
katharina.geppert@ef.com

"I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel."

Angela M., Administrator, Brunswick, ME

"I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy."

Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.



The essential checklist for choosing an educational travel partner

Educational travel matters. And who you travel with matters just as much. Whether you are planning your first tour or building upon a legacy of showing students the world, the travel partner you choose could mark the beginning of a lifelong relationship. While your students will feel the impact of your trip in the eye-opening interactions and experiences that happen on tour, you know its success will be measured from the moment you decide to lead them someplace new.

Picking a partner who can help plan, guide, and bring a seamless educational tour to life is even more important than selecting your destination. Because if you choose well, you only have to choose once.

Use this quick and comprehensive checklist to consider some of the most impactful factors in building a strong partnership and a successful travel program at your school.

Ready to learn more about traveling with EF?
Call 800-503-2223, and we'll connect you with an expert Tour Consultant who can answer all of your questions.

The essential checklist for choosing an educational travel partner



Long-term stability

Planning a tour often happens many months, if not years, in advance. Which means the behavior of your students—and with your and your administrator's involvement—well ahead of the actual trip.

✓/✗ CONSIDER:

- ☐ Is this partner strong, established, and ready to deliver on your future tour, regardless of the economic climate?
- ☐ If necessary, will refunds or travel credits be available?
- ☐ Are there competing priorities or business challenges for the partner's staff that could distract them from being fully focused on your experience?

True global support

So often in travel, local relationships and on-the-ground experience are more valuable than the kind of knowledge that's gained from behind a desk. From exclusive access to off-the-beaten-path experiences to real-time, in-person assistance during an emergency, local expertise has the power to impact every aspect of your tour for the better.

✓/✗ CONSIDER:

- ☐ Does this partner have on-the-ground staff in the countries you want to visit?
- ☐ Does this partner have 24/7 global support to assist in any kind of emergency?
- ☐ Does this partner have the ability to re-route or reschedule tours at any time?

Family-first policies

As the world continues to change around us, families will want to know that you understand flexibility and peace of mind matter more than ever.

✓/✗ CONSIDER:

- ☐ Does this partner offer policies that are transparent, fair, and consistent?
- ☐ Will families feel confident that their investment is protected with this partner, and do they offer families alternatives if travel can't happen as planned?

Passion that matches yours

A strong relationship is rooted in shared values. Having a travel partner who understands what's important to you—and who values the same thing—is critical. That's how you develop trust and the foundation for a travel program that's exactly right for you and your students.

✓/✗ CONSIDER:

- ☐ Is this organization built to serve teachers and students first?
- ☐ Does the leadership of this company have history and experience in education?
- ☐ Does this partner believe travel is for everyone—with pricing, policies, and scholarship options that support more students seeing the world?
- ☐ Does this partner promote and share diverse perspectives as a part of their travel programs?

Opportunities for professional & personal growth

The ability to earn high school, college, and professional learning credit should be built into any educational travel experience. But all credit-earning opportunities are not created equal.

✓/✗ CONSIDER:

- ☐ Does this partner offer a comprehensive learning tool that accompanies your tour to help guide, enhance, and celebrate a student-centered learning experience?
- ☐ Is this partner associated with organizations and institutions that will meaningfully improve you and your students' travel experience?
- ☐ Does the partner offer credit to you and your students from accredited educational institutions?
- ☐ Is the cost of their credit-earning programs affordable?



EXPLORE
AMERICA

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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: 4 / 19 / 23 If Overnight Trip, Return Date: 4 / 29 / 23

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: Jess Nallet Cell Phone: 978 387 9592

Grade, Group, Class(es) or Course(es): CHS 9-12th graders enrolled in Spanish

Total Number of Students: 25 Number of Male Number of Female

Number of Students Assigned Per Chaperone: 10:1

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): Jess Nallet - the rest TBD

Cell Phone #:

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

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: Carol Bailey RN 5/26/21

Signature of School Nurse

Date

Event/Purpose of the Trip: Spanish exchange program

Curriculum Standard Addressed by Trip (Reason for the Trip)

Language immersion + cultural exchange

(+34) 952-290-250

Destination: Colegio San Estanislao de Kostka (_____) _____
Facility _____ Facility Telephone _____
c/ Juan Sebastian Elcano, 185 Málaga Spain
Facility Street Address _____ City _____ State _____

Estimated Leave Time: 5 a.m. / 0 p.m. Estimated Return Time: 3 a.m. / 0 p.m.

No. of Regular School Buses Needed: 0 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) N/A

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: included in trip itinerary

TRIP COST/FUNDING

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ \$2,490

School/Org. to pay for: _____ \$ 0

Student paying \$ 2,490 per person for: _____ \$ _____

Please list any other circumstances that may affect the trip:

Price changes depending on how many students enroll. See itinerary.

Submitted by: _____
Signature of Trip Sponsor _____ Date 5/26/21

Approved by: _____
Signature of Dept. Head/Coordinator _____ Date 5/26/21

Signature of Building Principal _____ Date 5-27-21

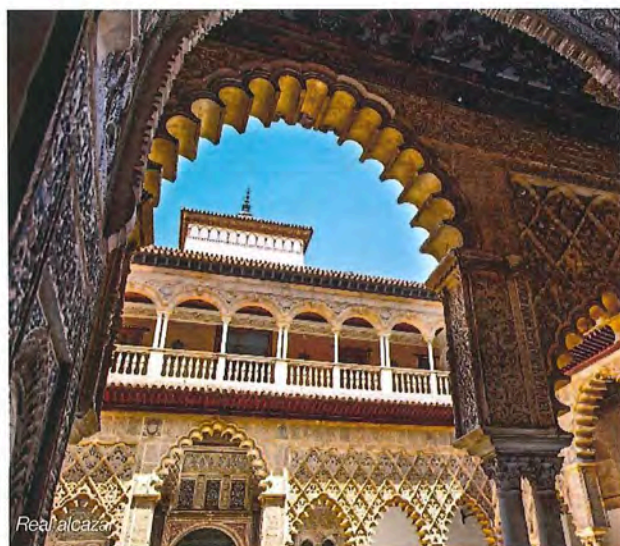
If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone



City view cathedral

Exchange Program in Málaga & Tour of Andalusia

¡Bienvenidos a España!, a land where the Old World mixes with modernity in art, architecture, and culture. Some of the world's greatest civilizations have left their mark on the Iberian peninsula creating a fascinating mix of Roman, Moorish and Gothic sites for you to visit.



Real alcazar

WHY SEND YOUR STUDENTS ON A FORUM LANGUAGE EXPERIENCE?

you will benefit from...

*E*xpertise of more than 28 years in the field,
*M*ore value for your investment in education,

while students benefit from...

*P*rivate tailor-made educational tours,
*O*pportunities to engage with locals,
*W*isdom and a greater interest in learning,
*E*nhancement on college applications,
*R*espect and understanding of other cultures

**Day 1 - USA-SPAIN (FRIDAY)**

- Fly to Spain.

Day 2 - MÁLAGA- MEET YOUR HOST FAMILY (SATURDAY)

- Bienvenido a España! Upon arrival, you will be greeted by your bilingual **Forum Tour Manager** who will help you board your bus to transfer to your partner school.
- Board your private bus and transfer to your partner school to **meet your host family** and your exchange partners.
- **Start your exchange program.** While living with a host family, you will find out that Spanish is more than a textbook language. You will eat Spanish food, meet Spanish people, and have an excellent opportunity to practice your Spanish in real-life situations.
- Dinner and night accommodation with your host family.

Day 3 - SUNDAY WITH YOUR HOST FAMILY (SUNDAY)

- Spend the **rest of the weekend** with your host family and get to learn more about the local culture while practicing your Spanish!

Day 4 - EXCHANGE PROGRAM (MONDAY)

- Have breakfast with your **host family**.
- Attend school with your exchange partner. Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).
- Dinner and night accommodation with your host family.

Day 5 - EXCHANGE PROGRAM (TUESDAY)

- Have breakfast with your host family.



- ❑ Attend school with your exchange partner. Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).
- ❑ Dinner and night accommodation with your host family.

Day 6 - EXCHANGE PROGRAM (WEDNESDAY)

- ❑ Have breakfast with your **host family**.
- ❑ Attend school with your exchange partner. Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).
- ❑ Dinner and night accommodation with your host family.

Day 7 - MÁLAGA-SEVILLE (THURSDAY)

- ❑ This morning after breakfast, meet your Forum Tour Manager and board your private bus to **Seville**, capital of Andalusia.
- ❑ Head to a **local market** and browse among the vendors as you enjoy the colors and smells of traditional Spanish produces. You will need to get some ingredients for the following cooking workshop.
- ❑ Roll up your sleeves for a hands-on **cooking workshop** where you'll learn the basics of traditional Spanish cuisine and enjoy your creation as your meal.
- ❑ Get ready to explore the historical and artistic point of view of the city as you enjoy a **walking tour**. Discover the most spectacular monuments, shopping district, and the maze of narrow streets and alleys of the Barrio Santa Cruz. Visit the **Santa Cruz Quarter** and explore the narrow streets and alleys of the **old Judería** (Jewish quarter).
- ❑ Tour the lavish **Real Alcázar**, the royal palace of both Moorish and Christian rulers for 11 centuries. Explore its stunning use of Mudejar architecture and walk among the peacocks in the enchanting gardens.
- ❑ Discover **Plaza de España**, a semi-circular brick building with a mixture of Baroque, Renaissance and Moorish styles, located inside Plaza María Luisa.
- ❑ Enjoy a meal with your group in a local restaurant.



- ❑ Night accommodation at your hotel.

Day 8 - SEVILLA-GRANADA-MÁLAGA (FRIDAY)

- ❑ Board your private bus to your next destination.
- ❑ Located at the foot of the Sierra Nevada mountains, **Granada** is blessed with Moorish heritage dating back more than 700 years.
- ❑ Meet your **local guide** who will help you make the most out of your visit by providing you with details, highlights, and insights.
- ❑ Visit the **Alhambra**, the lavish fortress and palace of the Moorish monarchs of Granada whose reign lasted 780 years until 1492, when the Kingdom fell to the hands of Catholic monarchs. Its name derives from its Arabic description as "Al-hamra" or "the red one," attributed to the hue of its outer walls.
- ❑ Explore the **Albaicín**, Granada's old Arab quarter. Walk up the "calle de las teterías" to the "Mirador de San Nicolás", and enjoy the amazing view of the Alhambra and Sierra Nevada Mountains.
- ❑ Board your private bus and return to **Málaga**.
- ❑ Dinner and night accommodation with your host family.

Day 9 - 10-WEEKEND WITH YOUR HOST FAMILY (SATURDAY-SUNDAY)

- ❑ Spend the **weekend with your host family** and get to learn more about the local culture while practicing your Spanish!

Day 11 - EXCHANGE PROGRAM (MONDAY)

- ❑ Have breakfast with your **host family**.
- ❑ Attend school with your exchange partner. Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).
- ❑ Dinner and night accommodation with your host family.



Day 12 - DEPARTURE (TUESDAY)

- Today, say a fond "¡adiós!" to your exchange partners and transfer by private bus to the airport for your flight back home.

EXCHANGE OVERVIEW

An exchange program is a once-in-a-life time opportunity for students to truly explore, understand, and dive deep into another culture and language! As students fully immerse into the life of their host family and school, they'll experience a type of personal growth and empowerment that can only happen in this unique setting. Students not only travel but host their exchange partners resulting in a lifelong bond between both students and families.

HOSTING A VISITING STUDENT

Your primary responsibility as a host family is to create a welcoming and safe environment for your visiting student. We encourage you to get to know your student and spend time with her/him both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. In addition to providing three daily meals for their visiting student, families also provide transportation for the Spanish students between their homes and the school. Prior to hosting, you will receive a profile form with information about your student.

SCHOOL EXCHANGE UNDERSTANDING

Your exchange is organized directly between your school and the partner school. Schools are responsible for the exchange program portion of the itinerary and for selecting and organizing host families. Forum is responsible for flight bookings, optional excursions not organized by the schools, insurance and collecting trip payments. In regard to the exchange partnership, Forum only serves to match the partner schools and advise the schools as they organize their program together. Forum cannot be held responsible for the components organized directly by the schools.

Teachers should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students differs between schools.

COLEGIO SAN ESTANISLAO DE KOSTKA (Jesuita) - Málaga
C/ Juan Sebastián Elcano, 185
29017 - Málaga
Malaga - Spain
952 290 250
<http://www.fundacionloyola.es/sanestislao/>

Program cost per person*

25+ participants	\$2318
20 - 24 participants	\$2380
15 - 19 participants	\$2490

Payment schedule

July 15 2021	\$500
September 30 2021	\$800
October 30 2021	\$700
November 30 2021	\$400
January 15 2022	Balance

Trip Program includes:

- ✓ Round-trip airfare* from Logan International Airport to Malaga Airport
- ✓ Departure taxes and airline fuel surcharges of \$562 per traveler
- ✓ 2 free traveler(s) regardless of the group size - based on twin occupancy at the hotel.
- ✓ 1 night(s) multiple occupancy (3/4 students per room with private bath) in quality three-star hotels - single beds not guaranteed
- ✓ Accommodation with your host family during the exchange program
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary.
- ✓ Classes and workshops (to be confirmed by the partner schools)
- ✓ Ground transportation while in Europe
- ✓ Meals at hotel and local restaurants - Breakfast: 1 / Lunch: 1 / Dinner: 1 (includes one beverage and a vegetarian option).
- ✓ Meals with your host family (exceptions may apply)
- ✓ One \$50 check (sent before departure) to purchase a prepaid cell phone with phone card for the duration of your exchange.
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on tour.

Trip Program does not include:

- ✗ Airline baggage fees
- ✗ Meals not indicated in your itinerary
- ✗ Rooming and Adult Supplements:
 - Twin Room Guarantee Supplement \$50 pp/night or Single Room Guarantee Supplement \$100 pp/night
 - Adult Activity Supplement \$12 pp/day
- ✗ Tips are at your discretion - these are standard guidelines:
 - Forum Tour Manager: 5 Euros per day, per traveler
 - Bus Drivers: 1 Euro per day, per traveler
 - For all other services (restaurant staff, local guides, transfer drivers, etc) tips would be at your discretion. We recommend setting aside approximately 5 USD per day / per person to have money available to tip based on the service received.

Date of quote: May 17, 2021 | Prices are valid until: Jul 15, 2021 | Your Forum Tour Consultant: Nadia Comerford

* All services listed on the proposal are subject to availability. In the event of not being able to book a desired service or supplier, it will be replaced by a similar item of equal standard and value.

* Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.

* Forum Language Experience has purchased the Student Protection Plan from Travel Insured International on behalf of all participants. If you would like to purchase the optional **Cancel For Any Reason** benefit, you must choose it at the time of enrollment, and the additional fee **MUST** be included with your first trip deposit. The total cost for this upgrade is \$102. ***CFAR is not available to residents of NY***

* Forum has quoted this package at an exchange rate of 1 Euro = 1.21 Dollar. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES _____ NO X

_____ Full-Day Sub(s)

_____ Half Day Sub(s)
needed for: AM / PMPlease fill out application form completely. Please print. * Apply for only one trip per form.School Requesting Permission: ✓ CHS _____ PARKER _____ McCARTHY _____

_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

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

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

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

Faculty Trip Sponsor: Susan Gauthier Cell Phone: 978-328-2711Grade, Group, Class(es) or Course(es): Spanish Classess of Soph, Jr. & SrTotal Number of Students: 25-30 Number of Male TBD Number of Female TBDNumber of Students Assigned Per Chaperone: 5Total Number of Chaperones: 5-6 Number of Male 2 Number of Female 4

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

Faculty/Chaperones (Names): Susan Gauthier, Patricia Sánchez
& other teachers in the department Cell Phone #: 978-328-2711Faculty/Chaperone with Epi-Pen Designation (Name): Susan Gauthier
If applicableIs a Nurse Needed? Yes _____ No ✓

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

Reviewed by:

(The nurse will review once students enroll)

Signature of School Nurse

Date

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

Curriculum Standard Addressed by Trip (Reason for the Trip)

Address 145 Tremont St
6th Floor
Boston, MA 02111Interpersonal Communication
Interpretive Listening
Cultural Comparisons

Hotels through Explorica in Costa Rica - TBD
Destination: _____ Facility _____ Facility Telephone _____

Facility Street Address _____ City _____ State _____

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

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

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

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

Bus Pick-Up Location (be specific) N/A

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

Equipment: N/A

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

Meal Plans: N/A

TRIP COST/FUNDING

Price per Bus: \$ _____

Total Cost of Bus Transportation \$ N/A

Total Price of event \$ N/A 2,541.00 per student

Additional Costs \$ N/A

Total Cost of Trip \$ N/A - 2,541.00 per student

School/Org. to pay for: 0

Student paying \$ 2,541.00 All inclusive: Airfare, hotels, all meals per person for: \$ _____

Please list any other circumstances that may affect the trip:

Please see attached itinerary. The itinerary includes visits to National Parks, volcano, Hot springs and provides students with the chance to learn about nature & Central American ecosystems. Students will enjoy many outdoor activities including hiking, zip lining, horse back riding.

Submitted by: Susan Gauthier 4/24/19
Signature of Trip Sponsor Date

Approved by: Linda Dirsch 4/26/19
Signature of Dept. Head/Coordinator Date

John 4/25/19 4/26/19
Signature of Building Principal Date

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



Northern Costa Rica

explorica.com/Gauthier-6247

April 18 - April 25, 2020

Day 1 **Hola Rincón de La Vieja**

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

Day 2 **Rincón de La Vieja National Park**

Horseback ride

Optional Canopy zip line tour

Day 3 **Rincón de La Vieja--Arenal**

Rincón de La Vieja Volcano Park visit

Travel to Arenal

Hot springs visit

Day 4 **Arenal--Monteverde**

Lake Arenal kayaking tour

Travel to Monteverde

Day 5 **Monteverde landmarks**

Monteverde Cloud Forest Reserve night walk

Santa Elena Biological Reserve visit

Local school visit

Serpentine Museum visit

Day 6 **Monteverde--Guanacaste**

Travel to Guanacaste

Palo Verde boat tour

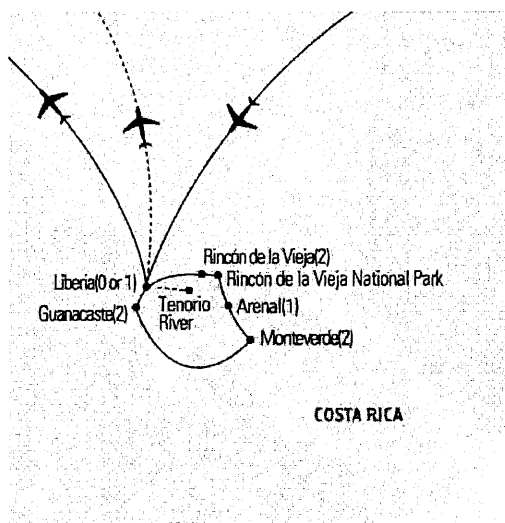
Travel to Papagayo Gulf

Free time on Guanacaste Beach

Day 7 **Guanacaste**

Free time on Guanacaste Beach

Day 8 **End tour**



Reserve your Spot!



Tour Center ID: Gauthier-6247

Registration deadline: May 01, 2019

Enroll online,
by phone, or by mail

What's included

We provide everything you need for a remarkable trip:

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

explorica.com/Gauthier-6247

1.888.310.7121

Tour investment

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

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

Automatic monthly payment plan

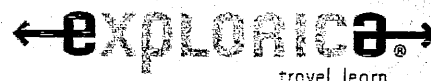
Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of April 24, 2019, your monthly payment would be just \$249.10.

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

Travel protection

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

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



145 Tremont Street
Boston, MA 02111



Educational Tours

Watch videos, read
reviews and enroll on your
teacher's Tour Website

eftours.com/

This is also your tour number

PERU: CUZCO, MACHU PICCHU & LAKE TITICACA

9 or 11 days | Lima | Sacred Valley | Cuzco | Puno | Extension to Paracas

From the shores of the Pacific Ocean to the banks of Lake Titicaca in Puno, immerse yourself in the natural splendor and rich history of Peru. This land has been home to some of the world's most ancient civilizations. You'll retrace the roots of the Inca Empire in Cuzco and at Machu Picchu, a destination like no other on Earth, while also exploring the Spanish Empire's reign in Lima.

EVERYTHING YOU GET:



Full-time Tour Director



Sightseeing: 4 sightseeing tours led by expert, licensed local guides; 1 walking tour



Entrances: San Francisco Monastery; Larco Museum; Korikancha Temple; Cuzco Cathedral; Sacsayhuaman Fortress; Machu Picchu; Ollantaytambo; Raqhi Temple; Boat excursion Lake Titicaca; *With extension:* Islas Ballestas boat cruise; Paracas National Park



weShare, our online platform that taps into each student's interests for a more engaging learning experience



All of the details are covered: Round-trip flights on major carriers; Internal flight; Comfortable motorcoach; 7 overnight stays in hotels (9 *with extension*); Breakfast and dinner daily



Anyone can see the world.

YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

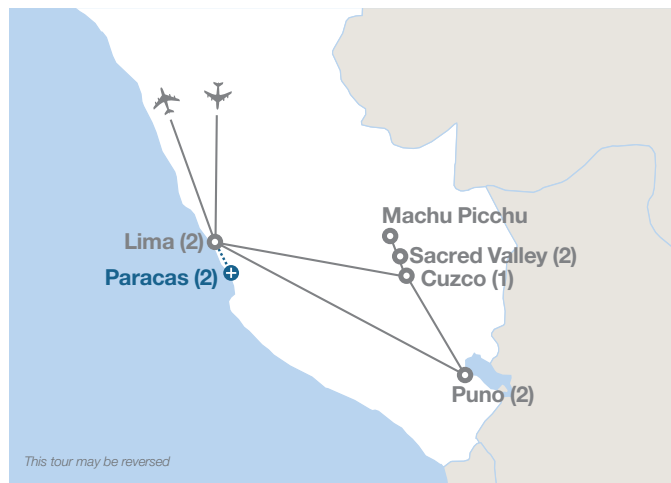
When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

@Eftours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday

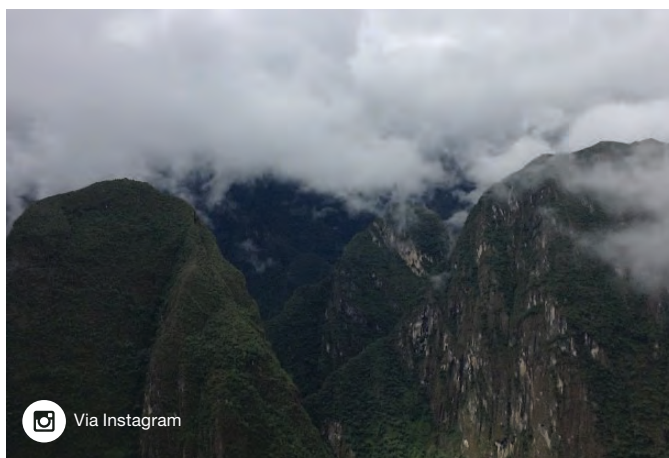
— MELISSA, TRAVELER



Via Twitter



Learn from your Tour Director and expert local guides



Via Instagram

CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at
eftours.com/

Your teacher's Tour Website

What you'll experience on your tour

Day 1: Fly to Peru

- Meet your Tour Director at the airport in Lima. Built on a coastal oasis at the foot of the Andes, Lima has served as Peru's capital since 1535. See vestiges of the city's rich colonial heritage, including the Government Palace, the Cathedral and the 17th-century San Francisco monastery. Prior to the Spanish conquest, the area was home to several Indian civilizations. You'll get a taste of contemporary Lima in the suburbs of San Isidro and Miraflores, which overlook the Pacific. At the Larco Museum, located in an 18th-century mansion built over a 7th-century pre-Columbian pyramid, you'll find the finest gold and silver collection from Ancient Peru, along with other outstanding examples of art and archaeological artifacts.

Day 2: Lima

- Take an expertly guided tour of Lima: Government Palace; Archbishop's Palace; City Hall; Lima Cathedral
- Visit the San Francisco Monastery
- Visit the Larco Museum
- Take a walking tour of Miraflores

Day 3: Lima | Cuzco

- Fly to Cuzco, the "navel of the Earth" and the former epicenter of a vast empire stretching from Colombia to Chile. Once you've adjusted to the altitude, journey to the exquisitely preserved canals and narrow streets of Ollantaytambo.
- Take an expertly guided tour of Ollantaytambo

Day 4: Sacred Valley

- Travel by train to Machu Picchu
- Visit Machu Picchu, the fabled "Lost City of the Inca" and one of the New Seven Wonders of the World. A 35-mile-long trail winds through desert, cloud forest and an orchid-filled jungle before reaching this UNESCO World Heritage Site. Archaeologists have yet to determine why the site, perched atop a mist-shrouded peak, was abandoned. See remnants of temples and terraces that have yet to reveal the true purpose of Machu Picchu—some believe only an elite Incan priesthood knew of its former existence. Your visit will consist of both a guided tour and free time to explore on your own.
- Return by train to Sacred Valley

Day 5: Sacred Valley | Pisac | Cuzco

- Travel to Cuzco by way of Pisac
- Free time to explore the Indian market in Pisac
- Take an expertly guided tour of Cuzco: Korikancha Temple; Cuzco Cathedral
- Visit the Sacsayhuaman Fortress

Day 6: Raqchi | Puno

- Visit Raqchi Temple
- Travel to Puno

Day 7: Puno

- Enjoy a boat ride on Lake Titicaca
- Visit Taquile and Uros islands
- Enjoy hiking and visiting native communities

Day 8: Lima | Depart for home

- Travel to Juliaca
- Fly to Lima, then depart for home

Day 9: Arrive home

2-DAY TOUR EXTENSION

Day 8: Travel to Paracas

Day 9: Paracas

- Enjoy an Islas Ballestas boat cruise
- Visit the Julio C. Tello Site Museum
- Take a walk through the desert to the Morón oasis

Day 10: Lima | Depart for home

- Visit Paracas National Park
- Transfer to Lima, and board an overnight flight for home

Day 11: Arrive home

Watching the sun set while looking over Incan Ruins in Peru. It was breath taking!

– JORDEN, TRAVELER



The itinerary was educational, creative, and perfectly paced. The sites were more amazing in person than I had ever dreamed. If you want to take a trip to a place that is vibrant, alive, and exhilarating, you can't go wrong with Peru.

– CAITLIN, GROUP LEADER



TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. _____
2. _____
3. _____

— The easiest ways to —
ENROLL TODAY



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eftours.com/enroll



Enroll by phone
800-665-5364



Enroll by mail
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

—CHARLOTTE, PARENT OF TRAVELER

“ Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

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Education First

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: April 2022 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: LAUREN COCHAN Cell Phone: 978-522-0069Grade, Group, Class(es) or Course(es): 9-12 Fine Arts / TheatreTotal Number of Students: 40 Number of Male _____ Number of Female unknownNumber of Students Assigned Per Chaperone: 6Total Number of Chaperones: 6-7 Number of Male _____ Number of Female F.A.A.

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 #: 978-522-0069Faculty/Chaperone with Epi-Pen Designation (Name): L. Cochran

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: Cara Riley12/15/20

Signature of School Nurse

Date

Event/Purpose of the Trip: GREECE V

Curriculum Standard Addressed by Trip (Reason for the Trip)

All Fine Arts

Destination: Greenville ()
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 \$ 3200 per person for: approx \$

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] Dec 16, 2020
Signature of Trip Sponsor Date

Approved by: [Signature] 12/16/20 [Signature] 12/16/20
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

May 8, 2018

To: Members of the Chelmsford School Committee
From: Lauren Cochran, Theatre Director and Fine Arts Teacher
Subject: April 2020 trip proposal

Dear Members of the School Committee:

I am once more seeking permission to take students on a ten-day trip to Europe for April vacation 2020. As you know, I've had the privilege to take students for over ten years and the students and I are truly grateful for these opportunities to see the world. These trips are truly engaging, educational and rewarding. The trips take place during April vacation and at minimum, depending on flight schedules, students miss very little school (the maximum is two days).

I once again am hoping to use EF Tours, the oldest and most reliable student tour company. I have been very pleased with EF and they are a stellar organization. Their prices have come in at the lowest when I compare them to other tour companies.

The tour is entitled ATHENS and the Greek Islands.
The tour price of \$3,790.00 and includes airfare, full time tour director, coach bus and driver, cruise, all breakfast and dinners.

I would like to plan early so student and families can go on an installment plan, making it easier for payment. I take one chaperone for every six students.

I hope you can approve this once in a lifetime opportunity for Chelmsford students. The proposed itinerary is attached. Thank you for your consideration.

Sincerely,



Lauren Cochran
Theatre Director and Fine Arts Teacher

The proposed itinerary ATHENS AND THE GREEK ISLANDS:

Day 1 – Fly overnight to Greece

Day 2 Athens

- Walking tour of Athens

- Plaka District

- Temple of Zeus

Day 3

- Guided tour of Athens

- Ancient Olympic Stadium

- Syntagma Square

- Acropolis

- Cooking Class

Day 4

- Athens

- Day trip to Amfissa Valley and Delphi

- Visit an olive farm in Amfissa Valley

- Guided tour of Delphi

- Temple of Apollo

- Delphi Archaeological Museum

Day 5 - 8

- Greek islands – boat trips to islands,

- Shore excursions to Samos, Crete, Santorini included

- Samos and Patmos island archeological sites

- Rhodes Island – medieval city of Rhodes

- Palace of Knossos in Crete

- Oila Village in Santorini

Athens Day 9

- Temple of Poseidon

- Tour Cape Sounion

- Greek evening and dancing

Day 10 – depart for home.