



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday September 21, 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 September 20, 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 September 7, 2021

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

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

NEW BUSINESS

1. Presentation: Dore & Whittier Architects – Update to Facility Conditions and District Master Plan
2. Net School Spending Agreement – MA DESE EOYR Indirect Cost Allocation
3. Recommended FY2022 Budget Transfers

4. Update on the Opening of Schools for the 2021/22 School Year
5. Agenda for School Committee Workshop on September 28, 2021
6. Personnel Report: August 2021
7. Approval of Field Trip and Travel 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
September 7, 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. In-person public participation will be taking place tonight in accordance with social distancing and safety protocols established by the Chelmsford School Committee Public Participation Guidelines. Anyone interested in speaking during the public input portion of the meeting would have notified the superintendent’s office by yesterday afternoon and would have been provided with the guidelines and assigned a time to attend the meeting to speak. 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 their comments or questions during our second public input session at the end of the meeting.”

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of August 24, 2021.**

Ms. Newcomb motioned to accept the minutes from The School Committee meeting of August 24, 2021. Mr. Doherty seconded. Motion carries 4-0 with Mr. Moses abstaining.

Good News

Dr. Hirsch shared we are back to school for the second week and grants are all coming in. The second planning grant for the CHS Innovation Pathways has just been approved as well as the second grant for SEL work in The District. The CHS band will be performing this Friday at the football game!

Public Comments

The Town of Chelmsford’s Diversity, Equity, Inclusion Committee wanted to speak so The School Committee welcomed Natasha Dixon to the meeting. On September 29th at the PAC a film, *I am Not a Racist, am I?* will be shown. The film follows 12 students through the course of a year as they examine themselves and their views about race and racism. Ms. Dixon is requesting support from The School Committee in advertising this upcoming presentation. After the 90-minute film showing, the director will be

on hand to moderate conversations. Ms. Dixon suggested middle school students and older students would benefit by attending along with their families. The presentation is free and open to neighboring communities.

New Business

1. School Committee Meeting Schedule – Fall 2021

Dr. Lang shared that additional dates have been added to the previously approved meeting schedule. Included in tonight's agenda packet is the updated meeting schedule.

2. Permission to Post: School Nutrition Dietician

Tonight's packet includes a memorandum and job description for a part-time, school nutrition registered dietician. This hourly position would not include benefits. Payment will come from the revolving fund.

Mr. Moses moved to approve the posting of the position for a school nutrition registered dietician as presented. Mr. Doherty seconded. A roll call vote was taken. Motion carries 5-0.

3. Report on the Opening of Schools for the 2021/22 School Year

Dr. Lang shared that it was great to see the students back in the classrooms, working with the teaching staff. The facilities look wonderful and are in good working order. As he spoke he shared slides he had created to highlight information about school reopening and to provide facts particularly about COVID, transportation and school technology. The numbers of students vaccinated continues to climb, with 53% of those ages 12 – 15 fully vaccinated and 81% of those 16 – 19 as well. Much more data is requested of students/families at CHS and the middle schools with regard to vaccination status. This status will impact the quarantine required and time students will not be able to attend school. Dr. Lang also included an update on numbers who have enrolled for "Pool Testing" and "Test and Stay". Pool testing will begin the week of September 20th.

Concerning transportation, the numbers of riders are very close to pre COVID numbers. Students can still register to ride the bus. Masks on busses continue to be required as a federal mandate through the Department of Transportation.

Although Technology Director, Bill Silver was not able to attend tonight's meeting, he provided updated slides, which Dr. Lang shared and discussed. The department worked diligently during the summer: all classrooms now have Clear Touch Interactive Panels; more than 1,000 new Chromebooks are deployed for 1:1 for incoming 5th and 9th grade students; each home room at the elementary schools has a mobile cart for Chromebooks; 5,800 devices were cleaned and prepped; and new document cameras are found in all learning spaces. Mr. Silver also has applied for funding through the E-rate program and ESSR II to provide more hotspots for students and additional devices. Additional technology updates include: a new copying system; security enhancements at elementary schools; and staff ID enhancements. Committee members expressed their gratitude to Mr. Silver and his entire department!

4. Personnel Report: July 2021

No action required.

5. Approval of Field Trip and Travel Requests

Mr. Moses moved to approve all the field trips as presented. Mr. Doherty seconded. Motion carries 5-0.

Liaison Reports

Ms. Santos attended the virtual Harrington PTO meeting. They outlined their agenda/events and budget for the coming year.

Action/New Items

Ms. Santos would like to see an update on enrollment and class sizes. She stated she looks forward to the student representatives return to The Committee meetings.

The Chair looks forward to the upcoming workshop for The Committee, as well as goal setting for the new school year. He looks forward to resuming work on the strategic plan as well.

Public Comments

None

Adjournment (7:45 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 18, 2021

Re: Presentation – Update to Facility Conditions and Districtwide Master Plan

Attached please find a PPT presentation that representatives of Dore & Whittier Architects will review at the school committee meeting Tuesday evening as the work to update the facility conditions and districtwide master plan commences.



CHELMSFORD MASTER PLAN

SEPTEMBER 21, 2021










CHELMSFORD PUBLIC SCHOOLS






























































































































Comprehensive Facilities Assessment

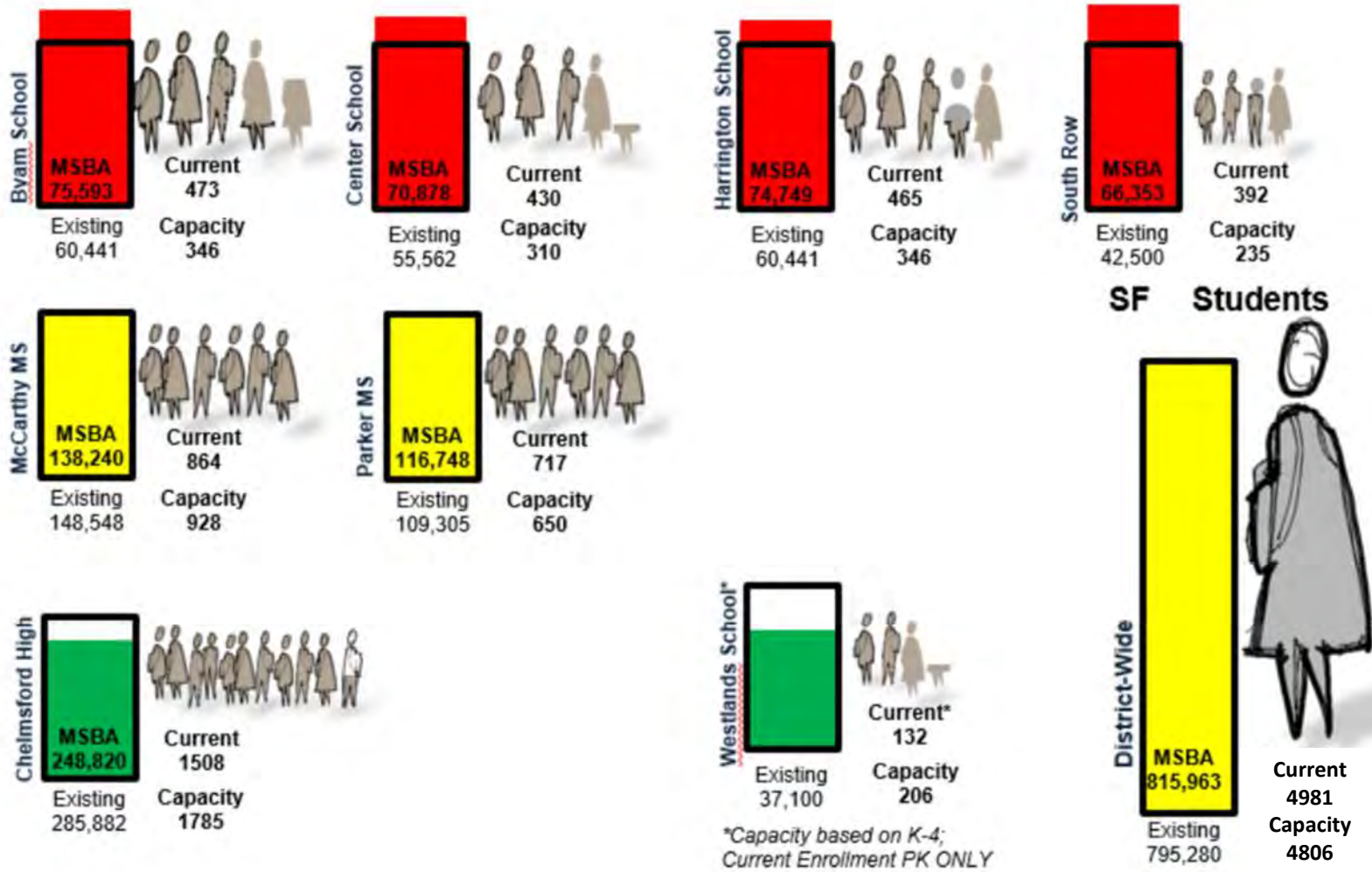


Dec. 20, 2016











LEGEND			
	Excellent		Repair / Replace
	Good Condition		Poor
	Fair / Maintenance		

		BYAM	CENTER	HARRINGTON	SOUTH ROW	MCCARTHY	PARKER	C.H.S.	WESTLAND	101 MILL RD
1	Site & Civil									
2	Site Accessibility / Play Areas									
3	Exterior Building Elements								 	
4	Interior Architectural Elements							 		
5	Accessibility									
6	Structural Elements									
7	Mechanical Systems		 	 	 	  		 		
8	Electrical Systems			 	 	 	 	 	 	
9	Plumbing Systems				 	 	 	 	 	
10	Fire Protection Systems							 		
11	Hazardous Mat. Abatement									
12	Functional Use of Space									



capacity analysis

Image 4: Summary of Building Capacity and MSBA Guidelines

	Existing Enrollment	Capacity by GSF	Capacity by Classroom Count	MSBA Instructional Space Comparative Analysis – Room by Room
Byam ES	473	346	463	 34% are under by 10% or more
Center ES	430	310	440	 35% are under by 10% or more
Harrington ES	465	346	486	 37% are under by 10% or more
South Row ES	392	310	394	 89% are under by 10% or more
McCarthy MS	864	928	800	 67% are under by 10% or more
Parker MS	717	650	572	 53% are under by 10% or more
Chelmsford High School	1508	1785	1470	 84% are under by 10% or more
Westlands School	132* <small>*Pre-K only</small>	206** <small>**Assumes K-4</small>	330** <small>**Assumes K-4</small>	 95% are under by 10% or more

The space needs analyses show that there are educational space needs at all grade level groupings that should be addressed. Because enrollment is expected to increase at the elementary grades, needs will increase at Byam, Center, Harrington, and South Row over the next 10 years. **The District should consider adding space or rearranging programs to increase the capacity of elementary school buildings and provide adequate space for special education. The District should also consider addressing programmatic needs for the middle school science labs.** As the District looks to improve its building inventory, it should consider enrollment capacity, missing and inadequate spaces, and improving instructional space sizes.

Options Summary

A STATUS QUO



D NEW EARLY CHILDHOOD CENTER



E NEW 3-5 UPPER ELEMENARY SCHOOL



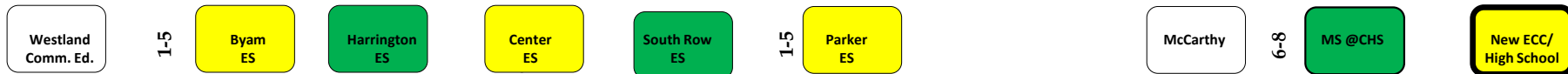
H NEW 6-8 MIDDLE SCHOOL



I2 NEW 7-8 MIDDLE SCHOOL



J5 NEW PK/ HIGH SCHOOL



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
D	Fall: approve funds for full-day K	Spring: submit SOI for ECC Fall: Occupy mods for full-day K	Fall: Begin feasibility for ECC	Fall: Town vote for ECC project	Detailed Design and Construct. Docs	Revisit Master Plan Construct. Start for ECC	Spring: Submit SOI for Parker grades 5-6 renovation Project	Occupy ECC Start feasibility for Parker 5-6	Town vote for Parker 5-6	Detailed Design and Construct. Docs	Revisit Master Plan Start construct. at Parker	Submit SOI for priority #3: Elementary School	Occupy Parker as Grades 5-6
E	Fall: approve funds for full-day K	Spring: submit SOI for 3-5 ES Fall: Occupy mods for full-day K	Fall: Begin feasibility for 3-5 ES	Fall: Town vote for 3-5 ES project	Detailed Design and Construct. Docs	Revisit Master Plan Construct. start for 3-5 ES	Spring: Submit SOI for Priority #2: Elem school project	Occupy 3-5 ES			Revisit Master Plan	Submit SOI for priority #3	
H	Fall: approve funds for full-day K	Spring: submit SOI for Middle School Fall: Occupy mods for full-day K	Fall: Begin feasibility for Middle School	Fall: Town vote for MS project	Detailed Design and Construct. Docs	Revisit Master Plan Construct. start for MS	Spring: Submit SOI for Priority #2: Elem school project	Occupy MS			Revisit Master Plan	Submit SOI for priority #3:	
12	Fall: approve funds for full-day K	Spring: submit SOI for Jr. High Fall: Occupy mods for full-day K	Fall: Begin feasibility for Jr. High	Fall: Town vote for Jr. High project	Detailed Design and Construct. Docs	Revisit Master Plan Start Construct. for Jr. High	Spring: Submit SOI for Parker ES renovation Project	Occupy Jr. High Start feasibility for Parker ES	Town vote for Parker ES	Detailed Design and Construct. Docs	Revisit Master Plan Start construction at Parker	Submit SOI for priority #3: Elementary School	Occupy Parker as ES
J5	Fall: approve funds for full-day K	Spring: submit SOI for HS ECC Fall: Occupy mods for full-day K	Fall: Begin feasibility for HS/ ECC	Fall: Town vote for HS/ECC project	Detailed Design and Construct. Docs	Revisit Master Plan Construct. start for HS/ ECC	Spring: Submit SOI for Priority #2: Elem school project	Occupy HS & ECC Reconfigure District			Revisit Master Plan	Submit SOI for priority #3	

Master Plan Options Timeline





CHELMSFORD MASTER PLAN

SEPTEMBER 21, 2021

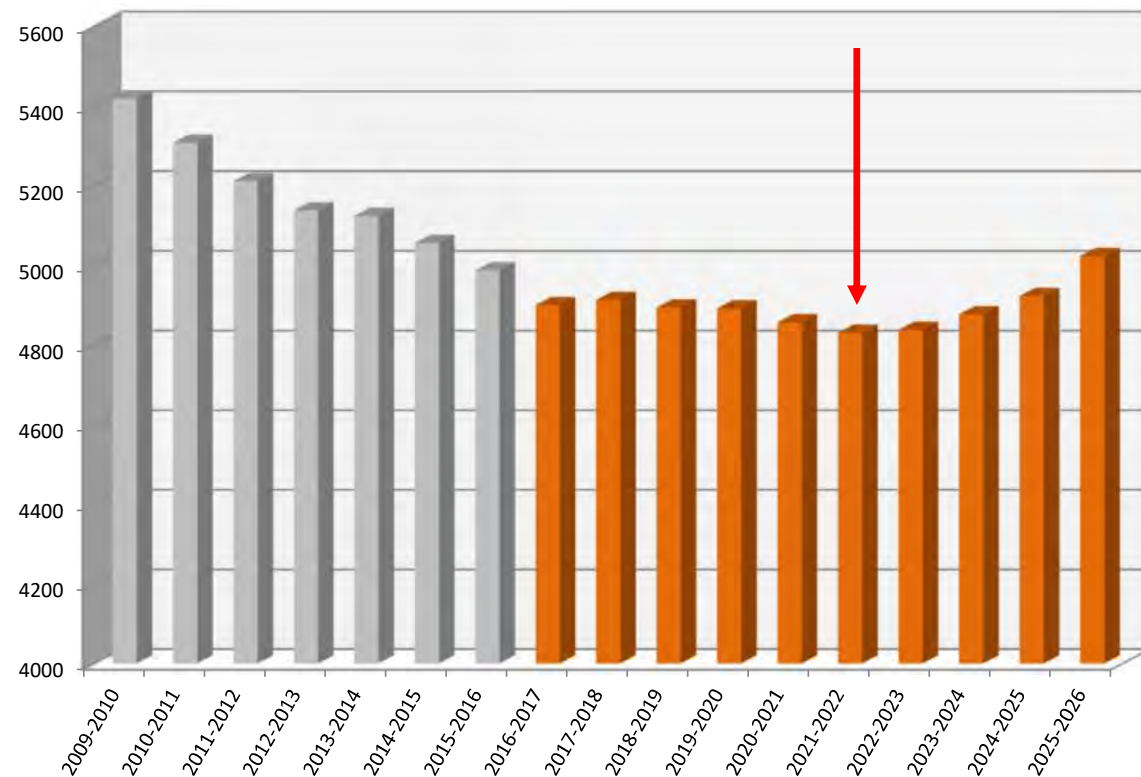




SCOPE OF WORK & SCHEDULE

SCOPE OF WORK

2016 District-wide PK-12 Projection

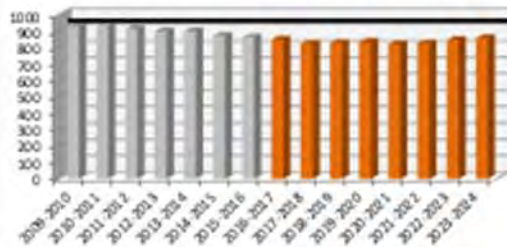


1. Updated Enrollment Projections

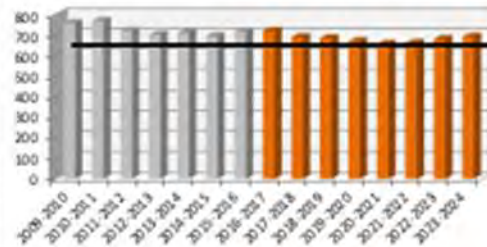
Are we where we thought we would be?

Are the projections the same going forward?

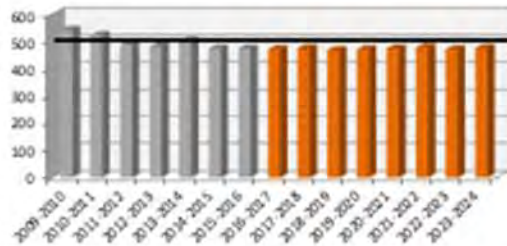
McCarthy Middle School Projection



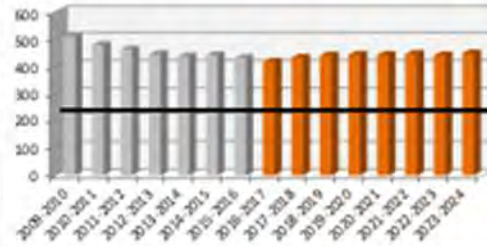
Parker Middle School Projection



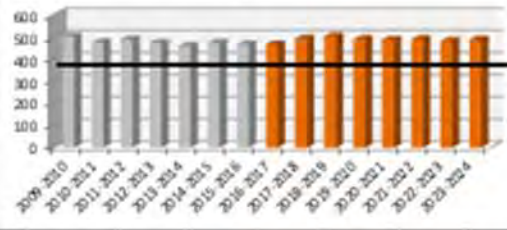
Byam Elementary School Projection



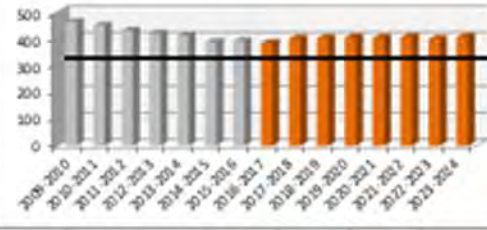
Center Elementary School Projection



Harrington Elementary School Projection



South Row Elementary School Projection



2. Updated Enrollment Projection & Capacity Analysis For Each School

Are we where we thought we would be?

Are the projections the same going forward?

Has there been any shifts in enrollment or catchment areas?



3. Identify / Define Problem Areas
4. Develop Potential Solutions
5. Evaluate Potential Solutions
6. Develop Timeline
7. Review Capital Improvement Priorities
8. Develop Comprehensive Report

MEETING AGENDA

- 9/21/21: Presentation of Previous Work and Scope of Work for Updated Master Plan
- 10/07/21: Open Session with General Public to discuss Grade Configuration / Enrollment Projections & Findings to Date / Priority Project Discussion (approximately 2 hour session)
- 10/20/21: Programing / Visioning / Grade Configuration for Grades 5-8 with Teachers / Staff / Students (approximately 4 hour session)
- 11/09/21: Presentation of Potential Options
Meeting open to all
- 11/16/21: Presentation of Work to Date including Findings and Options
- 12/07 & 12/21: Further review of the Work to Date & Discussion

SCHEDULE

Presentation to SC:
9/21/21; 11/16/21; 12/07/21; 12/21/21

Open Session
10/07/21 @ 6:00

Programing:
10/20/21 @ 12:30 – 4:30

Options
11/09/21 @ 6:00

Draft Report: 1/14/22

Completed Report : 2/18/22



QUESTIONS?

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: September 18, 2021

Re: Net School Spending Agreement – MA DESE EOYR Indirect Cost Allocation

Attached please find an updated copy of the agreement between the Town of Chelmsford and the Chelmsford Public Schools required by the Massachusetts Department of Elementary and Secondary Education (MA DESE) to document the allowable allocation of town expenditures to support educational programs. This agreement is required and reviewed by the external audit firm conducting the town's financial audit in relation to the information provided by the Chelmsford Public Schools on the end-of-year financial report.

I have reviewed this agreement with Joanna Johnson-Collins, Town Manager Cohen, Town Finance Director John Sousa, and Town Accountant Darlene Lussier. This agreement may be amended from time to time as circumstances change. I recommend the school committee vote to accept the provisions as outlined for FY2022 – FY2024 reporting and sign the agreement at the next regular meeting.

**MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF CHELMSFORD AND
THE SCHOOL DEPARTMENT REGARDING MUNICIPAL FINANCIAL
ACCOUNTING & REPORTING FOR THE CHELMSFORD PUBLIC SCHOOLS**

Pursuant to Chapter Seventy of the General Laws of Massachusetts, the Town of Chelmsford, hereinafter referred to as “the Town” and the Chelmsford School Department, hereinafter referred to as “the School Department,” mutually agree that municipal financial accounting and reporting for indirect and direct costs attributable to the School Department shall be comprised of the items listed and calculated as indicated below. Indirect costs are calculated for and reported on Schedules 1 and 19 of the End of Year Pupil and Financial Report to the Massachusetts Department of Elementary and Secondary Education. The Town shall be reimbursed for approved Direct Costs from the appropriate revolving fund or general fund school appropriation.

Indirect Costs

1. Municipal Administrative Services
 - a. Accounting
 - b. Payroll Processing
 - c. Treasury
 - d. Auditing

2. Employee Benefits
 - a. Worker’s Compensation
 - b. Unemployment Compensation
 - c. Middlesex Retirement
 - d. Medicare Withholding Tax
 - e. Health Insurance – Active Employees
 - f. Health Insurance – Retirees

3. Other Expenses
 - a. Property and Liability Insurance – School Buildings
 - b. Solid Waste Collection/Disposal and Snow & Ice Removal
 - c. Maintenance of School Facilities and Grounds

4. Debt Service
 - a. Short-Term BANS
 - b. Long-Term

Reporting

1. Regional School Assessments (Nashoba Valley Technical High School)
2. ~~E-Rate Telecommunications Reimbursement~~

Direct Costs

1. Health Insurance for Child Care and Food Service employees
2. Accounting & Payroll software support contract
3. Health Educator (Substance Abuse Prevention)

Methods of Calculation for Above Items:

1. Municipal Administrative Services
 - a. 25% of the annual salary for the Town Accountant, Assistant Town Accountant, and Bills Payable clerk.
 - b. 50% of the annual salary for the Payroll Administrator.
 - c. 25% of the annual salary for the Treasurer, Assistant Treasurer, and Asst. Collector.
 - d. 50% of actual expenses for the annual audit of Town finances by a qualified CPA firm.
2. Employee Benefits – Percent share based on Town payroll and benefit system records
 - a. Estimated % share of annual Worker’s Compensation expense.
 - b. Actual Unemployment Compensation costs paid by the Town of Chelmsford for School Department claimants.
 - c. Estimated % share of Middlesex County Retirement Assessment for School personnel.
 - d. Actual cost of Medicare Withholding Tax paid by the Town of Chelmsford on behalf of School personnel.
 - e. Actual % share of Health insurance costs for active school employees excluding Child Care and School Food Service employees.
 - f. Estimated % share of Health insurance costs for retired school employees.
3. Other Expenses
 - a. Estimated % share of property and liability insurance expense for school buildings and facilities based upon the statement of values. If the Town’s insurance provider is able to provide a breakdown between Municipal and School buildings, then an actual % share will be used.
 - b. 3.5% of actual Town Solid Waste Collection/Disposal and Snow & Ice removal expenses.
 - c. 65% of actual Municipal Facilities expenditures for personnel, supplies, and services.
4. Debt Service – The report shall provide expenditure details by issuance date.
 - a. Actual interest paid on Bond Anticipation Notes (BANS) used to finance the construction, extraordinary repair, or renovation of school buildings and facilities, textbooks, or educational equipment.
 - b. Actual principal and interest paid on General Obligation Bonds used to finance the construction, extraordinary repair, or renovation of school buildings and facilities, textbooks, or educational equipment.

Reporting – Figures shall be based on the Town Accountant’s records.

1. The actual annual assessment for Nashoba Valley Technical High School.
2. The actual amount expended from the E-Rate account (023619-54000).

Direct Costs

Health Insurance

Health Insurance reimbursement shall be based on the actual cost of providing health insurance for Child Care and Food Service employees. A roster of Child Care and Food Service employees that participate in the Town's health insurance program and are employed as of November 1st of the current fiscal year shall be provided by the School Business Manager or designee to the Finance Director/Treasurer to assist in developing the Town budget for the ensuing fiscal year. The Finance Director will notify the School Business Manager of the charges which shall be appropriated as revenue under Available Funds in the Annual Town Budget.

Accounting & Payroll Software

For cost efficiency, the Town maintains a consolidated Application Service Provider/software support contract with the provider of accounting and payroll software for municipal and school users. The School Department shall reimburse the Town annually for a 50% share of this expense. The Finance Director shall annually notify the School Business Manager and Town Accountant of this charge in writing. Direct cost reimbursements to the Town will be recorded through journal entries by the Town Accountant.

Health Educator (Substance Abuse Prevention)

The cost of the Health Educator's salary shall be equally divided so that 50% is paid from the Board of Health salary budget and 50% is paid by the Chelmsford Public Schools. The Finance Director shall annually notify the School Business Manager and Town Accountant of this cost. Direct cost reimbursement to the Town will be recorded through a journal entry by the Town Accountant.

The Finance Director shall provide to the School Business Administrator a summary of all Indirect Cost and Reporting items for Schedule 1 (based on the previous fiscal year actual expenditures) and for Schedule 19 (budgeted figures for ensuing fiscal year) by August 31st. The School Business Manager shall contact the Finance Director by August 1st to remind the Finance Director of the data needed and allow adequate time for data compilation.

This agreement shall be effective for **FY2022 - FY2024** and will be reviewed annually by both the Town and the School Department. If changes are to be incorporated then a new agreement will be signed and dated between the two parties.

Signed this 21st day of September, 2021.

The Chelmsford Public School Department:

Dennis F. King, II, Chairman

John W. Moses, Vice Chairman

Jeffrey D. Doherty, Secretary

Donna M. Newcomb

Maria L. Santos

Jay Lang, Ed.D.
Superintendent of Schools

Joanna M. Johnson-Collins
Director of Business and Finance

On behalf of the Town of Chelmsford:

Paul E. Cohen, Town Manager

John B. Sousa, Jr., Finance Director

Darlene R. Lussier, Town Accountant

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: September 17, 2021

RE: FY2022 Recommended Budget Transfers – Lane Changes

I am writing to request one budget transfer at this time for FY2022. This budget transfer request is shifting budget funds from the salary reserve lane change account.

The FY2022 local budget had one line item for \$ 73,300 to account for the lane changes for employees who achieved a higher degree (i.e. Bachelors to Masters). This budget transfer is to move funds from the one line (account) into the various labor account numbers associated with the employees who received their lane change increase. The employee's new salary was reflected on their first pay date of the school year.

From		To		Amount
12305000-51460	SALARY RESERVE LANE CHANGE	12310176	51054	4,330
		12310476	51054	4,879
		12310676	51054	4,041
		12305339	51050	4,466
		12305174	51050	7,138
		12305174	51050	4,330
		12305156	51050	4,879
		12305124	51050	4,233
		12310776	51054	5,928
		12305234	51050	855
		12305124	51050	4,879
		12305700	51050	4,879
		12310176	51054	4,330
		12305239	51050	4,856
		12305491	51050	6,082
		Total		70,105

I recommend the school committee vote to approve the FY2022 local operating budget transfer of \$ 70,105 from the salary reserve lane change account to the various labor accounts as presented.

Opening of Schools Update

Chelmsford Public Schools

September 21, 2021

Massachusetts COVID-19 Vaccination Data

DATE PUBLISHED: THURSDAY SEPTEMBER 16, 2021

Town of Chelmsford

Age Group	Population	Individuals with at least one dose	Individuals with at least one dose per capita	Fully Vaccinated	Fully Vaccinated individuals per capita
12 - 15 Years	1,812	1,370	76%	1,167	64%
16 - 19 Years	1,721	1,477	86%	1,403	82%

Pool Testing Participation – School Level

Chelmsford Public Schools

School Level Data - Participation in Pool Testing and Test & Stay Protocol

	Enrollment	Individuals enrolled in Pool Testing	% of School	Individuals enrolled in Test & Stay Protocol	% of School
Chelmsford High School	1,348	297	22%	357	26%
McCarthy Middle School	838	256	31%	296	35%
Parker Middle School	729	172	24%	181	25%
Byam Elementary School	514	165	32%	167	32%
Center Elementary School	494	165	33%	141	29%
Harrington Elementary School	484	118	24%	160	33%
South Row Elementary School	449	169	38%	173	39%

Consents Provided as of 9.6.2021:

1,342

1,475

School Level Vaccinations

Chelmsford Public Schools

School Level Vaccination Data			
	Enrollment	Individuals sharing vaccination status	% of School
Chelmsford High School	1,348	854	63%
McCarthy Middle School	838	190	23%
Parker Middle School	729	163	22%

Implementation of DESE Mask Requirement

August 25, 2021

- At the special meeting of the Board of Elementary and Secondary Education (Board) on August 24, 2021, the Board voted to declare “exigent circumstances” pursuant to the Student Learning Time (SLT) regulations, 603 CMR 27.08 (1), and authorized the Commissioner of Elementary and Secondary Education to require masks for public school students (age 5 and above) and staff in all grades through at least October 1, 2021. The mask requirement is an important additional measure to keep students safe in school at this time.

Implementation of DESE Mask Requirement

August 25, 2021

- After October 1, 2021, if a school demonstrates a vaccination rate of 80% or more of students and staff in the school, then vaccinated individuals in that school would no longer be subject to the DESE mask requirement. DESE will provide additional information to districts in the coming weeks in preparation for the October 1 date, including how to demonstrate the 80% vaccination rate threshold.

Chelmsford Public Schools Weekly COVID-19 Dashboard

Positive COVID-19 Cases in Chelmsford Public Schools

The data in the table below represents the number of positive COVID-19 cases involving students and staff in the Chelmsford Public Schools during the reporting period specified.

Please note the following definitions:

1. Reported positive cases for students: Number of confirmed positive cases for students in our schools (excludes students not in the school building during the 48 hours prior to a confirmed positive case).
2. Reported positive cases for staff: Number of confirmed positive cases for staff members in our schools (excludes staff not in the school building during the 48 hours prior to a confirmed positive case).

A weekly report will be posted each Thursday.

School	Number of STUDENTS with confirmed positive cases from 9/13 to 9/15	Number of district STAFF with confirmed positive cases from 9/13 to 9/15
CHIPs Integrated Pre-School	0	0
Lions Pride Pre-School	0	0
Byam Elementary School	0	0
Center Elementary School	0	0
Harrington Elementary School	0	0
South Row Elementary School	2	0
McCarthy Middle School	3	0
Parker Middle School	0	0
Chelmsford High School	12	0



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday September 28, 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/workshop on the date and time specified.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

NEW BUSINESS

School Committee Workshop Agenda

1. Clarifying School Committee and Superintendent Roles and Responsibilities
2. How to Build High Performing Teams and Avoid the Five Major Dysfunctions of a Team
3. How the School Committee and the Administrative Team Can Increase Student Results by Focusing on – the Right Priorities, Hiring/retaining/assigning the Right People, and Improving Professional Relationships

ADJOURNMENT

CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent

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

Date: September 15, 2021

Re: Personnel Report – August 2021

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

Personnel Report – August 2021

New Hires

Albert, Lindsay

School Counselor

Harrington Elementary School

Effective date: 8/30/21

Angadi, Sowmya

Paraprofessional

CHIPS

Effective date: 8/30/21

Fleming, William

Interim Math Teacher

Chelmsford High School

Effective date: 8/30/21

Lovett, Karen

Lunch/Recess Aide

Harrington Elementary School

Effective date: 8/30/21

Lynch, Kristen

Registered School Nurse

CHIPS

Effective date: 8/30/21

McCusker, Christalyn

Paraprofessional

Harrington Elementary School

Effective date: 8/30/21

Miller, Cheryl

Lunch/Recess Aide

Parker Middle School

Effective date: 8/30/21

Nehme, David

ICTS Network Manager

Central Office

Effective date: 8/30/21

Reed, Diane

ABA Paraprofessional

CHIPS

Effective date: 8/30/21

Robbins, Johnna

Paraprofessional

Chelmsford High School

Effective date: 8/30/21

Sheldon, Dolores
Lunch/Recess Aide
Harrington Elementary School
Effective date: 8/4/21

Sundberg Coelho, Jessica
Integrated Preschool Teacher
CHIPS
Effective date: 8/30/21

Tedesco, Catherine
Lunch/Recess Aide
Parker Middle School
Effective date: 8/30/21

Van Gelder, Joseph
Paraprofessional
Chelmsford High School
Effective date: 8/30/21

Resignations:

Amenkowicz, Maryanne
Lunch/Recess Aide
McCarthy Middle School
Effective date: 8/30/21

Benjamin, Kristen
MCAS Clerk
Chelmsford High School
Effective date: 8/2/21

Day, Sandra
Grade 5 ELA/Social Studies Teacher
Parker Middle School
Effective date: 8/24/21

DeOliveira, Grasielle
Paraprofessional
Byam Elementary School
Effective date: 8/17/21

Endo, Mayumi
Lunch/Recess Aide
Harrington Elementary School
Effective date: 8/6/21

Erickson, Jessica
Paraprofessional
Center Elementary School
Effective date: 8/11/21

Fannon, Lisa

Lunch/Recess Aide

Center Elementary School

Effective 8/10/21

Fultz, Kimberley

Paraprofessional

Center Elementary School

Effective date: 8/26/21

Gray, Ronald

Supervisor of Students

Parker Middle School

Effective date: 8/5/21

Heck, Deirdre

Paraprofessional

CHIPS

Effective date: 8/8/21

Kulis, Lori

Registered Nurse

CHIPS/Community Education

Effective date: 8/4/21

Lyna, Patricia

Paraprofessional

Harrington Elementary School

Effective date: 8/24/21

Malone, Rebecca

Paraprofessional

Center Elementary School

Effective date: 8/11/21

Quigley, Ellen

ABA Paraprofessional

South Row Elementary School

Effective date: 8/9/21

Rollo, Stephanie

ABA Paraprofessional

CHIPS

Effective date: 8/16/21

Sittler, Kaitlyn

ABA Paraprofessional

South arrow Elementary School

Effective date: 8/16/21

Swanson-Williams, Alexandra

Math Teacher

Chelmsford High School

Effective date: 8/9/21

Thakur, Ishita

Paraprofessional

CHIPS

Effective date: 8/15/21

Retirements:

Assignment Changes:

Castonguay, Mary (Formerly ABA Paraprofessional at Byam Elementary School)

Paraprofessional

Byam Elementary School

Effective date 8/30/21

Corbett, Robyn (Formerly Substitute and Facilities Coordinator)

Executive Assistant to the Superintendent of Schools

Central Office

Effective date: 8/23/21

Gauthier, Susan (Formerly Spanish Teacher at Chelmsford High School)

Paraprofessional

Chelmsford High School

Effective date: 8/30/21

Hand, Michelle (Formerly Interim Paraprofessional South Row Elementary School)

ABA Paraprofessional

South Row Elementary School

Effective date: 8/30/21

Labenski, Leeanna (Formerly Interim Kindergarten Teacher at South Row Elementary School)

Paraprofessional

Center Elementary School

Effective date: 8/30/21

LaRosa, Charles (Formerly Paraprofessional at Harrington Elementary School)

Supervisor of Students

Parker Middle School

Effective date: 8/30/21

Shah, Kejal (Formerly Interim Paraprofessional at South Row Elementary School)

Paraprofessional

Parker Middle School

Effective date: 8/30/21

Srivastava, Shruti (Formerly Interim Paraprofessional Center Elementary School)

Paraprofessional

Center Elementary School

Effective date: 8/30/21

Approval of Field Trips and Travel Requests

1.) Chelmsford High School

Band, Chorus & Orchestra Students

February 18 – 21, 2022*

Walt Disney World Resort

Orlando, FL

* Revised travel dates. This trip was originally approved for 2021 travel, however was cancelled/postponed due to COVID pandemic.



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the Chelmsford School Committee
From: Matt Sexauer, Director of Bands, Chelmsford High School
Date: September 15, 2021
RE: February 2022 Trip Update

Attached you will find the most recent updates for a previously approved, postponed trip to participate in the Disney Performing Arts workshops and performances at the Walt Disney World Resort in Orlando, FL.

Previously approved trip: The Performing Arts Department at Chelmsford High School will be leading a student trip to the Walt Disney World Resort in Orlando, FL during February vacation, 2022. This trip was originally approved by the School Committee in 2019 and was postponed due to the pandemic. This trip is open to CHS students enrolled in Band, Chorus, or Orchestra.

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: CHS PARKER McCARTHY BYAM CENTER HARRINGTON SOUTH ROWDay(s) of Week for Trip: MON TUE WED THR FRI SAT SUN Trip Date: 2 / 18 / 22 If Overnight Trip, Return Date: 2 / 21 / 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: Kate Comeau, Amanda Roeder, Matt Sexauer Cell Phone: 978-930-1874 (Sexauer)Grade, Group, Class(es) or Course(es): Band, Chorus, & Orchestra, grades 9-12Total Number of Students: 130 (estimated) Number of Male 65 Number of Female 65Number of Students Assigned Per Chaperone: 8Total Number of Chaperones: 15 Number of Male 7 Number of Female 8

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

Faculty/Chaperones (Names): Kate Comeau, Amanda Roeder, Matt Sexauer, Sean Wright, Roslyn Bonnar, Jen Orsini

additional chaperones TBD

Cell Phone #: 978-930-1874 (Sexauer)Faculty/Chaperone with Epi-Pen Designation (Name): Kate Comeau, Amanda Roeder, Matt Sexauer

If applicable

Is a Nurse Needed? Yes No

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

Reviewed by:

Signature of School Nurse

Date

Event/Purpose of the Trip: Performance workshops, public performance

Curriculum Standard Addressed by Trip (Reason for the Trip)

Public performance, musical enrichment

Destination: Walt Disney World Resort
 Facility _____ (407) 560-7834
 Facility Telephone
1413 Buena Vista Dr.
 Facility Street Address _____ Lake Buena Vista _____ FL
 City State

Estimated Leave Time: 2:00 am a.m. / p.m. **Estimated Return Time:** 10:00 pm a.m. / p.m.

No. of Regular School Buses Needed: NA **No. of Wheel Chair Accessible Buses Needed:** TBD

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) Chelmsford High School, front entrance

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

Equipment: musical instruments, color guard equipment, personal luggage
 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: Meal plan is factored into the trip experience, cash on hand for meals stated at student cost.

TRIP COST/FUNDING

Please see attached tour proposal

Price per Bus: \$ _____ **Total Cost of Bus Transportation** \$ _____
Total Price of event \$ _____
Additional Costs _____ \$ _____
Total Cost of Trip \$ _____

School/Org. to pay for: _____ \$ _____
Student paying \$ _____ **per person for:** _____ \$ _____

Please list any other circumstances that may affect the trip:

Submitted by: *Matthew Syvan* 9/15/21
 Signature of Trip Sponsor Date

Approved by: *[Signature]* 9/15/21
 Signature of Dept/Head/Coordinator Date

[Signature] 9-15-21 9/15/21
 Signature of Building Principal Date

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

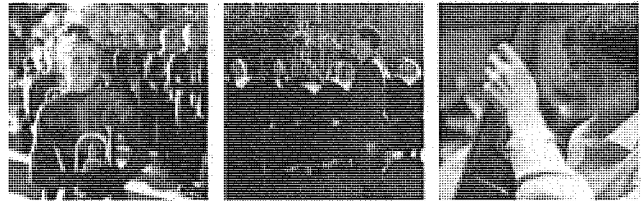


TOUR PROPOSAL

Every Bob Rogers Travel tour comes with these essentials:

- Motor coach operators that adhere to the strict USDOT standards for safety
- Payment options tailored to fit your group's needs and schedule including the option to have BRT automatically collect payments from travelers through our Individual Payment System
- Professional liability insurance and a consumer protection plan as recommended by the Student & Youth Travel Association
- The same high level of service and attention to detail which the company was founded on in 1981

YOU WANT TO GIVE YOUR STUDENTS THE WORLD. WE HELP YOU TAKE THEM THERE.



Founded by a former music educator, Bob Rogers Travel has been making student travel simple since 1981. Our team's singular focus is to allow you to keep yours – because when you can focus on inspiring students while we handle your trip, we all do our best work. Our team is comprised of educators, musicians and travel professionals. Together, we've planned over 6,000 memorable student travel experiences.

Founded by a music educator in **1981**

carried over **550,000** travelers in over **6,500** trips

450 years of performing arts experience and **400 years** of travel experience combined

every trip is **custom** no two trips are alike

Contact David Brachmann at (800) 373-1423 ext. 245 or dbrachmann@bobrogerstravel.com



TOUR PROPOSAL

TOUR FEATURES

<p>MOTOR COACH</p> <ul style="list-style-type: none"> Local Motor Coach Transportation as needed per the Itinerary Round Trip Transportation to Airport From School Gratuities for your motor coach driver(s) <p>HOTEL</p> <ul style="list-style-type: none"> 3 Nights' accommodations at Fairfield Inn & Suites Orlando Lake Buena Vista at the Marriott Village Breakfast at hotel All Students will pay Quad Occupancy Price (Quad Occupancy must be maximized) <p>SECURITY</p> <ul style="list-style-type: none"> 2 Dedicated overnight chaperone(s) <p>MEALS</p> <ul style="list-style-type: none"> 4 - \$15 Disney World Dining Cards <p>THEATER/ATTRACTION TICKETS</p> <ul style="list-style-type: none"> Disney Performing Arts Performance 4 Day Starter (1 park per day) Ticket to the Walt Disney World® Resort <p>CLINIC</p> <ul style="list-style-type: none"> Participation in Disney's Soundtrack Sessions: Instrumental Participation in Disney's Soundtrack Sessions: Vocal <p>PERFORMANCES</p> <ul style="list-style-type: none"> Performance at the Walt Disney World Resort (pending acceptance and availability) <p>OTHER</p> <ul style="list-style-type: none"> IPS - Individual Payment System 7 Complimentary Director Package(s) (based on single occupancy) \$3,000 Allotted for Equipment Truck BRT Luggage Tags 2 Onsite Company Tour Director(s) Company representative for airport 	<p>check-in</p>
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Contact David Brachmann at (800) 373-1423 ext. 245 or dbrachmann@bobrogerstravel.com



TOUR PROPOSAL

TOUR PRICING

Occupancy	Paying Participants
	120-129 Land Only
Quad	\$1,129
Triple	\$1,195
Double	\$1,255
Single	\$1,509

Airfare Costs non included in above pricing (estimated around \$450 per person)

Non-inclusions/Options

- Roundtrip Airfare
- Meals stated at student cost
- Rental costs for chairs, stands, instruments or keyboards for performances/clinics (BRT can assist in arranging the rental of these items)
- TripMate offers a specially priced Enhanced Trip Protection which includes a CFAR* (Cancel For Any Reason) feature for BRT travelers. *CFAR coverage covers 75% of the nonrefundable trip cost. Trip cancellation must be made with BRT 2 days or more prior to scheduled departure. Traveler must "opt in" to this plan within 20 days of initial deposit to be eligible for CFAR coverage. This benefit is not available for residents in New York.
- Baggage Fees for checked baggage, oversize/overweight luggage or instruments*

***AIRLINE BAGGAGE FEES:** Most airlines charge additional fees for checked baggage. Checked baggage fees are NOT included in your estimated tour package costs (unless otherwise noted). Fees vary by airline and can range from \$60 for the first checked bag (round trip) to over \$200 for an overweight or over sized item (round trip). BRT strongly recommends considering an equipment truck to reduce your costs. Please ask your BRT representative for more information.

PLEASE NOTE – Seats on Motor Coach: Due to current COVID-19 regulations, the front four seats need to be left vacant to allow distancing for the driver. This leaves you with a lower traveler capacity. See pricing bracket for more specific traveler counts.

Contact David Brachmann at (800) 373-1423 ext. 245 or dbrachmann@bobrogerstravel.com

Associations



- Student Youth Travel Association (SYTA)
- National Tour Association (NTA)
- American Bus Association (ABA)
- International Air Transport Association (IATA)
- American Choral Directors Association (ACDA)
- Members of 25 State Music Associations
- Official Sponsor of Make-A-Wish
- Producer of the Thanksgiving Parade of Bands

Accolades

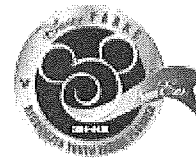
- Top Producer for Broadway.com (since 2010)
- Top Producer for the Chicago Symphony Orchestra (since 2013)
- A Disney Youth Programs PremEar Travel Planner
- Top Producer for Disney Performing Arts OnStage at Walt Disney World (since 2011)
- Top Producer for Festival Disney (since 2014)
- Universal Orlando Resort Preferred Youth Travel Planner



Walt Disney World® Resort
PARTNERS AWARD

Presented to Bob Rogers Travel

For exemplary leadership and achievement within the student travel industry providing quality experiences and demonstrating business integrity, while embracing and promoting the Magic of Disney.



Presented to an ABA member demonstrating that it has what it takes to make an impact in the group travel industry—today.

Financial Protection and Insurance

When you travel with BRT your investment is protected

- Professional liability insurance
- Optional Trip Cancellation Insurance
- Consumer Protection Plan

Book With Confidence ...

With the BRT Trip Assurance Program

Student group travel typically is planned months or years in advance. It requires significant investments by educators, parents, students and BRT, in both time and money.

We want you to know that your financial investments are in good hands. With the BRT Trip Assurance Program, if your group must cancel its trip, we will go the extra mile to ensure that the highest refund possible goes back to you.

How Does the BRT Trip Assurance Program Work?

At BRT, we customize each trip to the needs of our educators and their students.

A single trip can require coordination with several partners, from transportation companies to hotels to performance venues, with each partner having policies covering cancellations and refunds. During trip planning, we will proactively communicate cancellation deadlines to the group leader.

Should your trip have to cancel for reasons beyond your control, we will work with each of these partners to get you the highest refund possible. As you get closer to your trip's departure, the non-refundable amounts paid by BRT to vendors will continue to increase. However, if do you need to cancel close to departure, BRT will always work with these vendors to get the highest refund possible.



Every newly booked trip is a part of the Trip Assurance Program.

Additional Insurance?

Help guarantee the best refund by including "**Cancel for Any Reason (CFAR)**" insurance on your trip. This coverage will refund **up to 75%**, and when coupled with our dedicated efforts typically results in a total combined refund of **80% – 95%**. Contact us to learn more or to add CFAR Insurance to your trip.



Our Promise:

If your group cancels its trip for reasons beyond its control, we will be your advocate to get you the highest refund possible.



Program Summary:

With very few exceptions, if and when the full group chooses to cancel:

- **91 days or more** from trip departure date: **100% refund** less any non-refundable vendor payments.
- **90 days or fewer** from trip departure date: refund less any non-refundable vendor payments and a 15% service charge.

To learn more about the **BRT Trip Assurance Program** visit:
bobrogerstravel.com/trip-assurance



Bob Rogers Travel