



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 7, 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 6, 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 August 24, 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.

Ms. Latosha Dixon, Town of Chelmsford DEI Committee

NEW BUSINESS

1. School Committee Meeting Schedule – Fall 2021
2. Permission to Post: School Nutrition Dietician

3. Report on the Opening of Schools for the 2021/22 School Year
4. Personnel Report: July 2021
5. 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

Procedure for in-person public participation at school committee meetings

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

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

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

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

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

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 24, 2021
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. Jeff Doherty (Secretary), Ms. Donna Newcomb and Ms. Maria Santos. Mr. John Moses is not present tonight.

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 9, 2021.**

Ms. Newcomb motioned to approve the minutes of the regular school committee meeting on August 9th. Mr. Doherty seconded. Motion carries 4-0.

Good News

Dr. Hirsch shared that new faculty will be coming in tomorrow and on Thursday. This past week staff came back to school to set up their classrooms. Ms. Santos said that some student activities have begun including “Band Camp” this week. They will be performing on Thursday at 5:00 p.m. at the stadium. Athletics also begin this week.

Public Comments

None

New Business

1. Approval of 2021-22 Student Handbooks

Dr. Hirsch included a memorandum and a copy of the handbook in tonight's agenda packet. An addendum which pertains only to CHS is also included. There are not many changes, but a few language changes have been made concerning attendance. Last year the handbook included small disclaimers which addressed issues required due to the COVID outbreak. Those sections have been removed **except for the section on "health"**. The ALICE protocols have been added and are replacing the previous "lock down" protocols.

Ms. Newcomb motioned for The School Committee to approve the Chelmsford Public School District Handbook for the school year 2021-22. Mr. Doherty seconded. Motion carries 4-0.

Principal Murray has joined the table and thanked the CHS staff for an amazing job done during the last school year. He is also thankful for changes made this summer to CHS both inside and outside the building. He spoke of changes to the CHS Addendum, including the new safer procedure for visitors entering the school. The varsity jacket program is being revived. Absent students will no longer lose academic grade points for unexcused absences. Homework on vacations is being eliminated. Proposed changes have also been made to "credit recovery", "independent studies" and "jobs and mentoring". The Chair made a correction to the addendum to change the student activity fee from \$100 to \$50 as previously voted by The School Committee. The grade point average has been adjusted to 5.0.

Ms. Newcomb motioned for The School Committee to approve the Chelmsford High School Handbook for the school year 2021-22. Mr. Doherty seconded. Motion carries 4-0.

2. Approval of Contract: Update to Facility Conditions and Districtwide Master Plan

Dr. Lang stated that only one proposal was received, and it was from Dore & Whittier Architects, Inc. who we have contracted with in the past. He recommends that the School Committee approve this contract for \$75,000. The cost will be covered by an ESSER Grant. The contract is being prepared by The Committee's attorney. The work will begin soon after Labor Day and should be concluded by February vacation week.

Ms. Newcomb motioned for The School Committee approve authorization to enter into a contract with Dore & Whittier Architects for the purposes of an update to the facility conditions and districtwide master plan at the cost of \$75,000. Mr. Doherty seconded. A roll call vote was taken. Motion carries 4-0.

3. 2021-22 School Committee Self Evaluation

In tonight's agenda packet, The Chair has included the combined results of the self-evaluation. Most responses to the categories were "agree" or "strongly agree". The exception being The Strategic Plan which has been delayed due to COVID. This will be good to share for the upcoming workshop.

4. School Committee Workshop – Discussion

Dr. Lang included a memorandum in the agenda packet advising that a workshop could be scheduled for September 28, 2021, with Dr. Paul Ash, from Ribas and Associates. Dr. Lang proposes a 6:00 p.m. start time for the workshop which will last for two to two and one-half hours. A follow-up session may be scheduled for six months later. The Committee agreed to the time and date.

5. 2021-22 Return-to-School Planning

Peggy Gump, the District Coordinator for School Nurses, joined the meeting. Dr. Lang spoke of the need for safety to be at the forefront as well as the need to return to “in-person” school. To complement tonight’s presentation Dr. Lang has created a slide show which is included in the agenda packet for the meeting.

a. Curriculum, Instruction and Assessment Roadmap

Dr. Hirsch discussed what the district has already been doing (which is being endorsed by DESE). The process begins with connecting with students and families. Next is reviewing prior student information including benchmark data, with a focus on students returning to and staying in school. Assessment schedules at the beginning of the school year, data collection and progress monitoring will be necessary. Additional assessments in ELA and mathematics are being added for the high school. Programs/tools for grades 7 – 12 are being added in social studies and perhaps later in science to offer additional support. Curriculum adjustments and pacing guides be made based on data results. SEL and diversity programs are being enhanced and being supported by professional development. More interventionists will be hired, after school, on-demand tutoring programs are possible and additional extended school day learning opportunities will be offered. To fully appreciate all that is happening and planned, please view Dr. Hirsch’s full presentation from tonight on Chelmsford Telemedia.

b. Student Enrollment Update

Data was compiled on August 21st for enrollment and the slide is included in tonight’s agenda packet. The total number of students is 5,032 so far which is comparable to enrollment before COVID. More enrollments are expected during the next few weeks. Based on guidance from DESE and DPH schools are required to be in-person, full-time for five days a week for the 2021-22 school year.

Mitigation: Dr. Lang shared the CPS mitigation strategies which are in place to support a healthy return to school. CPS requires all students and staff to wear masks while inside the school buildings. As of today, this is a DESE mandate for the entire Commonwealth. Masks are required at all times on school busses per the Department of Transportation. Students and staff need to continue to self-screen for COVID symptoms (and stay home if symptomatic) and use proper hand hygiene. Additional mitigation measures will be in place as well. The District encourages all who are eligible to be vaccinated.

c. COVID-19 Pool Testing

The District will continue with weekly pool testing for all staff and students who volunteer to participate. This is recommended mostly for those who are not vaccinated. Pool testing was quite successful last school year. The Commonwealth will continue to pay for the pool testing for this school year.

d. Protocol for COVID-19 Positive Case Management

Peggy Gump, Coordinator of School Nurses, joined the meeting to elaborate on pool testing and review COVID symptoms.

e. Procedure for Identification of Close Contacts and Quarantine Options

Ms. Gump shared that a “close contact” is someone who has been within six feet of a COVID-19 positive individual indoors for at least 15 minutes during a 24-hour period. A person who is fully vaccinated and symptom-free is not considered to be a “close contact” and will be exempt from the quarantine protocol. Since all are wearing masks on the busses (with open windows) “close contact” does not apply.

f. Notification of COVID-19 Positive Cases and Close Contacts

Ms. Gump reviewed the protocols for quarantine for those who test positive for COVID-19. She provided details of the three options available for those who have been exposed to the virus: test and stay; quarantine and test; and quarantine. Her presentation and slides may be viewed by watching tonight's meeting. Dr. Lang reviewed the notification protocols in place for the coming year. There will be one communication this year to advise whether or not the student or staff has been deemed a "close contact" and their options moving forward. CPS will provide a school by school dashboard, updated weekly, with the number of positive COVID-19 cases. Staff and students will be given the opportunity to share their vaccination status with the district by uploading their vaccination card.

g. School Facility Cleaning Procedures

Increased school cleaning will be done by hiring extra contracted cleaners during the school day and Wednesday nights and Saturdays. ESSER funding will cover these costs. CPS custodians will "fog" all common, educational and office areas twice weekly.

h. School HVAC System Assessment and Improvements

Working with The Town significant improvements have been made to the HVAC systems. All systems are in the highest working order with the best possible filtration systems in place. The website will soon have a link to the HVAC reports and updates. Current details may be found in the slide show of tonight's packet. There are air purifiers in any spaces that do not have clean air exchange. All filters are replaced on a regular basis.

i. Personal Protective Equipment (PPE)

All schools are well-stocked in PPE. Students and staff are encouraged to use their own masks, but additional masks will be available at all schools.

j. School Nutrition Services (Breakfast and Lunch Program)

The USDA will be paying for the breakfast and lunch program again this school year. Meals will be available for all students. Dr. Lang shared that lunches will be taken in the cafeteria areas. Elementary and middle school students will eat at assigned tables each day. Masks will be removed only while eating. While the weather is nice middle and high school students may opt to eat outdoors.

Arts Safety Protocols: This slide shot specifies protocols for performing and visual arts this coming school year. Masks, sanitizing hands and as much spacing as possible should be in place at all times indoors. Music classes will be moved outside when possible, where masks will not be required. Masks and distancing indoors will be required for physical education classes, with mask breaks being given. Classes will be held outdoors when feasible. Equipment will be sanitized at the end of each school day and more often when possible.

k. Extracurricular Activities (Activities and Athletics)

Activities and athletics will take place this year. Massachusetts Interscholastic Athletic Association (MIAA) guidelines will be followed.

Action/New Items

Ms. Santos would like to hear more about how technology will continue to be implemented in the curriculum when schools reopen.

Public Comments

None

Adjournment (8:48 p.m.)

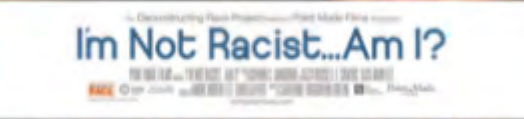
Ms. Newcomb motioned to adjourn. Mr. Doherty seconded. Motion carries 4-0.

*Respectfully submitted,
Sharon Giglio, Recording Secretary*



Chelmsford DEIC
Presents

I'm Not Racist... Am I?



FREE In-Person Screening and
Discussion with Film Director,
Catherine Wigginton Greene



September 29, 2021
7:00 – 10:00 PM

Chelmsford
Performing Arts Center
200 Richardson Road



Event to follow current
CDC guidelines



CHELMSFORD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING SCHEDULE

July 2021 – December 2021

July 20	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 9	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 24	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 28	6:00	School Committee Workshop Governing Relations & Goal Setting	Administration Office
October 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 26	5:00	School Committee Workshop DEI Workshop	Administration Office
November 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 16	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 23	5:00	School Committee Workshop DEI Workshop	Administration Office
December 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 14	5:00	School Committee Workshop DEI Workshop	Administration Office
December 21	6:00	School Committee Meeting	Administration Office (TELEVISED)

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

CC: Nancy Antolini – Director of School Nutrition

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

DATE: September 3, 2021

RE: School Nutrition Registered Dietician Job Posting – Part Time Hourly

I would like to recommend a new part-time hourly position of School Nutrition Registered Dietician. The following page includes the proposed job description.

This position is being recommended due to the enhancements to the school nutrition program in menu planning, menu variety, recipe planning while also meeting the specialized dietary needs of individual students.

This position would be a part-time hourly position and not eligible for health insurance benefits. The hourly rate has a range of \$ 25 to \$ 30 per hour. This position is funded from the food service revolving fund (501).

Thank you for your consideration.

Chelmsford Public Schools

Job Description

Job Title:	SCHOOL NUTRITION REGISTERED DIETICIAN	FTE:	PART-TIME HOURLY
Location:	CHELMFORD HIGH SCHOOL	Reports to:	DIRECTOR OF SCHOOL NUTRITION
Qualifications:			
JOB SUMMARY Support and assist the department in accordance with department, district, state and federal policies and regulations to ensure nutrition and financial integrity.			
REQUIREMENTS: <ul style="list-style-type: none">Registered DieticianDemonstrated knowledge of school nutrition and operations with a minimum of 3 years' experience in food service operationsMust be SERV Safe and Mass Allergen Certified and obtain the following within six (6) months of hire: SNA Certified and SNS Credentialed			
EDUCATION: <ul style="list-style-type: none">Bachelor's degree with dietetic experience			
ESSENTIAL DUTIES/SKILLS/ABILITIES: <ul style="list-style-type: none">Knowledge of USDA Child Nutrition Program, production records, food labels, allergens, recipe development.Experience in personnel management, including supervision of kitchen managers and frontline staff.Excellent communication: verbal and written communication skills, customer service and interpersonal skills.Excellent organizational and analytical skillsExhibits leadership and professionalism among co-workers, school staff and all stakeholdersDemonstrated skill and knowledge in the use of technology, computers and food service software, proficient skills in MS Office, Google Drive and social media; willingness to learn new programs.Assists in the development and planning of in-service trainingParticipate in Wellness Advisory Committee for the districtWork cooperatively with all stakeholders and with a diverse populationAdditional duties as assigned by the DirectorValid Driver's License			
Terms of Employment/Work Year):			
200 days per year; non-affiliated; hourly position of 18.75 hours per week. Hourly wage range between \$ 25 - \$ 30 per hour.			
Date:	September 3, 2021		

Massachusetts COVID-19 Vaccination Data

DATE PUBLISHED: THURSDAY SEPTEMBER 2, 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	1,341	74%	1,134	63%
16 - 19 Years	1,721	1,469	85%	1,388	81%

School Level Vaccinations

Chelmsford Public Schools

School Level Vaccination Data			
	Enrollment	Individuals sharing vaccination status	% of School
Chelmsford High School	1,348	277	21%
McCarthy Middle School	838	76	9%
Parker Middle School	729	91	12%

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	84	6%	123	9%
McCarthy Middle School	838	111	13%	123	15%
Parker Middle School	729	100	14%	130	18%
Byam Elementary School	514	97	19%	119	23%
Center Elementary School	494	124	25%	142	29%
Harrington Elementary School	484	65	13%	85	18%
South Row Elementary School	449	100	22%	117	26%

Consents Provided as of 9.6.2021:

681

839

Student Transportation Update

In a typical school year:

- CPS transports approximately 3,400 students on 29 buses daily.
- 3,169 riders have registered to ride the bus.

This chart highlights the bus registrations from the 2021/2022 school year:

Registration Period	Dates	# of Riders
Early Bird	June 1 to July 5	1,398
Regular	July 6 to July 31	1,001
Late	August 1 to August 15	407
	August 16 to September 2	363
	September 3 to January 31	
Half Year	Feb 1 to present	

Technology Updates: Technology & Learning Space Enhancements

- All learning spaces are equipped with
 - Clear Touch Interactive Panel
 - Chromebox
 - Web-cameras
 - Microphone
- Deployment of 1,000 New Chromebooks for 1:1 – Late August
- Elementary Schools with over 100 Mobile Carts – One for each homeroom
- Cleaning and repair of devices to add two grade levels to 1:1 initiative
- Summer work included preparing over 5,800 devices for fall preparation
- New document cameras for all learning spaces
- Completion of 100 new monitors and docking stations from older PC unit use

Technology Updates (Continued): Technology Enhancement Funding Sources



Application in process for ECF Funding through E-rate program for the following:

70 student hotspots for checkout in school libraries
2,000 new devices for students
200 new devices for staff



ESSR II Funding to enhance mail protection for students and staff

Technology Updates (Continued): Copying, Security, and Badging Systems

New copying system, PaperCut allowing for:

- Press print from anywhere in the district
- Expanding this year for large format printers (color and black/white)
- System completion by October

Capital security enhancements at elementary level completed

- Third stage of project – similar to MS and HS upgrades
- Cabling completed
- 90% of cameras installed – anticipated completion in the next several weeks

Staff ID Badge Enhancements

- Two new badge printing stations – updating staff credentials (i.e. swiping in and releasing work on PaperCut system)
- HS student badging coming soon
- CHS visitor management system coming soon – New vestibule
 - Scans visitor's license
 - Checks visitor against several national databases
 - Provided badge with picture and pertinent information

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 3, 2021

Re: Personnel Report - July 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 – July 2021

New Hires

Bowser, Karen

Paraprofessional

McCarthy Middle School

Effective date: 8/30/21

Cain, Robert

ICTS Technician

Central Office

Effective date: 8/16/21

Chambers, Sarah

Special Education Teacher

Parker Middle School

Effective date: 8/30/21

Dantas, Donna

Central Office

Financial Analyst

Effective date: 8/23/21

Desrosiers, Melanie

Paraprofessional

Parker Middle School

Effective date: 8/30/21

Gunter, Jordan

ICTS Technician

Central Office

Effective date: 7/26/21

MacNeil, Erin

Dean

Chelmsford High School

Effective date: 8/2/21

Magrath, Erica

Grade 1 Teacher

South Row Elementary School

Effective date: 8/30/21

McMeniman-Pinheiro, Amy

Secretary

Chelmsford High School

Effective date: 8/23/21

McSwiggin, Laurie

Technology Integration Specialist

District-wide

Effective date: 8/30/21

Monahan, Meagan
Paraprofessional
South Row Elementary School
Effective date: 8/30/21

Ortiz, Matara
Lunch/Recess Aide
Center Elementary School
Effective date: 8/30/21

Segool, Jordan
Grade 7 Science Teacher
Parker Middle School
Effective date: 8/30/21

Senkal, Caroline
Lunch/Recess aide
Byam Elementary School
Effective date: 8/30/21

Silva, Amie
ABA Paraprofessional
Parker Middle School
Effective date: 8/30/21

Resignations:

Avila, Kristopher
Paraprofessional
McCarthy Middle School
Effective date: 7/22/21

Babiec, Kimberly
ABA Paraprofessional (NECC)
Parker Middle School
Effective date: 7/28/21

Crawford, Dani
Paraprofessional
Parker Middle School
Effective date: 7/26/21

Endo, Mayumi
Lunch/Recess Aide
Harrington Elementary School
Effective date: 7/31/21

Gesualdi, Dawn
School Counselor
Byam Elementary School
Effective date: 7/20/21

Grossman, Stephanie

Interim Kindergarten Teacher
South Row Elementary School
Effective date: 6/17/21

Hedlund, Kendra

Interim Lunch/Recess Aide
Center Elementary School
Effective date: 6/17/21

Lyons, Jennifer

Interim Lunch/Recess Aide
Harrington Elementary School
Effective date: 6/17/21

McLaughlin, Kathryn

Interim Paraprofessional
South Row Elementary School
Effective date: 6/17/21

Pereira, Antonio

ICTS Network Administrator
Central Office
Effective date: 7/9/21

Petzold-Eley, Brenda

Interim Lunch/recess Aide
Byam Elementary School
Effective date: 6/17/21

Quinn, Karen

Paraprofessional
Parker Middle School
Effective date: 7/23/21

Silva, Celine

ABA Paraprofessional
Byam Elementary School
Effective date: 7/20/21

Tarrant, Donna

Interim Lunch/recess Aide
Center Elementary School
Effective date: 6/17/21

Vadakattu, Anitha

Interim Paraprofessional
Byam Elementary School
Effective date: 6/17/21

Viswanatha, Kamal
Paraprofessional
McCarthy Middle School
Effective date: 7/8/21

Williams, Virginia
Interim Math Teacher
Chelmsford High School
Effective date: 6/17/21

Retirements:

Assignment Changes:

Autio, Jennifer
Lunch/Recess Aide
Harrington Elementary School
Effective date: 8/30/21

Decker, Shannon (Formerly Interim Paraprofessional at Byam Elementary School)
ABA Paraprofessional
Parker Middle School
Effective date: 8/30/21

Dillman, Susan (Formerly Technology Assistant)
Technology Integration Specialist
Effective date: 8/30/21

Grout, Kristi (Formerly Paraprofessional at Byam Elementary School)
Technology Assistant
Byam Elementary School
Effective date: 8/30/21

Raji, Patricia (Formerly Lunch/Recess Aide at Parker Middle School)
ABA Paraprofessional
Parker Middle School
Effective date: 8/30/21

Secor, Rosheen (Formerly Interim Paraprofessional South Row)
Paraprofessional
South Row Elementary School
Effective date: 8/30/21

Approval of Field Trip and Travel Requests

1.) McCarthy & Parker Middle School

8th Grade Students enrolled in French

Quebec City

May 27 – May 30, 2022



Québec City

explorica.com/Nollet-8464

May 27 - May 30, 2022

Day 1 Bonjour Québec

Meet your tour director
Travel to Québec City
Québec city walk: Dufferin Terrace , Old Québec & Château Frontenac
Crêperie dinner

Day 2 Québec City landmarks

Breakfast
Québec tour director-led sightseeing: l'Escalier casse-cou (breakneck steps) , Notre-Dame-des-Victoires, Rue Saint-Jean
Musée du Fort visit
Tour Director led Plains of Abraham battlefield re-enactment
Basilica of Sainte-Anne-de-Beaupré tour
Montmorency Falls visit
Dinner and traditional entertainment at a sugar shack

Day 3 Quebec City

Breakfast
Museum of Civilization visit
Guided tour of La Citadelle
Copper Museum visit
Dinner

Day 4 Au revoir Québec City

Breakfast
Village des Hurons guided visit
Travel home



Reserve your Spot!



Tour Center ID: Nollet-8464

Registration deadline: June 24, 2021

What's included

We provide everything you need for a remarkable trip:

- Round-trip transportation
- 2 overnight stays (3 with extension) in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

Tour investment

Students (travelers under the age of 23): \$829

Adults (age 23 and over): \$1,009

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 June 11, 2021, your monthly payment would be just \$73.10. (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.

Enroll online,
by phone, or by mail



explorica.com/Nollet-8464



1.888.310.7121



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



PO Box 9033
Charlottesville, VA 22906-9033

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: 5 / 21 / 22 If Overnight Trip, Return Date: 5 / 30 / 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: Mike Kentu Cell Phone: 206-462-9887

Grade, Group, Class(es) or Course(es): 8th Grade French

Total Number of Students: 40 Number of Male TBD Number of Female TBD

Number of Students Assigned Per Chaperone: 6

Total Number of Chaperones: ___ Number of Male ___ Number of Female TBD

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

Faculty/Chaperones (Names): Mike Kentu, Genevieve Gamon, Jess Nolley
Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Mike Kentu
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.

* Nurse will review once we have an exact list of students attending. MJ O'Malley

Reviewed by: _____
Signature of School Nurse Date

Event/Purpose of the Trip: French immersion + culture

Curriculum Standard Addressed by Trip (Reason for the Trip)
World Language

Destination: Quebec City (_____) _____
Name of Facility Facility Telephone
Facility Street Address City State
detailed itinerary provided in Sept 2021

Estimated Leave Time: 5 a.m. / p.m. Estimated Return Time: 5 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) McCarthy Middle School

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:

TRIP COST/FUNDING

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

Total Price of event \$ 829

Additional Costs \$ L

Total Cost of Trip \$

School/Org. to pay for: \$ 0

Student paying \$ 829 per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by:

[Signature] 6/16/21
Signature of Trip Sponsor Date

Approved by:

[Signature] 6/16/21
Signature of Dept. Head/Coordinator Date

[Signature] 6/17/21
Signature of Building Principal Date

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

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: 5 / 27 / 22 If Overnight Trip, Return Date: 5 / 30 / 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: Jess Nallet Cell Phone: 978 387 9592

Grade, Group, Class(es) or Course(es): 8th Grade French

Total Number of Students: TBD Number of Male ___ Number of Female ___

Number of Students Assigned Per Chaperone: 10:1

Total Number of Chaperones: TBD 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, Mike Wanta, Genevieve Cannon
-more to be added as needed Cell Phone #: _____

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

Is a Nurse Needed? Yes ___ No TBD

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

will get nurse signature after we have a roster.

Event:/Purpose of the Trip: French enrichment

Curriculum Standard Addressed by Trip (Reason for the Trip)
French WL Standards

Destination: See attached itinerary (____) _____
Name of Facility Facility Telephone

Facility Street Address City State

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

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

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

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

Bus Pick-Up Location (be specific) _____

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

Equipment: _____

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

Meal Plans: _____

TRIP COST/FUNDING

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ _____

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

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

Please list any other circumstances that may affect the trip:

Submitted by: _____
Signature of Trip Sponsor Date 9/1/21

Approved by: _____
Signature of Dept. Head/Coordinator Date 9/1/21

Signature of Building Principal Date 9-1-21

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