

COUNCIL OF CHELMSFORD SCHOOLS

Chelmsford High School • McCarthy Middle School • Parker Middle School • Chelmsford Integrated Preschool
Byam Elementary School • Center Elementary School • Harrington Elementary School • South Row Elementary School

Minutes of October 20, 2020 meeting

GoToMeeting online 7:02 pm; adjourned 9:29pm

1. Welcome: Emily Dilworth, Co-President

2. Minutes: Hana Barker, Secretary. Motion to pass May minutes
Johanna moves to accept; Laura: 2nd; passed

3. Treasurer's Report: Betsy Hebert, Treasurer
a few dates need changing; balance is of September 1
current balance slightly over \$5,000
all usual expenses put on the report

4. Superintendent's Report: Linda Hirsch

- 6th week of school!!!!!!!
- new learning models for everyone; impressed with how well it's being executed. Teachers and staff working very hard, and kudos to parent support from home.
- She is monitoring protocols, watching information from state; "living it and sailing it all at the same time"
- Parker Middle school kitchens redone; McCarthy auditorium work moving forward
- re: State color coding; anticipating red for second week. Source appears to be assisted living facility. Students are reported where they live (Chelmsford college students get reported here). Learning how to digest the data. Our protocols appear to be working; we need to be prepared for: complete remote, as well as bringing kids back full time (modified days, or full days).
- Would like parents to know regarding learning model changes... trying to accommodate requests, trying to collect the data
- lots of moving parts

5. School Committee Report: Dennis King

- staff is doing a fantastic job; feels like a long time already
- School Committee discussed the learning models extensively, looking at timelines for transitions
- Staff focus groups with Maria Santos and Jeff Doherty, discussing what's working, what needs improvement, etc.
- Transportation has been expanded to include all students K-8 outside of 1 mile; also CHS student shuttle bus (12, currently)
- Food Service – doing great, free meals lunch & breakfast will continue
- some sports are in action; some got moved to different season
- financially we are doing well; have received some covid relief funds; TM approved Parker kitchen and McCarthy auditorium

Emily: thanks Administration; their work is noticeable and appreciated

6. Table of Plenty, Mary Moriarty

- Used to serve meals Tuesday evening at the Center Center
- Last fall paired with Merrimack Valley Food Bank to provide backpack food at Harrington
- when school closed, ToP started packing food on Wednesday AMs to go out to about 40 school families; 5-6 veterans and a few homeless families in town – great community support
- When school ended, moved to "grab and go" meals in mid-June. started with 61 meals; last night 92 cars, 231 meals and 3 walk-ins, plus anyone wanting it, gets a bag of groceries (from the Senior Cen-

ter). 4:30 - 6pm on Tuesdays.

- Nice to be successful and sad for the reason there's increased need for assistance
- huge donation from Aggregate Industries, very generous \$19K
- Saturday - ToP is doing the battle of the Boos, decorating a trunk
- Senior center food drop off 75 Groton Road, Tuesday AM
- Anything in particular for Thanksgiving? They just got Gift Cards from Congregation Shalom (Market Basket); this coming Tuesday they are giving out Halloween bags to give to every car coming through plus \$25 Gift Card.

7. CPS Food/Nutrition, Nancy Antolini

- serving 1200 meals a day in the district; 100-150 left over each day as students have choice and it's hard to know who is absent on any given day
- two pickups... Tuesday night and Friday night according to DESE regulations.
- Tuesday nights, 350 meals x 3 meals in each bag
- Friday nights slightly fewer (cohort B)
- all work done out of the high school; great team of people
- USDA providing support
- how are dietary needs / special foods addressed? Parents should speak to Nancy; she doesn't require doctor's note and Nancy will make a special bag (not sent through school) to keep track of it and to ensure no cross contamination
- food distribution, tough to get foods at any given time, so she has to work around that
- team of 21; AM and PM shift; tries to keep shifts separate for safety; trying to stay safe
- has discussed protocols with Peggy Gump, limiting contact and time

8. Community Read-In Report: Ginger Skoog

- No read-In held this past spring; it was too hard to add to teacher's burden; librarians were already doing a lot of recording, etc.
- This year's challenge anticipated to be similar... what's the best way to support reading efforts in the school without adding disruption – how to translate to screen
- Susan Mackinnon is going to take Read-In on... has grandkids in the system... trying to brainstorm if something can work
- Do we need to pivot? To still meet the mission of promoting reading and community-building
- Technology side: renewed the SignUp.com, used for organizing the Read-In on the back end; advantage of full license is we get 150 user licenses shared with all PTOs to use
- PTO Presidents got email from Ginger with info on how to use; Ginger happy to help if desired
- Calendar overlay possible with Google suite, so Ginger would like to publish a group calendar view so we can see all the PTO meetings – Ginger needs the link from PTO gmail calendar and also PTO needs to use the calendar
- For example, Center School uses google calendar already, so PTO adds to it

9. Photography Report: Jamie Outland Brown

Betsy: question regarding timing of the O'Connor's check... may not

be able to pay out at January meeting...aim for March meeting to include retakes, etc. given the challenges surrounding scheduling this year

- 2 schools have completed; CHS half done
- Parker Nov 9 & 13; Harrington Nov 17 & 18 & 19; CHS Oct 22nd; SR Oct 27, 30, & Nov 4; McCarthy Nov 10, 12; CHips Nov 5
- Many questions going on with photography...O'Connor is pushing an email online order campaign so less paper, less handling.
- On photo day, the school directs where the photos are taken, and how. O'Connors maintains 6' distance from child; otherwise school dictates how it will operate. Student can put paper form in the bucket. Photographer wears a mask; students wear mask until they sit down, and connects student name to QR code to match kids up. One-way traffic. Some schools doing outside shoot – at Principal discretion. So those questions – go to Principal.
- O'Connors will stay late, whatever works for Principal.
- Every school is handling remote students differently, again up to Principals
- Turnaround...about the same as usual...3-5 weeks; Jamie will confirm schedule within the week. Group photos as composite; group photos will be taken in the spring if it's safe
- All student photos taken on school property. Cannot go to homes; they don't have the resources.
- Retakes: Principal schedules retake.
- Our contract ends this year. If parents are not happy / happy; we need this feedback.
- Need quality and financially feasible for families
- Do we want to investigate new vendor for photography?
- Ginger likes Jamie's idea for a parent survey
- Jamie will draft survey and share with PTO Presidents prior to sending out. Ginger will help get it out; maybe PTOs can present at next meeting.
- Jamie - parent complaints, etc. coming in late... every child gets a class photo or composite regardless. Class photo may not come with regular package, so parents need to keep an eye out for it.
- Jamie double checking class photo K-12? We are thinking K-6, or K-8.

9 1/2. PRincipal Report: Principal Fulreader

- no parking issues at open house!
- Many fewer parents participating
- she is guessing as parents are also teaching, they were more familiar with curriculum
- new ELA curriculum, great program with great book exposure, diverse topics, characters and cultures

10. Food Collection Idea: Laura Wilkinson

- Byam did a food collection in August...and also got Chelmsford Alumni involved; had 2 car loads of groceries to donate to ToP
- Everyone wants to pitch in... so might there be a way to do this?
- Start in December after Project 300, and each PTO can take a month and do a grocery collection
- "Fill the Bags" – what's an ideal grocery bag? So PTOs can possibly pack the bags ahead of time
- Byam can start the December collection, trying to bring donations over each week
- So PTOs discuss with Boards and get back to Laura
- CHS would take a month but not May or June
- LIME doing a food drive
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Question on Districtwide communications: CHS -- great; McCarthy?? not sure; South Row great communication, notified right away and felt informed. Harrington seemed pretty thorough. Johanna -- SR very good emails, clear. Also appreciated the phone call from Nurse Gump helping to know what to do with the family... Ginger -- Center

doing well, no panic. Better to communicate thoroughly. 10 students does not constitute a "cluster" it's per 100,000 of community members. If Teachers went out -- that would pose a problem. Need community support? District working with outside groups, etc. to help ensure we preserve the safety of the school District.

PTO Reports

CHIPS: Jennifer delSolar

- very first PTO meeting last week; CHIPS started 2 weeks later than everyone else.
- Knock on wood, no cases so far
- Class sizes 1/3 of last year's sizes for safety
- Doing a virtual open house in November; working with teachers
- Sandwich Board for school to share more information out front
- Trying to update Facebook page, and flyers
- Battle of the Boos

Byam: Laura Wilkinson

- No elections yet – coming next week
- working with Harrington and Chips for Halloween, pumpkin carving competition; best decorated car trunk
- Michelle's Menagerie is closing; High Touch High Tech closing; so adjustments to Enrichment. Pumpkin Lady for 2nd grade and 4th; to decorate. So still holding program.
- Went in on truckload of pumpkins with South Row to give to families for free to participate in the carving competition; working with Patenaude farm
- doing a holiday shopping guide highlighting fundraisers
- Reynolds Brothers owns Blue Bunny Bookshop to get signed copies of books (Include Laura's info in minutes here)
- other Enrichment going on, historical figures online

Center: Ginger Skoog

- Have a new board and transitioned over the summer; 2 plus Enrichment Coordinator stayed on; Erica Thornton President, Carey Noel VP, Tara Leyden Treasurer and an Asst. Secretary; nice to have new folks
- Trunk or Treat limited to Center Community
- trying to adjust Enrichment programming
- Discovery Museum google meets possibly? working with IT
- Adjusting upcoming and 'regular' activities for covid

Harrington: Amanda Collison

- over the summer, partnered with Byam and Parker for mask sale, very successful. Schools benefited proportionally to purchases
- Battle of the Boos, pumpkin carving, Byam CHIPS
- Dining to Donate with Chipotle
- Trying to figure out how to provide winter store shopping
- PRIDE wear coming up

SR: Johanna Shaw

- great Board transition only one position change
- Worked on communication methods; including remote families
- SR webpage, twitter and instagram to try to ensure communications between all parents; FB hard to find things
- Bunch of stuff cancelled and working to find safer replacements. All K students received mask and welcome note.
- Fall decorations hunt and contest; signup via Google form and provided map to check out the decorations; Google form to vote
- Did traditional welcome back lunch, Cafe 1
- stuffing bags with candy bars
- Spirit wear sales on
- Raffle off Disney tickets
- Drive in movie night; license only for indoors but got special ok,

CTM trying to help

- Checking out other Enrichment options
- Katie / McCarthy / Center interested in group drive in movie, maybe at high school? Last week in March/April?

McCarthy: Theresa Evans

- McCarthy scaled back the calendar; not focusing on fundraising
- welcome back teacher lunch
- movie night possible
- Recycle Day coming up November 7, 8am - 3pm (longer) joint McCarthy and Center fundraiser
- looking at Dining to Donate
- Project 300, PTO supports and run by teacher, November 16-20... collecting food all week. Usually coordinate with BrickHouse. Scaled back not allowing kids to go door to door.

Question: how did welcome back lunches go, socially distanced? Center delivered bag lunches as ordered; McCarthy preplated and people picked up and went back to their room

Parker: Cheryl Bean

- Need a secretary; so Cheryl is also Secretary
- no welcome back lunch; PTO bought a new fridge for staff room instead
- Pizza fundraiser usually combined with book fair; Scholastic is only giving Scholastic dollars and no \$\$\$. Setting it up to drive through and pumpkin decor along driveway
- Did mask sale, that was
- group sale
- GoToMeeting -- only 2 parents attended
- Enrichment Coordinator looking for online stuff

CHS: Kris LeFebvre

Question: Betsy, High School MCAS...sophomores and some freshman (biology); so is high school trying to make up for students that missed MCAS...and juniors/sophomores that took related classes -- biology

Dr. Hirsch: DESE has notified schools to go through the logistics to administer MCAS to sophomores, how is it done? Close school and run test? Re: Class of 2022...was supposed to have Legacy Test (but we're teaching new curriculum now...) what are the logistics, they have already taken the classes; MCAS saying it is voluntary... "voluntary/mandatory thing" ...if the students don't take that test, how will Abigail Adams and Koplik Scholarships be affected? They are working on it, don't have all the answers.

?? Refresher classes? Have to figure out something to help prepare the students. Can't hold back diploma on that basis; and have to make grants available.

Jamie: Jamie has the form for PTOs to order the banners and will send it around.

24" x 72" vinyl ; and the technical information

O'Connor will donate a family portrait photo package to raffle this year

Parker and Harrington and Center in for food drive

Meeting adjourned at 9:29