



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

DATE: Tuesday April 12, 2022 TIME: 6:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

Filed with Town Clerk:

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 April 11, 2022 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 March 15, 2022

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. Reorganization of School Committee
 - a. Election of School Committee Chair
 - b. Election of School Committee Vice Chair
 - c. Election of School Committee Secretary
2. Spotlight on the Schools: Center Elementary School

3. Care Solace Referral Resource – Verbal Update
4. Academic Assessment Calendar Update
5. Potential Middle School Merger/Realignment Working Group – Verbal Update
6. Anticipated Last Day of School: Students & Staff
7. School Committee Policy Updates
 - a. BEDH – Public Comment at School Committee Meetings
 - b. BEDH-E – Guidelines for Public Comment
8. 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
March 15, 2022
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. Jeff Doherty (Secretary), Mr. John Moses, 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 February 17, 2022
2. Approval of the minutes of the regular school committee meeting of March 1, 2022

Mr. Moses motioned to approve the meeting minutes from the regular School Committee meetings of February 17, 2022, and March 1, 2022. Mr. Doherty seconded. Motion carries 5-0.

CHS Student Representatives Announcements

Katrina congratulated Maddie Priestly, Olivia Hall, Amelia Kelly and Naomi DeSouza who ran in the Indoor Track Nationals in New York last weekend. House Olympics are happening this week at CHS. The staff won last night's basketball tournament while the seniors dominated today's hockey game. Juniors attended the Career Opportunity breakfast today. Spring sports registration has begun!

Sarah shared that term three ends in two and a half weeks. At that time seniors who are participating in the Capstone Project will have their last day in school. She congratulated the Speech and Debate Team

who competed in the Harvard National Forensics Tournament. Sophia Roy advanced to the finals in “informative speaking” and Rishi Ajmera advanced to finals in Lincoln/Douglas Debates. The Writing and Literature Club is hosting a school-wide contest where pieces submitted will address the theme “love”. The Theatre Guild will host the Massachusetts High School Drama Festival preliminary round here on March 20th.

Ms. Santos added that the Career Fair was great!

Good News

Dr. Hirsch shared that this Saturday the 11th annual grade four through twelve Choral Festival will take place at 1:30 at the CHS PAC.

Public Comments

None.

New Business

1. Ratification of MOA: Chelmsford School Administrators’ Association

Dr. Lang outlined the terms of this three-year agreement and language changes. Town Manager, Cohen who is part of the School Committee’s negotiation team, is also present tonight for the vote. Dr. Lang recommends full ratification.

Mr. Moses motioned to ratify the Memorandum of Agreement with the Chelmsford School Administrators Association as presented. Mr. Doherty seconded. A roll call vote was taken. Motion carries 6-0 (with Town Manager Cohen included in the vote).

2. School Committee Mid-Year Goals Review

An update on the goals is included in tonight’s agenda packet. Mr. King is pleased with accomplishments so far this year. Ms. Newcomb likes the new format! She would like to see the results of the Strategic Planning Workshops included in the document going forward.

Mr. Moses motioned to accept the report as a report of progress as amended. Mr. Doherty seconded. Motion carries 5-0.

3. Superintendent Mid-Year Goals Review 4. Vote on School Choice Program: 2022/23 School Year

An update on the goals is included in tonight’s agenda packet. Dr. Lang is pleased with what has been done thus far and looks forward to continuing the work on these goals for the remaining months of the school year.

Mr. Moses motioned to accept the report as a report of progress. Mr. Doherty seconded. Motion carries 5-0.

4. Vote on School Choice Program: 2022/23 School Year

Dr. Lang shared that there will be room for incoming ninth grade students in the upcoming school year. Up to 16 incoming freshmen may be accepted under this program. The \$5,000 per students paid to the district from the state helps to fund the 1:1 computer initiative.

Mr. Moses motioned to accept sixteen (16) additional/new students at Chelmsford High School in Grade 9 under the Commonwealth of Massachusetts School Choice Program in the 2022/23 school year, bringing the total School Choice participation in the Chelmsford Public Schools to forty-five (45) enrolled students in the 2022/23 school year. Mr. Doherty seconded. Motion carries 5-0.

5. Vote to Establish Special Education Reserve Fund - MGL Chapter 40, Section 13E

In addition to the packet in tonight's agenda about this item in "New Business", Dr. Lang provided a detailed explanation on how this reserve fund works and would be beneficial to the Chelmsford Public Schools for future or unbudgeted special education needs. For a full understanding of this reserve fund, please view tonight's School Committee meeting on Chelmsford Telemedia. Dr. Lang addressed questions from The Committee.

Mr. Moses motioned for the School Committee to vote to establish a special education reserve fund in accordance with the provisions of Massachusetts General Law chapter 40, paragraph 13E. Mr. Doherty seconded. A roll call vote was taken. Motion carries 5-0.

6. Vote to Approve Regular Education Student Transportation Contract

Ms. Johnson-Collins proved details to supplement the information contained in tonight's agenda packet. The only bid received was from NRT. Currently it costs the district \$400 per bus per day. In year one of the new contract it will cost \$412 per bus per day.

Mr. Moses motioned to approve the regular education transportation contract for three years with two years of option. Mr. Doherty seconded. A roll call vote was taken. Motion carries 5-0.

7. FY2022 Budget Projection

Ms. Johnson-Collins reported on the projection included in tonight's agenda packet. At this time the budget looks favorable.

8. Recommended FY2022 One-Time Budget Expenditures

Dr. Lang presented projects for The Committee to review for funds that will be available for re-allocation. The details are included in tonight's packet. The materials for some of these projects will need to be ordered soon to allow the projects to be completed during the summer. For this reason, some of these projects will need to be approved tonight. Recommended projects include new cafeteria tables for three elementary schools and a new lighting system for the high school stadium (the lights currently there can be repurposed elsewhere in the district, for example at the tennis courts). More of these projects may be voted on at the next meeting.

Mr. Moses motioned to approve the listed one-time purchase recommendations. Mr. Doherty seconded. A roll call vote was taken. Motion carries 5-0.

9. Recommended FY2022 Budget Transfers

Ms. Johnson-Collins discussed the budget transfers proposed in tonight's agenda packet.

Mr. Moses motioned to approve these FY22 local operating budget transfers for the Chelmsford Public Schools as presented. Mr. Doherty seconded. A roll call vote was taken. Motion carries 5-0.

10. Incoming 5th Grade Students - Middle School Assignment

Dr. Lang reviewed the past practice that all students at Center and South Row attend middle school at McCarthy. The majority of students from Byam and Harrington go to Parker Middle School, but a small portion of these students are sent to McCarthy each year. Dr. Lang has reached out to the parents of that small group of students (32 students in all) letting them know that these children would be able to go to Parker in the fall instead of McCarthy if desired. This would enable these students to remain with the children with whom they attended elementary school. The response was that 16 would like their children to attend Parker, while the other 16 chose McCarthy. The choice is completely voluntary. Although policy allows Dr. Lang to make this determination without approval of The Committee, he wanted to hear members' thoughts on this. The Committee is fine with Dr. Lang's suggestion. No further action required tonight.

11. Update on COVID-19: Case Count, Pool Testing Initiative, At-Home Rapid Antigen Test Kit Program Participation, and Student Vaccination Status

Dr. Lang shared the updates in tonight's agenda packet and provided additional information. The data is looking strong for the community. The vaccination numbers keep rising which is also good. Pool testing continues to go well. Last week 99.7% of tests were negative. Positive tests are receiving support. At-home tests continue weekly. The COVID Dashboard is posted to the web site every Friday morning.

12. Personnel Report: January 2022

No action required.

13. Personnel Report: February 2022

No action required.

14. School Committee Policy Updates

MASC has removed policies that were instituted during the height of the COVID 19 outbreak and are no longer needed. The mask mandate for busses is no longer in effect because the federal government has removed the requirement. Currently masks are required in the school nurses' offices. The Chair included a document in tonight's agenda packet suggesting updates to policies EBC and BEDH discussed these proposals with The Committee at tonight's meeting. The Chair will work on the formatting for these proposals and present them for approval at the next meeting.

15. Approval of Field Trip and Travel Requests

Mr. Moses motioned to retroactively approve the field trip to Boston that went successfully. Mr. Doherty seconded. Motion carries 5-0.

Liaison Reports

Ms. Newcomb shared that South Row had a successful book drive. Their virtual Science Fair is available as a slide show on the South Row website. "Curious Creatures" and a therapy dog visit took place today. A visit to the second grade from "Wing Masters" will take place on the 21st of this month. Byam will host "Paint Night" with Mrs. Brown on the 16th and the 26th a hootenanny talent show will take place. On the 29th the "Artist in Residence", Rob Serrett, will begin a three-day visit. Tomorrow night The Chelmsford Council of Schools will meet. March is hosting a youth art exhibit at the Chelmsford Public Library in the McCarthy Room.

Mr. Doherty said that CHS parents, for "Pi Day", provided 220 Table Talk pies for staff to celebrate the day! The CHS PTO is still needing parents to help with the breakfast to take place after the prom. The Boosters provided financial support for the Nationals at Virginia Beach. Their big fundraiser is scheduled for Saturday at The Establishment to celebrate St. Patrick's Day.

Ms. Santos added that the McCarthy PTO will hold "Rock 'n' Roll" Bingo on March 25th. Student Bingo already has 75 participants lined up for this Friday afternoon. A joint breakfast was provided for the administration and staff. Over 100 7th grade students attended "The Black and Light Dance".

The Chair shared that the CHIPS PTO met and most recently offered the enrichment for dental health with all students receiving toothbrushes. A staff appreciation breakfast was appreciated by all. Spirit Week will take place the beginning of May and volunteers are needed for all activities.

Dr. Lang attended a national meeting for superintendents in Nashville in February. It provided a good opportunity to discuss lessons learned from the pandemic. It was helpful to get a national view and to meet with superintendents from many other states.

Adjournment (7:56 p.m.)

Mr. Moses motioned to adjourn. Mr. Doherty seconded it. 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: April 11, 2022
Re: Spotlight on the Schools: Center Elementary School

Attached please find a PowerPoint presentation provided by Principal Dianna Fulreader in advance of the meeting presentation. I look forward to hearing the presentation and discussing the good work that is occurring at Center Elementary School with the members of the school committee.



Center School

April 12, 2022

Equity, Inclusivity and Culturally Responsive Education



Center School, Continuing the Journey

- ★ School Council
- ★ Grade level Meetings
- ★ Classroom Assignments
- ★ Celebrating Culture
through the Arts



School Council Work

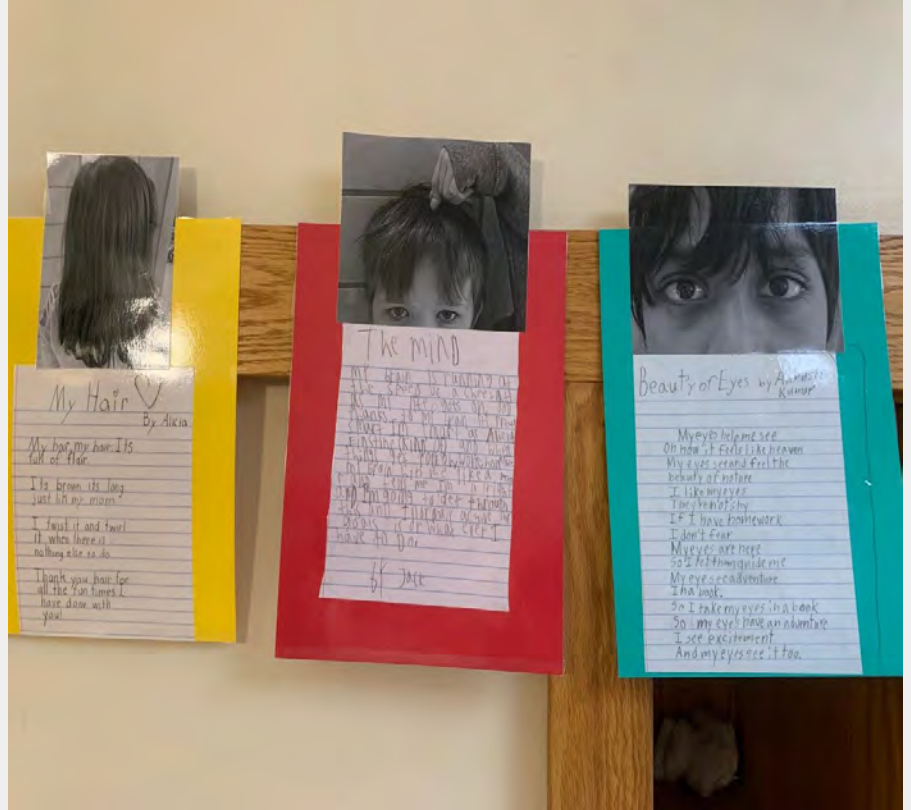
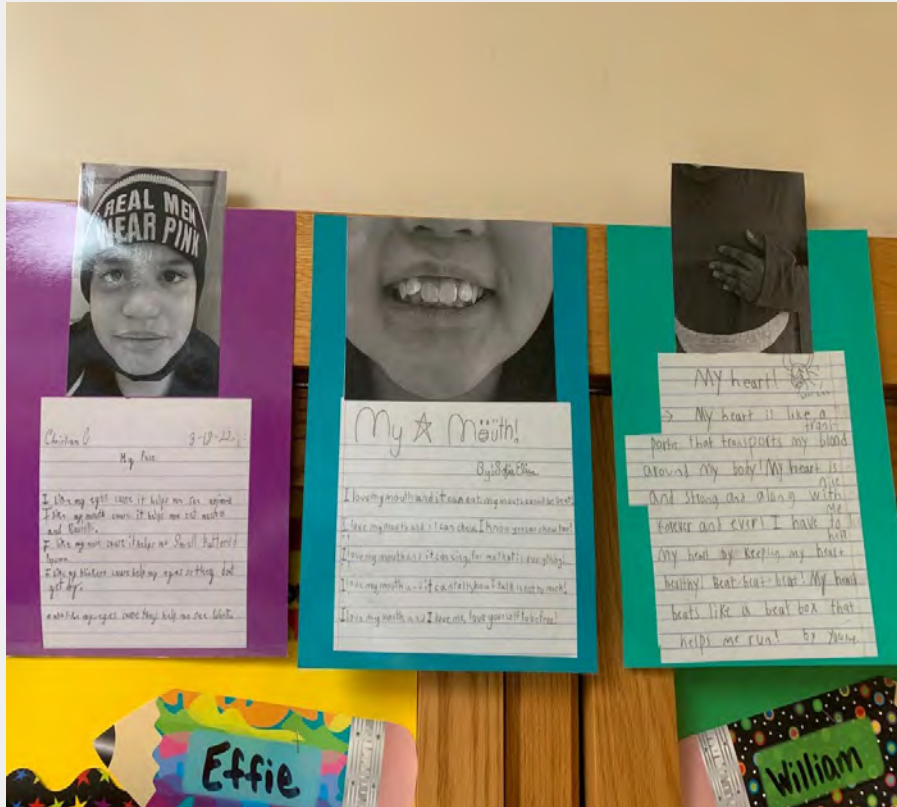
- ★ Created Equity/Inclusion Survey for Families
- ★ Translated Google Document into 7 languages

Rich Grade Level Text Sets Focused on DEI

- ★ First Grade Text Set on Diversity
 - Two Eggs Please
 - Whoever You Are
 - Dear Juno
- ★ Collaborative Grade Level Work
- ★ Sharing Similarities/Differences



★ Fourth Grade : The Best of Me~Poetry



Grade Level Meetings Focused On:

- ★ Learning about their identities, what makes them unique, and sharing who they are
- ★ Learning about others, celebrating differences
- ★ Our school and world has a diverse population





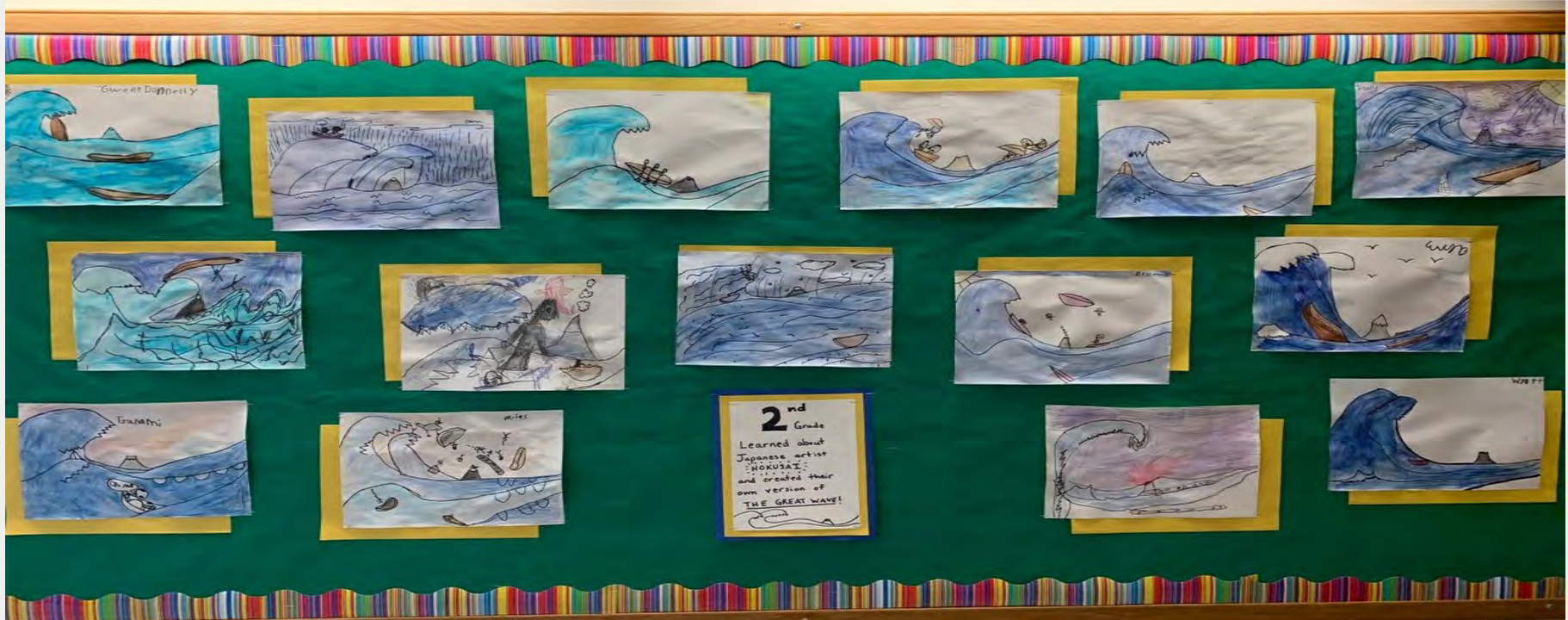
3rd Grade Students Displaying Books on Diversity



Culture and the Arts

- ★ Multicultural Art Projects
- ★ Culture and the Arts Night- June 2nd

2nd Grade Learns About Japanese Artist, *Hokusai* & Depict The Great Wave



Center Musicians!





CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: April 12, 2022

RE: Academic Assessment Calendar Update

Each year, an academic assessment calendar is created for ELA and mathematics. This calendar includes testing windows dates, internal benchmarks, and state testing in ELA and mathematics in grades K-8, aligned to grading terms for the elementary and middle schools. Chelmsford High School maintains a separate testing scheduled located in their monthly planner, as they have specific dates for MCAS testing, as it is a graduation requirement, as well as specific dates for Advance Placement testing. Common assessment administration dates are set at the department level for all other subjects.

As we are in the last quarter of the school year, we have started MCAS testing. Chelmsford High School has completed ELA MCAS tests for spring 2022, as indicated below. Additional testing will continue from now through June along with our final grading periods to complete the 2021-2022. Once all data is completed, it is reviewed with both the current school year and against historical data to have an accurate picture of student performance used to make future instructional changes for the next school year. Teachers have access to next year's students data once placement is complete to plan for incoming students' needs. We are in the process of creating dashboards that will house all the data in one place for easier access to all data for at the district, school, class, and student levels.

Any changes in testing windows is communicated to the schools through both the building principals and department coordinators.

Elementary Assessments:

- MCAS Testing Window:
 - ELA – April 11th – 14th
 - Math – May 9th – 12th
- iReady (K-4): May 23rd – June 10th
- K-1 DIBELS/RAN: May 5th – May 27th
- BAS: May 9th – June 10th
- K Narrative Prompt: by June 6th
- Gr 1-4 Informative Prompt: by June 6th
- Math Unit Assessment: As designated in pacing guides





CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

Middle School:

- MCAS Testing Window:
 - ELA – April 6th – 13th
 - Math – May 10th – 12th
 - Science: May 17th – 18th
- iReady (5-8): May 23rd – June 10th
- Writing Benchmark Window: May 31st – June 10th
- Math Unit Assessments: As designated in pacing guides
- Honors Placement Testing:
 - Math Basic Skills Test: May 19th
 - Math Aptitude Test: May 26th

High School:

- MCAS
 - ELA – March 22nd and 23rd
 - Math – May 17th and 18th
 - Science – June 7th and 8th
- iReady Pilot (9-11): May 23rd – June 10th
- Writing Benchmark Window: Finals Week
- Math Unit Assessments: Finals Week





CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: April 12, 2022

RE: Anticipated Last Day of School for Students and Staff

On December 1, 2020, the School Committee established the 2021-2022 school calendar. This calendar designated the last day of school for students on Thursday, June 23, 2022 and last day of school for staff on Friday, June 24, 2022. These dates included six (6) provisional days for school closures. During the 2021-2022 school year, there have been two (2) school days (January 7, 2022 and February 4, 2022) canceled for the entire district due to inclement weather. Byam Elementary School had an additional closure on December 7, 2021 due to no power to the school after a storm.

The Department of Elementary and Secondary Education (DESE) Student Learning Regulation ([603 CRM 27.03: School Year Requirement](#)) requires that each school committee schedule a school year of 185 days for all elementary, middle and secondary schools of which five (5) of those days are used for no school days due to health, weather, or safety emergencies. School districts must be in operation for 180 student school days each year. Further guidance from the department includes the following:

- All days lost to health, weather, or safety emergencies between the first day of the school year and March 31 must be made up by rescheduling full school days to ensure a 180-day student school year.
- All days lost to health, weather, or safety emergencies between April 1 and June 1 must be made up to ensure a 180-day student school year or at least until the district has reached its previously scheduled 185th day, whichever comes first. If all five snow days have been used prior to this point, the district is not required to schedule additional student school days.
- Districts will not be expected to make up any days lost to health, weather, or safety emergencies that occur after June 1.

If school needs to be closed for any event described above between now and May 31st, we would be required to make up a full day of school since the district has only used two (2) of the required five (5) days built into the calendar for health, weather, or safety emergencies. Although we are not anticipating any school closure events, we will not be able to officially announce the last day of school for student and staff until June 1st.

There have been many requests for the last day of school from families and staff for planning purposes. The tentative dates based on current school closures are as follows:

CHS, Parker, McCarthy, Center, Harrington, South Row, and CHIPS

Last Day Students: Thursday, June 16th – Half-Day for Students (Full-Day for Staff)

Last Day Staff: Friday, June 17th – Half Day

Byam Elementary ONLY

Last Day Students: Friday, June 17th – Half-Day for Students (Full-Day for Staff)

Last Day Staff: Tuesday, June 21st – Half Day (Please note that Monday, June 20th is the federal holiday of Juneteenth and the district is closed).



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 11, 2022
Re: School Committee Policy Updates

Attached please find revised documents pertaining to school committee policy BEDH – Public Comment at School Committee Meetings and BEDH-E – Guidelines for Public Comment that were discussed at the last regular school committee meeting on March 15, 2022. Chair King incorporated the feelings and opinions of the members in the attached revised policies for review and consideration at the April 12, 2022 regular meeting of the school committee.

If after review the Committee wishes to adopt these revised policies, I recommend a motion to revise and update policy BEDH – Public Comment at School Committee Meetings and BEDH-E – Guidelines for Public Comment as presented.

File: BEDH – PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance to provide input, and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

- 1. At the start of each regularly scheduled School Committee meeting, any resident of the Town of Chelmsford, parent/guardian of a Chelmsford Public School student, or employee of the Chelmsford Public Schools who has registered to speak during public input will be called upon to address the Committee in the order they have registered.**
2. Speakers will be allowed three (3) minutes to provide comment and/or present their material. The presiding Chair may permit extension of this time limit.
3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

File: BEDH-E - GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter [30A:20](#) [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each regular School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public meeting on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her, and within the scope of the Committee's responsibilities, may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agenda. Together they will determine whether or not to place an item on the agenda, and if an item is to be taken up, they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

- 1. Any resident of the Town of Chelmsford, parent/guardian of a Chelmsford Public Schools student, or employee of the Chelmsford Public Schools who would like to speak during public input is required to register in advance of the meeting with the Superintendent, no later than 12:00 p.m. on the day of the meeting. Directions on how to register will be included as part of the posted meeting agenda filed with the Town Clerk in accordance with Open Meeting laws.**
- 2. The length of the public comment period will ordinarily be no longer than 30 minutes, unless otherwise determined by the Chair or a majority of the Committee and shall follow the opening of the meeting.** The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.

3. Any resident, parent or employee wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than three (3) minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.

3. Individuals may only address topics on the agenda during the initial public comment period at the beginning of the meeting. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. If time allows, the Committee will conduct a second public comment period at the end of the meeting for any resident, parent, or employee who wishes to speak on other issues related to matters which fall within the scope of the Committee's authority that are not on that evenings posted agenda. Upon request, written comments, received no later than 12:00 p.m. on the day of the meeting, will also be read and made part of the record of the meeting during the second public comment session.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Approval of Field Trip Requests

1.) Chelmsford High School

Qualifying DECA Students

International Career Development Conference

Atlanta, GA

April 23 – 27, 2022

2.) Parker Middle School

6th Grade Students

Virtual STEM in the Stadium Event – Delta Dental Stadium

Manchester, NH

May 10, 2022

3.) Parker Middle

8th Grade Students Class Trip

Canobie Lake Park

Salem, NH

June 15, 2022

to School Committee app.

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES ☒ NO ☐

☐ Full-Day Sub(s)

☐ Half Day Sub(s)
needed for: AM / PM

Please fill out application form completely. Please print. * Apply for only one trip per form.

School Requesting Permission: ☒ CHS ☐ PARKER ☐ McCARTHY

☐ BYAM ☐ CENTER ☐ HARRINGTON ☐ SOUTH ROW

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

Trip Date: 4 / 23 / 22 If Overnight Trip, Return Date: 4 / 27 / 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: Sousa Cell Phone: 978 930 0845

Grade, Group, Class(es) or Course(es): DECA

Total Number of Students: 2 Number of Male 2 Number of Female 0

Number of Students Assigned Per Chaperone: 1

Total Number of Chaperones: 1 Number of Male 0 Number of Female 1

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

Faculty/Chaperones (Names): Tom Sousa

Cell Phone #:

Faculty/Chaperone with Epi-Pen Designation (Name): Tom Sousa

If applicable

Is a Nurse Needed? Yes ☐ No ☒

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

Reviewed by:

Cara Rugg : 3/22/22

Signature of School Nurse

Date

Event/Purpose of the Trip: International Career Development Conference

Curriculum Standard Addressed by Trip (Reason for the Trip)

Testing, Role playing, Presentation of Business Plan

Destination: Sheraton Atlanta (404) 659-6500
Facility Facility Telephone
165 Courtland St NE Atlanta, GA
Facility Street Address City State

Estimated Leave Time: 10 AM (a.m.) / p.m. Estimated Return Time: 12 a.m. / (p.m.)

No. of Regular School Buses Needed: 0 No. of Wheel Chair Accessible Buses Needed:

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

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

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

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

Equipment:
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

Approved by:

Mark A. Swearing
Signature of Dept. Head/Coordinator

3/21/2022
Date

[Signature]
Signature of Building Principal

3-22-22
Date

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

CHELMSFORD HIGH SCHOOL FIELD TRIP ROSTER

Please fill out this form and supply a copy to the Nurse's Office, the Main Office (Kelley Moreau) and House Offices before leaving the building.

Date of Field Trip: 4/23 - 4/27 2022 Time of Departure: _____

Teacher in Charge: Sousa Cell Phone Contact Number: 978 930 0845

Destination: DECA ICOC Atlanta GA

[illegible]



INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

ATLANTA | 2022

FRIDAY, APRIL 22

12:00 PM - 6:00 PM	CHARTERED ASSOCIATION ADVISOR REGISTRATION <i>Chapter advisors register with their chapter(s) and obtain advisor credentials separately</i>	B401-B402
12:00 PM - 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
12:00 PM - 9:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>by invitation only</i>	B404

SATURDAY, APRIL 23

7:00 AM - 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM - 8:30 PM	SHOP DECA + BLAZER SHOP	B401-B402
9:00 AM - 5:00 PM	DECA DAY AT SIX FLAGS OVER GEORGIA <i>Advance ticket purchases required</i>	Six Flags Over Georgia
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	B211
11:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	B319
1:30 PM - 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B3
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Mercedes-Benz Stadium
7:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>by invitation only</i>	Mercedes-Benz Stadium
8:30 PM	GRAND OPENING SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and districts responsible for compliance with curfew and all times</i>	Assigned Hotel

SUNDAY, APRIL 24

7:00 AM - 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM - 5:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2
8:00 AM - 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Inland Empire State Fair</i>	B302-B304
8:00 AM - 3:30 PM	EMERGING LEADER SERIES <i>See page 37</i>	GWCC + Omni Hotel
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA <i>Advisors only from 8:00 AM - 9:00 AM</i>	Hall B3
8:00 AM - 5:00 PM	COMPETITIVE EVENT TESTING <i>See pages 32-35</i>	GWCC
8:00 AM - 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>See pages 36-37</i>	Hall B2
9:00 AM - 3:00 PM	ADVENTURES IN LEADERSHIP <i>See page 36 Open to all members</i>	B206
9:00 AM	VIRTUAL BUSINESS CHALLENGE PARTICIPANTS BRIEFING	B312-B314
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>See page 39</i>	B308-B309
9:30 AM - 1:00 PM	EXECUTIVE MENTOR PROGRAM	B404
12:00 PM	MDA LUNCHEON <i>Sponsored by MDA by chapter association by invitation only</i>	B404
12:30 PM - 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Inland Empire State Fair</i>	B302-B304
4:00 PM	VOTING DELEGATES BRIEFING + CANDIDATE CAMPAIGN SESSIONS	B206
6:00 PM - 11:00 PM	DECA NIGHT AT THE GEORGIA AQUARIUM + THE WORLD OF COCA-COLA <i>Advance tickets and reservations required</i>	Georgia Aquarium + World of Coca-Cola
12:30 AM	CURFEW <i>Chapters and districts responsible for compliance with curfew and all times</i>	Assigned Hotel



**CREATE YOUR
PERSONAL SCHEDULE**
deca.org/app

MONDAY, APRIL 25

7:00 AM - 5:00 PM	SHOP DECA	B401-B402
7:00 AM - 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2 + Hall B4
8:00 AM - 4:00 PM	CAREER EXHIBITS + SHOP DECA	Hall B3
8:00 AM - 4:30 PM	EMERGING LEADER SERIES <i>See page 27</i>	GWCC + Omni Hotel
8:00 AM - 6:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>See pages 23-26</i>	Hall B1-B2 + Hall B3
8:30 AM - 10:30 AM	JOHNSON & WALES SCHOOL OF THE ARTS AWARD BREAKFAST <i>Sponsored by Johnson & Wales School of the Arts. By invitation only.</i>	B404
9:00 AM - 4:00 PM	ADVENTURES IN LEADERSHIP <i>See page 26. Open to all members.</i>	B206
9:00 AM - 4:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES <i>See page 31</i>	B308-B309
12:00 PM - 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>Sponsored by the C.A.A. and by invitation only.</i>	B612-B614
2:00 PM - 3:30 PM	LEADERSHIP RECOGNITION RECEPTION <i>By invitation only.</i>	B404
2:30 PM - 4:30 PM	MEET THE CANDIDATES SESSION <i>Open to all members.</i>	B304-B305
3:00 PM - 4:00 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>Advisors only.</i>	B308-B309
8:00 PM	DECA EXCLUSIVE CONCERT <i>Featuring LIVE ROCK and featuring the band Advance the Cause. Purchase required.</i>	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and members are not permitted to be outside the venue after curfew times.</i>	Assigned Hotel

TUESDAY, APRIL 26

7:30 AM - 10:30 AM	JUDGES' ORIENTATION	Hall B2
7:30 AM - 8:00 PM	HEADQUARTERS	B401-B402
8:00 AM	ACHIEVEMENT AWARDS SESSION	Mercedes-Benz Stadium
8:30 AM - 6:00 PM	SHOP DECA + FINALIST T-SHIRTS + RECOGNITION ITEMS	B401-B402
8:30 AM - 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION <i>See pages 23-26</i>	Hall B2
12:00 PM	BUSINESS + ELECTION SESSION	B206
7:00 PM - 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board of Advisors. By invitation only.</i>	Mercedes-Benz Stadium
8:30 PM	GRAND AWARDS SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and members are not permitted to be outside the venue after curfew times.</i>	Assigned Hotel

WEDNESDAY, APRIL 27

9:00 AM - 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Omni Hotel, Beechnut Room
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Events will be held in the **GEORGIA WORLD CONGRESS CENTER, BUILDING B** unless otherwise noted.

DECA QUEST
WILL YOU ACCEPT THE CHALLENGE?

Download the app, visit exhibitors and complete challenges to gain points towards awesome prizes while at #DECAICDC. Learn more on page 32.

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 ROWDay(s) of Week for Trip: MON ☐ TUE ☒ WED ☐ THR ☐ FRI ☐ SAT ☐ SUNTrip Date: 5/10/22 If Overnight Trip, Return Date: / /

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

Faculty Trip Sponsor: Michael Suleski Cell Phone: 508-932-8283Grade, Group, Class(es) or Course(es): 6th grade (all 8 classes)Total Number of Students: 175 Number of Male Number of Female Number of Students Assigned Per Chaperone: 12Total Number of Chaperones: 15 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): Michael Suleski, Julie Sullivan, Lori Dingwell,
Jen Aylward, Tracy Cady, Meghan Cady, Martin Conley Cell Phone #:
Stacy Carbo, Felicia Butler, Lynn Paul,Faculty/Chaperone with Epi-Pen Designation (Name): Nurse will come on trip
If applicableIs a Nurse Needed? Yes ☒ No ☐

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

Reviewed by: [Signature]
Signature of School Nurse3/21/22
DateEvent/Purpose of the Trip: STEM activities in an outdoor event

Curriculum Standard Addressed by Trip (Reason for the Trip)

Meets many science, technology and mathematics standardsDestination: Delta Dental Stadium (603) 606-4136

Name of Facility

Facility Telephone

1 Lane DriveManchesterNA 03101

Facility Street Address

City

State

☒ Nurse☒ Food Service☒ Central Office - SchoolCom.

10/8/05

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 1:30 a.m. / p.m.

No. of Regular School Buses Needed: 4 No. of Wheel Chair Accessible Buses Needed: 0

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

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

Bus Pick-Up Location (be specific) On return, Line Drive and Commercial St intersection
Equipment Space Needed (such as music instruments): Yes ☐ NO ☒

Equipment: N/A

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

Meal Plans: Students will bring their own brown bag lunch - everything must be disposable. Trash will be left at stadium.

TRIP COST/FUNDING

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ 6,200⁸⁰

Total Price of event \$ 1,905⁰⁰

Additional Costs Nurse \$ 200⁰⁰

Total Cost of Trip \$ 3,305⁸⁰

School/Org. to pay for: Waiting to see if PTO will contribute \$?

Student paying \$ 19⁰⁰ per person for: Bus/Ticket \$ 0

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor

Date

Approved by:

Signature of Dept. Head/Coordinator

Date

Signature of Building Principal

Date

If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone 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 / 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 ☐ SUNTrip Date: 6/15/22 If Overnight Trip, Return Date: 6/1/22

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: Grade 8 Teachers - Laura Casey Cell Phone: 978-808-9404Grade, Group, Class(es) or Course(es): Grade 8 - Class TripTotal Number of Students: 190 Number of Male 121 Number of Female 69

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: approx. 15 Number of Male TBP 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): Grade 8 Teachers & Support Staff
Cell Phone #: _____

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

If applicable

Is a Nurse Needed? Yes ☐ No ☒

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

Reviewed by: [Signature] 3/30/22
Signature of School Nurse DateEvent/Purpose of the Trip: End of Year Class Trip - Grade 8 Celebration

Curriculum Standard Addressed by Trip (Reason for the Trip)

End of Middle School TripDestination: Canobie Lake Park (_____) _____
Name of Facility Facility TelephoneN. Poling St. Salem NH
Facility Street Address City State☒ Nurse
☒ Food Service
☒ CA

10/8/05

Estimated Leave Time: 8:30 a.m. / p.m. Estimated Return Time: 5pm a.m. / p.m.

No. of Regular School Buses Needed: 4 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) Parker - Front of School

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

Equipment: NA

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: Students will bring their own lunch or bring money to purchase food.

TRIP COST/FUNDING

Price per Bus: \$ 280

Total Cost of Bus Transportation \$ 1120.00

Total Price of event \$ 5510.00

29.00 per student admission to canoe.

Additional Costs _____ \$ _____

Total Cost of Trip \$ 6630.00

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

Student paying \$ 35.00 per person for: admission and bus \$ _____

Please list any other circumstances that may affect the trip:

Submitted by:

Jamie Casey 3/30/22
Signature of Trip Sponsor Date

Approved by:

[Signature] 4/1/22 [Signature] 3/31/22
Signature of Dept. Head/Coordinator Date Signature of Building Principal Date

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