



# Chelmsford School Department School Committee

## Notice of Public Meeting

Email Posting to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE: Tuesday May 17, 2022 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. 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](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday May 17, 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 May 3, 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. Recognition of CHS Student Representatives to the School Committee
2. Spotlight on the Schools: Harrington Elementary School
3. Chelmsford High School Seal of Biliteracy
4. MA DESE Approval of CHS Innovation Pathway Program
5. Presentation – CPS School Nutrition Program Year-in-Review

6. 2022/23 Student Breakfast/Lunch Fees
7. 2022/23 Student Transportation Program Registration Dates and Fees
8. 2022/23 School Committee Liaison Assignments
9. McCarthy Middle School Tennis Courts Study Group
10. Acceptance of FY2021 MA DESE End-of-Year Financial Audit Report
11. MA DESE One-Time Chapter 70 Assistance for Pandemic-Related Enrollment Disruptions
12. 2022/23 Student Enrollment Update
13. Presentation – COVID 19 Update
14. Appointment of Superintendent Lang to the Valley Collaborative Board of Directors
15. Valley Collaborative Spring 2022 Newsletter
16. Personnel Report: April 2022
17. Approval of Field Trip Requests

**REPORTS**

1. Liaison Reports

**ACTION/NEW ITEMS**

1. Request for Reports & Updates

**PUBLIC COMMENTS:** The School Committee will hear from members of the public on general matters of education interest.

**ADJOURNMENT**

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
May 3, 2022  
Meeting Minutes**

**Members Present:** Ms. Donna Newcomb (Chair), Mr. Jeff Doherty (Vice Chair), Mr. Dennis King (Secretary), Mr. John Moses 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**

“This 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 the Chelmsford School Committee Public Participation Guidelines. Anyone speaking tonight during the public input portion of the meeting has notified the superintendent’s office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will be read and made part of the record of the meeting during the second public comment session.”

**Consent Agenda**

1. **Approval of the minutes of the regular school committee meeting of April 26, 2022**

**Mr. Doherty moved for the School Committee to approve the minutes from the regularly scheduled meeting of April 26, 2022. Mr. Moses seconded. Motion carries 5-0.**

**CHS Student Representatives Announcements**

Katrina shared that term four is half-way over and AP tests will be taking place this week and next. She expressed gratitude for the AP psychology test she took today! The Jazz Band’s spring concert will be held tomorrow at 7:00 p.m. at McCarthy. On May 10<sup>th</sup> the Spring Pops Concert will take place at 7:00 p.m. at the PAC. The Theatre Guild will present the children’s play, *The Wayward World of Woo Wood*, on May 6<sup>th</sup> and May 7<sup>th</sup>.

Sarah added that Apapocalypse will be held on May 13<sup>th</sup> and 14<sup>th</sup> with both The Crescendos and The Thursdays performing as well as groups from other school districts. It will include an alumni performance with past members from both groups. Tickets are on sale for prom, banquet and BBQ this week. Graduation will be held on Saturday, June 4<sup>th</sup> at 4:00 p.m. at the Tsongas Arena.

## Good News

Dr. Hirsch shared that, through a digital literacy, grant three elementary technology assistants will attend a workshop in the summer to improve their skills in teaching computer science from K to 4. An Aqua Culture Permit has been received which will make it possible to have and be able to raise fish at CHS. The tank arrived yesterday and is beautiful!

The Chair recognized Teacher Appreciation Week and thanked all staff for their hard work and dedication during this difficult transitional school year.

## Public Comments

None

## New Business

### 1. Spotlight on the Schools: Parker Middle School

Dr. Lang welcomed Principal Jeff Parks, Officer Dan Sullivan (School Resource Officer) and Officer Ozzie (the newest member of the Police Department who is a delightful puppy!). Dr. Parks also thanked the staff and students for their positive perseverance this year. His slide show and presentation recognized important partnerships at Parker. He began by thanking The Chelmsford Police Department and Chief Spinney for providing SROs in both middle schools and CHS. This has greatly enhanced school safety and offers students an additional positive adult in the building with whom to relate. Officer Sullivan shared the story of the work that brought Officer Ozzie (a community resource and therapy dog) to Chelmsford and the ongoing training program for Officer Sullivan and Ozzie. Officer Ozzie stole the show! This delightful presentation may be viewed by watching tonight's meeting on Chelmsford Telemedia/ You Tube.

Dr. Parks spoke of the additional partnership shared amongst Parker, The Boston 25 News Group and DiBella Law whose generous donation made it possible to acquire and train Officer Ozzie. Dr. Parks entered the Boston 25 contest by sending a two-paragraph essay entry describing why Parker **RULES!** He did this to express gratitude to the staff and students. Parker became a semi-finalist and then the winner of the contest. One-week later Boston 25 came to the school and announced that Parker had won. A few weeks ago, they came back and aired a follow-up story featuring Officers Sullivan and Ozzie as well as the Parker Middle School students.

In conjunction with John Morris, who directs the science department for the Chelmsford Public Schools, Parker now offers a "Maker Space" in the school library which allows students to focus on hands-on STEM activities. This is also in place in the McCarthy Library.

Parker has an active PBIS Committee which provides mutual staff support and student support throughout the school year. Also, this year Parker and McCarthy have resumed competing as one team in The Knowledge Bowl. This year it will take place on June 8<sup>th</sup> and 9<sup>th</sup> at Dracut High School. Two student leadership groups, Parker Pride Reps and Student Ambassadors, continue to represent other students and be involved in decision making for the school. Riley B. was The Project 351 eighth grader who represented Chelmsford and ran a successful clothing drive. The 8<sup>th</sup> Annual Parker Classic Hockey Tournament brought lot of fun to the school's students and staff! This concluded with the Annual Pride Rally to celebrate the core values of the school. The entire presentation was well received by The Committee.

## **2. MASC Legislative Priorities: 2022**

Tonight's agenda packet contains the MASC Legislative Priorities for 2022. The Chair encourages individual members of The Committee to speak with people in the State Legislature about some of these priorities that are important to The Chelmsford Public Schools. Resolutions to MASC may be submitted through May 31<sup>st</sup>.

## **3. MSBA SOI Submission & Review Timeline**

Dr. Lang reported that the SOI was submitted to MSBA on Friday as required. In tonight's agenda packet, he has included details about the time line moving forward for this project. A team from MSBA should be visiting in late summer. After that there will be a wait until sometime in January to see if Chelmsford is invited to the "eligibility phase". If we are invited the time line becomes active. If not, we are able to apply the following year.

## **4. FY2022 Budget Forecast**

Ms. Johnson-Collins updated The Committee on the budget forecast for the current fiscal year. She included data in tonight's agenda packet concerning the budget projection by DESE category numbers. The projection is "favorable".

## **5. FY2022 Recommended One-Time Budget Expenditures**

Dr. Lang has included a memorandum in the packet showing his recommendations for one-time budget expenditures. He would like to use some of these funds to make purchases for things that can be purchased now and will not have to be carried over next year. He recommends prepaying some special education tuition and setting up the Special Education Reserve Fund, which was approved by The Town. Dr. Lang's proposed list includes items that add up to a little over \$900,000. The schools were able to make requests for their needs. He will present a final list at either the meeting on May 17<sup>th</sup> or on June 7<sup>th</sup>.

## **6. FY2022 Recommended Budget Transfers**

**Mr. Doherty motioned for the School Committee to approve these FY22 local operating budget transfers totaling \$914,689 for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

**Mr. Doherty motioned for the School Committee vote to approve these FY2022 local operating budget transfers totaling \$34,826 for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

## **Liaison Reports**

Mr. King shared that CHIPS is continuing enrichment activities with "animal adventures", "touch a truck" in June and spirit week this week. Their "Field Day" will be held on May 20<sup>th</sup>. Teacher appreciation will be this Thursday and staff lunch will take place on June 2<sup>nd</sup>.

Ms. Santos added that McCarthy and Center will have their "Junk Recycle Day" on May 14<sup>th</sup>,

**Action/New Items**

The Chair would like an update on 5<sup>th</sup> grade enrollment for next year. She would also like an update on The Strategic Plan. Dr. Lang stated this will be addressed at the June 7<sup>th</sup> meeting. A draft will be presented for the public and input sessions will be held for the public as well. The Chair encourages all families to consider volunteering for the PTOs and would like to see more virtual possibilities for volunteers. The McCarthy tennis courts will be discussed at the next meeting.

**Public Comments**

None

**Adjournment (7:06 p.m.)**

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

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*

# CHELMSFORD PUBLIC SCHOOLS

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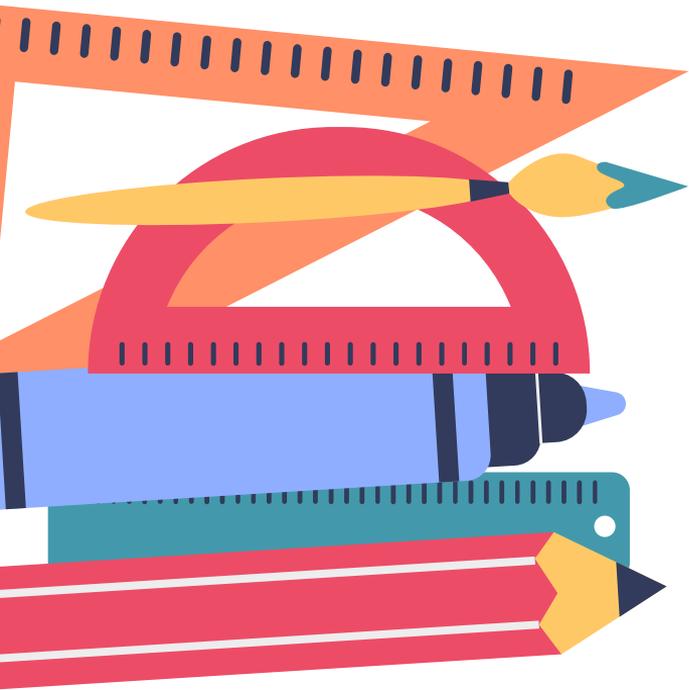
Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 15, 2022  
Re: Spotlight on the Schools: Harrington Elementary School

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



# **SOCIAL- EMOTIONAL INTERVENTIONS**

**Harrington Elementary School**

Mr. Rob Asselin, Mrs. Karen Grabowski,  
Dr. Marlana Barrasso and Ms. Lindsay  
Albert

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students post-  
pandemic

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## Data Based Decision Making

Meeting students  
where they are at  
utilizing the MTSS  
Screener

4

## Moving Forward

How will we  
continue in  
upcoming years?





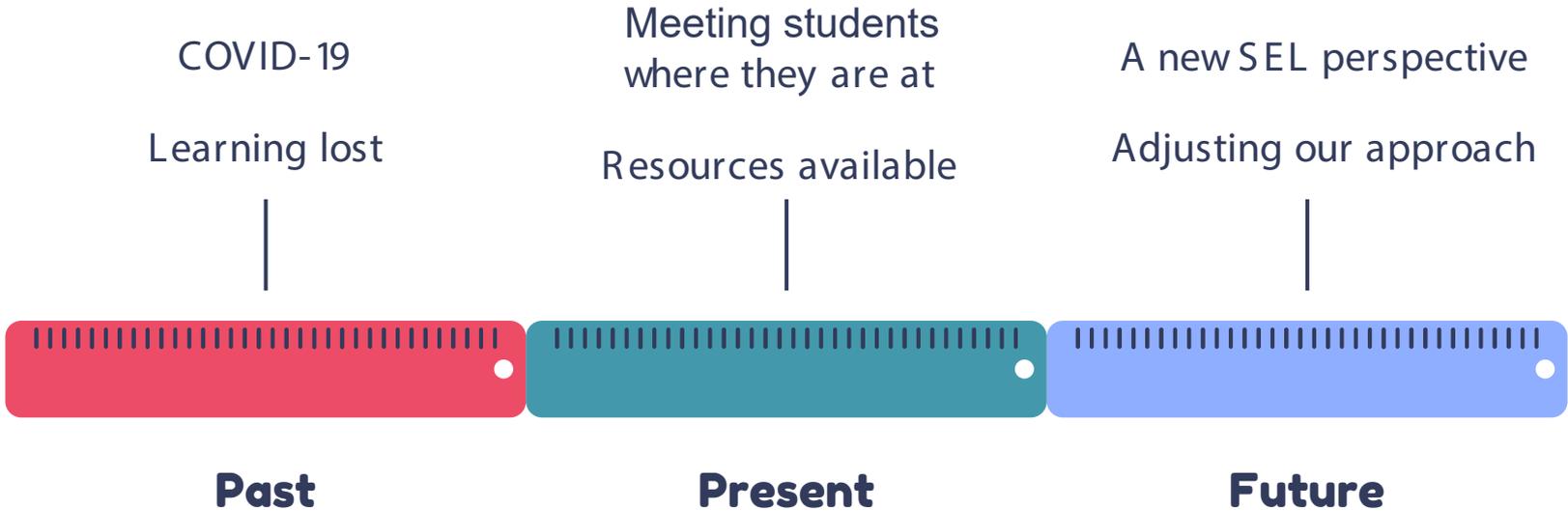
**01**

**Introduction**

# Hello, School Committee!



# THOUGHT PROCESS



# MESSAGE TO ALL STAFF

We can't expect a normal turn around with school expectations, not this year. There are things that are typically learned through interaction with teachers and peers that may be missing. There is a lot to flush out for kids who haven't had any peer and teacher interactions during that time. It is in the best interest of everyone if we all realize that the first few weeks of school and the following few weeks during this 2021 -2022 school year is decidedly different than any other first few weeks any of us have experienced before. Not only hear this, but accept that the social dynamics, school expectations, classroom behavior, classroom expectations, recess/lunch expectations, specialist expectations will be strange and challenging for some our students no matter the grade level and will take more time to establish than in a normal Pre -COVID year. Consider this, for many of our students, it will be much more like going to a new school —even if it is technically the same school they left. These students haven't had a consistent school year for a very long time.

**—Principal, Rob Asselin**



**02**

**Data-Based Decision-  
Making Screener**

# GOAL OF SCREENER

- 
1. Have an objective measure to discuss students social-emotional needs
  1. Identify students who require additional support to grow in an area of SEL
  1. Notice trends and patterns across school, grades and classrooms
- 

# DOMAINS OF SCREENER

## Internalizing

Anxiety  
Self-Esteem  
Coping Skills

## Externalizing

Conduct  
Emotional Regulation  
Coping Skills

## Executive Functioning

Impulsivity  
Self-Regulation

## Social

Friendships  
Pragmatic Language



# DEVELOPMENT OF SCREENER



Created by our school psychologist, Dr. Marlana Barrasso and the BCBA



Introduced to all classroom teachers at our October staff meeting



Teachers completed the screener for each individual student in their classroom



Data was reviewed and interventions were developed and implemented

# SCREENER TIMELINE

## Phase 1

### OCTOBER

Introduced to staff  
Pilot screener completed  
Data analyzed  
Interventions planned

### OCTOBER-DECEMBER

Interventions implemented

## Phase 2

### JANUARY

Adjusted the sensitivity of picking up students. As well as incorporated teacher feedback

### MARCH-MAY

Interventions implemented

## Phase 3

### JUNE

End of year screener, data driven Fall groups

## Phase 4

### FALL 2022

Improving specificity and sensitivity of questions

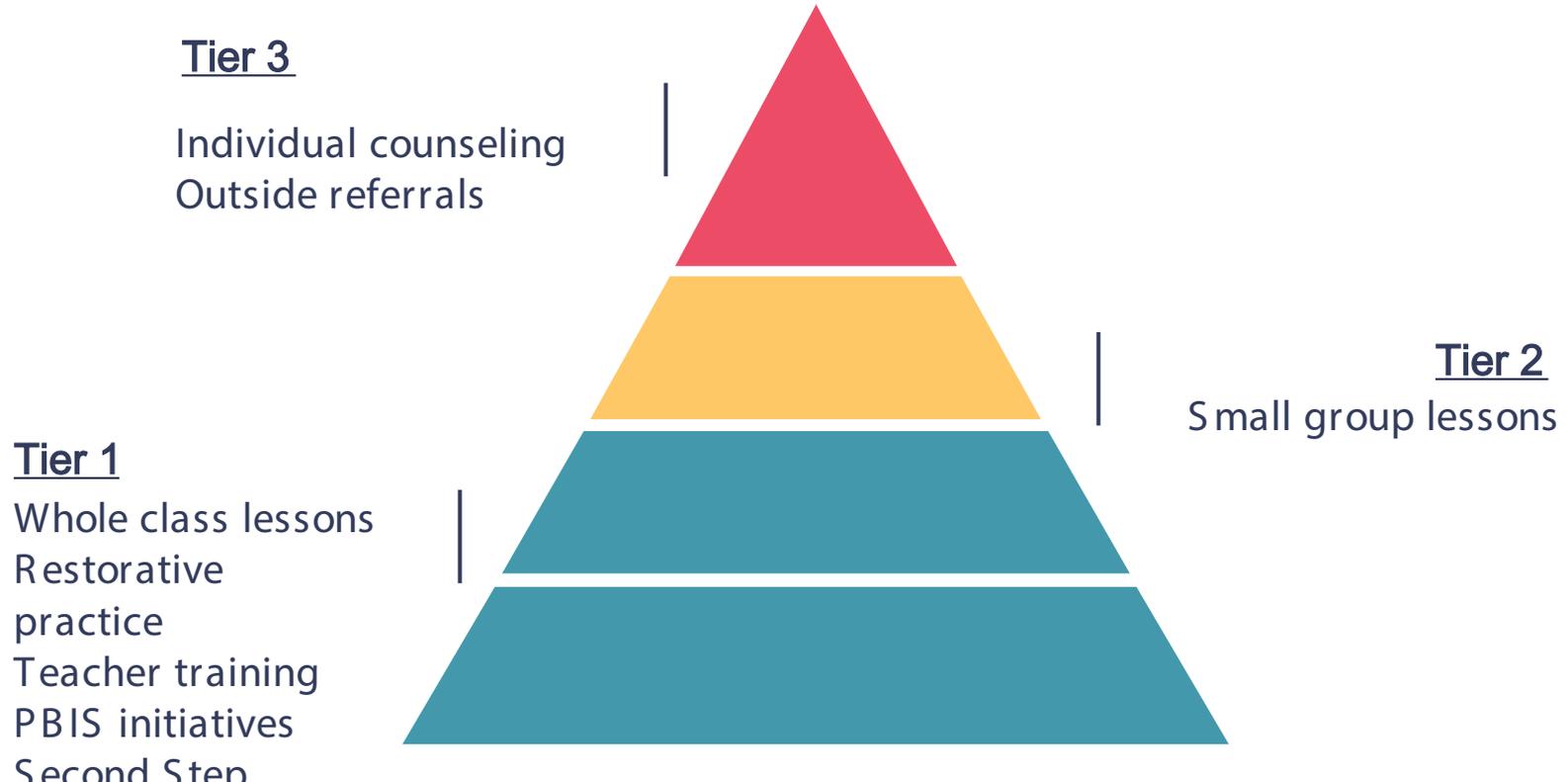




# 03

## Implementation of Interventions

# IDENTIFYING NEEDS



# AT A GLANCE



88% of students  
considered low risk



9% of students  
considered moderate risk



3% of students  
considered high risk





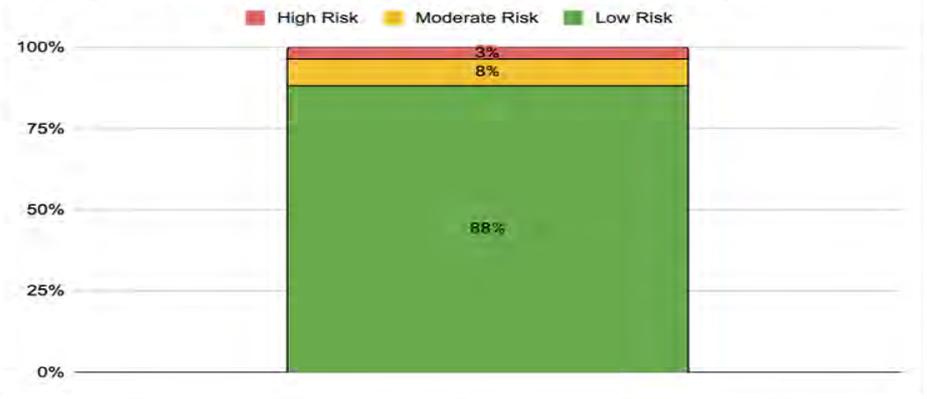
Whole School Totals

	Social	Internalizing	EF	Externalizing	TOTAL
# High Risk	13	5	34	10	62
# Moderate Risk	31	34	68	24	157
# Low Risk	432	437	374	442	1685
% High Risk	3%	1%	7%	2%	3%
% Moderate Risk	7%	7%	14%	5%	8%
% Low Risk	91%	92%	79%	93%	88%

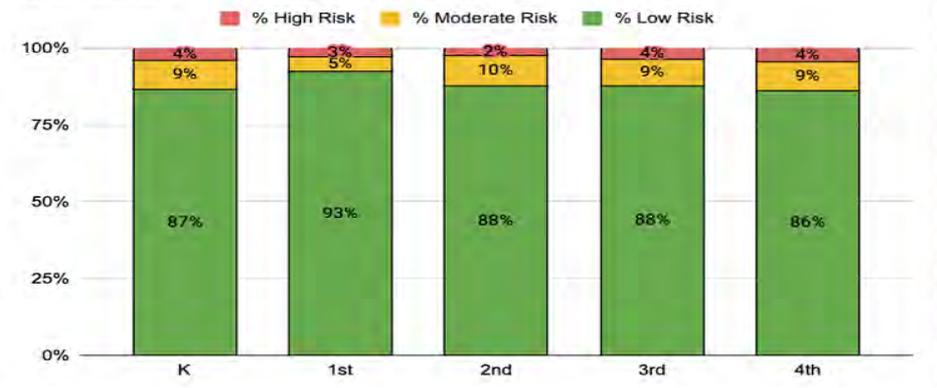
	High Risk	Moderate Risk	Low Risk
Social	3%	7%	91%
Internalizing	1%	7%	92%
EF	7%	14%	79%
Externalizing	2%	5%	93%
TOTAL	3%	8%	88%

	K	1st	2nd	3rd	4th
% High Risk	4%	3%	2%	4%	4%
% Moderate Risk	9%	5%	10%	9%	9%
% Low Risk	87%	93%	88%	88%	86%

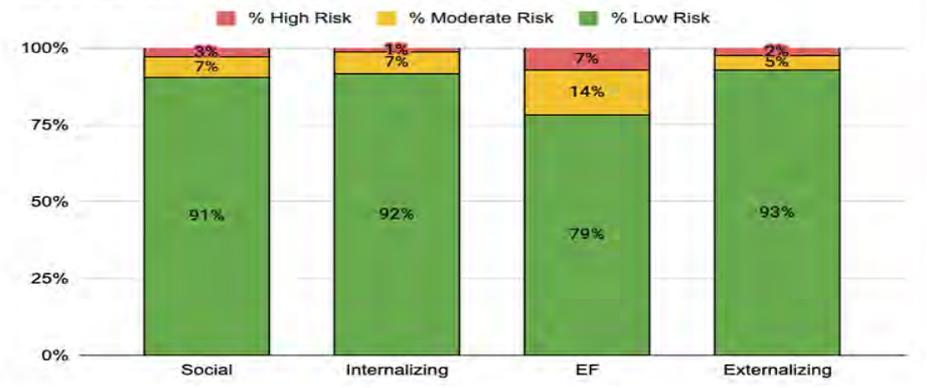
OCTOBER Whole School TOTAL Risk Level Across all Grades and all Domains



OCTOBER Whole School Risk Level by Grade



OCTOBER Whole School Risk Level By Domain



# WHOLE SCHOOL INTERVENTIONS

## Second Step

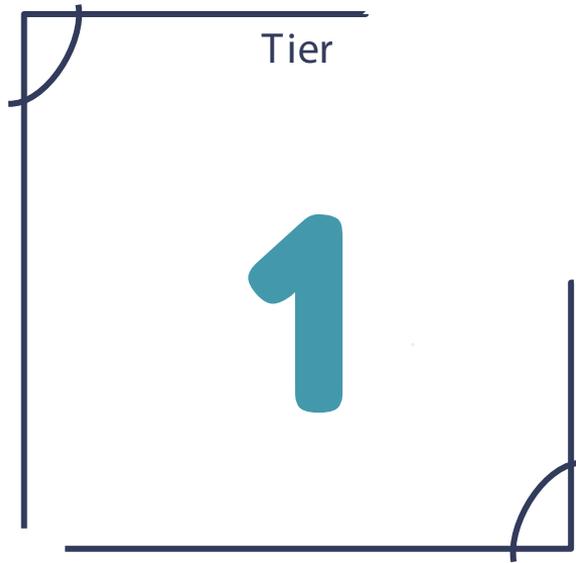
Growth Mindset  
Goal Setting  
Emotion Management  
Empathy  
Kindness  
Problem-Solving

## PBIS

Respectful, Responsible,  
Ready  
PAW Tracker  
Refresher Lessons  
Whole Grade Meetings



# DATA-DRIVEN INTERVENTIONS



Executive functioning training for the whole staff completed by assistant principal, Karen Grabowski

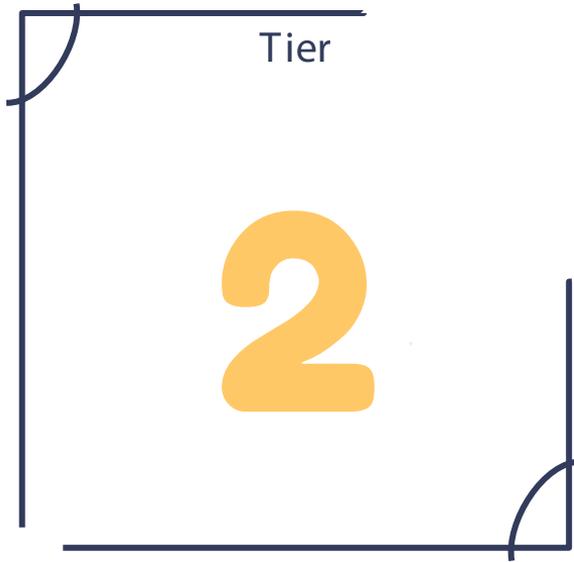


Classroom lesson on social skills and self-regulation from related service providers



Restorative practice circles to build community in the classroom

# DATA-DRIVEN INTERVENTIONS

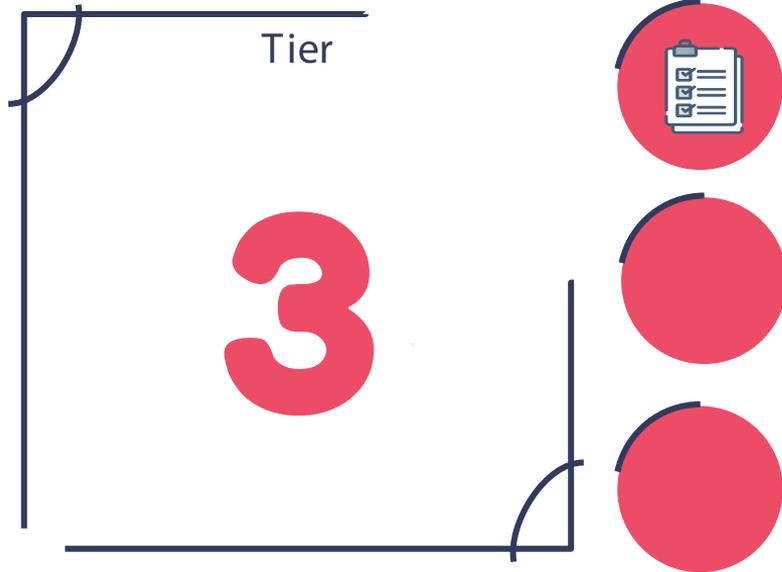


Small groups focusing on coping skills, self-esteem, emotional regulation and friendship



Restorative practice circles for recurring social issues amongst peers

# DATA-DRIVEN INTERVENTIONS



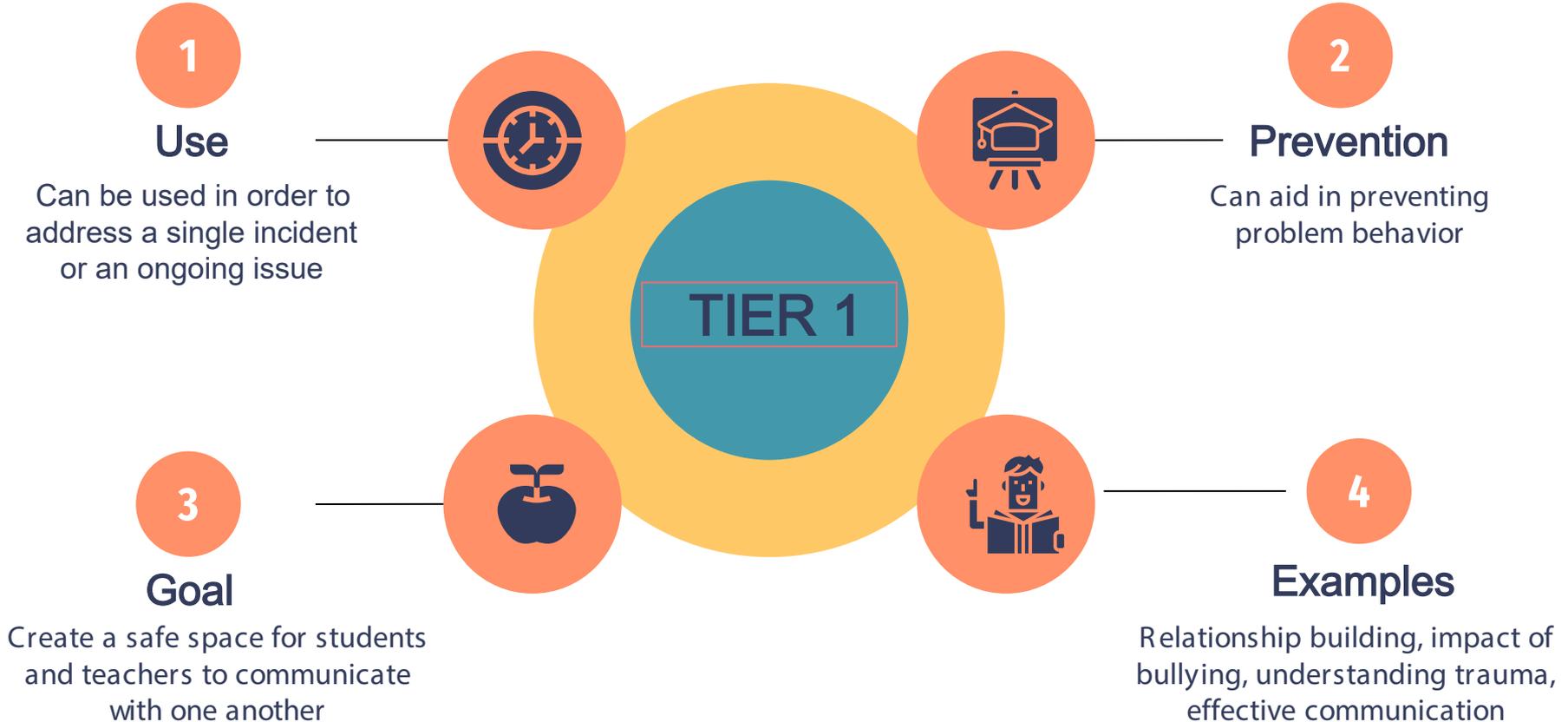
Teachers facilitating Check In, Check Out with students



**04**

**Moving Forward**

# Circles at the Tier 1 Level



# Circles as a Tool



# CIRCLES AS A TOOL



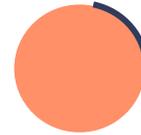
# CIRCLES



Friendship



Coping with Loss



Accountability for Actions



Feeling Left Out



Class Values



Worries and Anxiety



Anger  
Triggers



Impact of  
Gossip



Respectful, Responsible &  
Ready



Resolving Conflict



What Makes  
Family Special



Mindfulness



**QUESTIONS?**



# CHELMSFORD PUBLIC SCHOOLS

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Jessica Nollet, World Language and Cultural Exchange Coordinator

## MEMORANDUM

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

From: Jess Nollet, World Language and Cultural Exchange Coordinator

Date: May 17, 2022

RE: Seal of Biliteracy 2022

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The Massachusetts State Seal of Biliteracy is an award recognizing CHS seniors who are proficient in English and a World Language. Students demonstrate their language skills in reading, writing, listening, and speaking in the World Language through an online proficiency-based assessment. Students who are awarded the Seal of Biliteracy have demonstrated their skills to be at a language level of at least Intermediate High in all four domains. By earning this award, students can demonstrate their bilingual skills to colleges and universities, as well as to future employers.

In 2022, Chelmsford High School had over 37 students test for the Seal of Biliteracy in eight different languages- the highest number in the three years we have offered this test. We are proud to announce that 20 seniors have earned the Seal of Biliteracy. Two of these students earned the Seal in two World Languages. This will be noted on their high school transcript, as well as a Seal on their high school diploma. Students will also be recognized during the Senior Award ceremony in June.

It is my pleasure to introduce some of these students to you tonight. Thank you for supporting this opportunity for our students.



# Massachusetts State Seal of Biliteracy



# *Class of 2022 recipients of the Seal of Biliteracy:*

Joseph Baker- *Spanish*

Ruby Collins- *Spanish*

Elizabeth Daigle- *French*

Ganesh Danke- *Spanish*

Kara deMoulpied- *Spanish*

Brianna Figueroa- *Spanish*

Jennica Hamm- *Spanish*

Fawad S. Hussain- *Spanish*

Daniel Jeong- *Korean*

Arina Kondakchyan- *Russian, Spanish*

Shoumik Kundu- *Spanish*

Maggie Li- *Spanish*

Katherine Mason- *Spanish*

Cheyenne Paladini- *Portuguese*

Aidan Phuong- *French*

Vishant Raajkumar- *Spanish*

Abdul Rafay- *Korean*

Sofia Rodriguez- *Spanish, French*

Lara Soliman- *Arabic*

Larry Yang- *French*



# CHELMSFORD PUBLIC SCHOOLS

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Curriculum Department

## MEMORANDUM

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

From: Jon Morris, Science Department Coordinator  
Stephanie Quinn, History and Social Sciences Coordinator  
Dr. Marilyn Sweeney, Technology, Business and CHStv Department Coordinator

Date: May 17, 2022

RE: Innovation Pathways Designation - Chelmsford High School

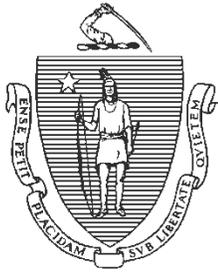
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We are pleased to announce that Chelmsford High School has received two Innovation Pathways designations in Life Science and Manufacturing by the Massachusetts Department of Elementary and Secondary Education (DESE). Innovation pathways are designed to give students accepted into the program coursework and experience in a specific high-demand industry, such as information technology, engineering, healthcare, life sciences, and advanced manufacturing. Chelmsford High School's Life Science Pathway will focus on Biotechnology and Environmental Technology, allowing students to choose a sector after sophomore year. The Manufacturing Pathway will align Project Lead the Way Engineering Courses into a specific sequence to best prepare for post-secondary experiences in the field.

A planning team of 20 staff members and administration helped construct all facets of these pathways in conjunction with the Career and College Facilitator. To provide professional assistance with course feedback and internship opportunities, Chelmsford Public Schools is also officially collaborating with WNA-Novolex, Chelmsford Water District, Chelmsford Department of Public Works Sewer Division, and the New England Institute Water Pollution Control Commission. Please see the attached designation letter from DESE.

Please feel free to reach out to any of us for additional information about these new or any of our current Innovation Pathways designations.





# Massachusetts Department of Elementary and Secondary Education

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75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

April 14, 2022

Roger John Lang  
Superintendent  
Chelmsford Public Schools  
230 North Road  
Chelmsford, MA 01824

Dear Superintendent Lang:

I am pleased to inform you that, after careful review, the Innovation Pathway program submitted by your district has been granted final designation. Congratulations on achieving this distinction. We are confident that your new **Innovation Pathways in Environmental and Life Sciences and Manufacturing** at Chelmsford High School will offer students a transformative experience, enabling them to develop essential skills, gain awareness of future career opportunities, and make informed choices about post-secondary education in promising fields.

This designation is issued as a five-year performance contract, with annual reporting requirements and a formal review after the first three years. Regular and ongoing technical assistance will be provided to support your work. Details on technical assistance will follow.

Kindly share this good news with your partners. You may direct any questions to Jennifer Gwatkin, Innovation Pathways Lead at [jennifer.a.gwatkin@mass.gov](mailto:jennifer.a.gwatkin@mass.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey C. Riley".

Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education

cc: Elizabeth Bennett, Associate Commissioner for College, Career, and Technical Education  
Cliff Chuang, Senior Associate Commissioner for Educational Options

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

CC: Nancy Antolini, Director of School Nutrition

Date: May 13, 2022

Re: School Nutrition Services – 2021/2022 Year in Review and Student Breakfast/Lunch Fees

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The Director of School Nutrition, Ms. Nancy Antolini, will address the committee at the May 17, 2022 meeting. The items Ms. Antolini will address are a year in review summary, meals served, meal prices (USDA 100% funded), recommended meal price increases for next year, a summary of the bid awards (by product, vendor) for the 2022/2023 school year, an approval of one updated job description, and a new position of School Nutrition Operations Supervisor, funded from the food service revolving fund.

Also, this year I will not need to ask the school committee to vote and approve a transfer from the general fund to the food service revolving fund to cover the meal price when a student was unable to pay for a meal. There was no cost to the students this year for breakfast and lunch as this was funded 100% by the USDA. It is our understanding that the USDA will not continue this 100% funding level for breakfast and lunch for all students in the 2022/2023 school year, and the free, reduced, and paid meal model will return. We will update the committee as these decisions are made at the federal level, or if there is any state level funding that may be approved in the FY2023 budget.

The attached job descriptions address two positions. The first, School Nutrition Office Manager (a non-affiliated position), is being updated since it has not been in many years. The current employee in the role has reached an important milestone of retirement. Our plan is to post the position with the updated description, still funded from the food service revolving fund. The other position is a new role of School Nutrition Operations Supervisor. This non-affiliated position would also be funded from the food service revolving fund. Should the committee agree with the recommendations for these two positions, the suggested motions are as follows:

*I recommend a motion to approve the updated job description for the Chelmsford Public Schools School Nutrition Office Manager as presented.*

*I recommend a motion to approve the new position of Chelmsford Public Schools School Nutrition Operations Supervisor as presented.*

Ms. Antolini will go into detail on the meal pricing in her presentation, and should the committee agree with the recommendation to increase school breakfast and lunch prices the suggested motion would be:

*I recommend a motion to increase the Chelmsford Public School breakfast and lunch prices to the following for the 2022/2023 school year:*

<i>Breakfast at all schools</i>	<i>\$ 1.75 (currently \$ 1.50)</i>
<i>Lunch at the High School and Middle Schools</i>	<i>\$ 3.25 (currently \$ 3.10)</i>
<i>Lunch at the Elementary Schools</i>	<i>\$ 2.75 (currently \$ 2.65)</i>

In closing, I would like to thank Ms. Antolini for her leadership and directing the school nutrition program over the past year. Under her leadership, her team served more meals this year than any prior year in her tenure. She remained flexible with the modifications as students returned to full in-person learning this year and implemented many other adaptations (primarily due to supply chain challenges), with meal preparation and staff safety, menus, packaging, and meal delivery to the schools. She has made many positive contributions to the program and continues to do great work as she shares her ideas for the next set of enhancements to the program that are within our funding abilities. I would also like to thank the entire school nutrition team for their hard work and commitment each day to the students, families, and fellow staff members of the Chelmsford Public Schools.

# Chelmsford Public Schools

## Job Description

<b>Job Title:</b>	SCHOOL NUTRITION OFFICE MANAGER	<b>FTE:</b>	FULL-TIME
<b>Location:</b>	CHELMSFORD HIGH SCHOOL	<b>Reports to:</b>	DIRECTOR OF SCHOOL NUTRITION
<b>Qualifications:</b>			
<ol style="list-style-type: none"><li>1. Knowledge of USDA Child Nutrition Program</li><li>2. Proficient Skills in MS Office</li><li>3. Bachelor's Degree (Preferred)</li><li>4. Valid Driver's License</li></ol>			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"><li>1. Responsibilities include review of staff contractual compliance items, tracking staff professional development, posting school nutrition job openings, assisting with the interviewing of job candidates, completing hiring documentation with the Human Resource Department, and sending e-mails to nutrition team regarding school nutrition issues.</li><li>2. Answer the School Nutrition office phone and communicate necessary issues to the Director.</li><li>3. Verify the bi-weekly hourly payroll documentation from employees, in compliance with the collective bargaining agreement, and submit timely and accurate records to the district payroll coordinator, recording employee attendance in Follett Aspen.</li><li>4. Invoice all catering requests and use of our kitchens by PTO and other groups and follow up with collections.</li><li>5. Reconcile weekly bank statement and schedule of departmental payments to the Treasurer.</li><li>6. Complete the state meal tax form by the 15<sup>th</sup> of each month, for adult meals sold.</li><li>7. Process uncollectables that are done through the point of sale systems, and correspondence with families.</li><li>8. Assist with processing invoice payments weekly for approval by the director.</li><li>9. Process yearly kitchen permit renewals with the Board of Health for all schools in April of each year.</li><li>10. Contact vendors for all repair issues for kitchen equipment.</li><li>11. Enter municipal work orders through School Dude trouble ticket system, (working with schools' custodial staff).</li><li>12. Enter inventories in Excel spreadsheet monthly.</li><li>13. Assist with communication to students and families via Website, Social Media, Menus, and Newsletters.</li><li>14. Perform other duties as assigned or directed by the Director.</li></ol>			
<b>Terms of Employment/Work Year):</b>			
6.5 Hours Per Day Paid/195 Days Per Year (Non-Affiliated Position) Hours: 8 a.m. to 3 p.m. School Year Position: August - June Salary Range: \$35,000-\$40,000 Evaluation: Performance of this position will be evaluated annually in writing by the Director of School Nutrition.			
<b>Date:</b>	May 17, 2022		

# Chelmsford Public Schools

## Job Description

<b>Job Title:</b>	SCHOOL NUTRITION OPERATIONS SUPERVISOR	<b>FTE:</b>	FULL-TIME
<b>Location:</b>	CHELMSFORD HIGH SCHOOL	<b>Reports to:</b>	DIRECTOR OF SCHOOL NUTRITION

**Qualifications:**

1. Knowledge of USDA Child Nutrition Program
2. Demonstrated knowledge of school nutrition and operations with a minimum of 3 years' experience in food service operations, including supervision of staff, cost controls, and/or additional qualifying work in school meals program.
3. Ideal candidate will have a bachelor's degree with Culinary, Business, or Dietetic experience, SNS Credentialed, or an equivalent combination of education and experience.
4. Must be ServSafe, Mass Allergen Certified, SNA Certified or within six (6) months of hire.
5. Considerable knowledge of food service equipment, operations, maintenance, food procurement practices, and food storage.
6. Experience in personnel management, including supervision of kitchen leads and frontline staff.
7. Excellent communication: Verbal and written communication skills, customer service and interpersonal skills.
8. Excellent organizational and analytical skills, exhibiting attention to quality and accuracy, and ability to perform within defined timelines, plan and coordinate multiple projects at a time.
9. Exhibits leadership and professionalism among co-workers, school staff and with the public.
10. Demonstrated skill and knowledge in the use of technology, computer and food service software, proficient skills in MS Office, Google Drive, and Social Media; willingness to learn new programs.
11. Physically able to carry objects weighing 50+ pounds- reaching, bending, kneeling, carrying, pushing, and pulling.
12. Valid Driver's License

**Responsibilities:**

1. Support and assist the Director in accordance with department, district, state, and federal policies and regulations, to ensure nutrition and financial integrity.
2. Assist with accurate information relating to the operation function of the department to include but not limited to: inventory, meal counts, daily sales, production records, HACCP/SOP records, recipes, income eligibility, staff schedules, etc.
3. Monitor MPLH (meals per labor hours), ADP (average daily participation) and food costs.
4. Supervise food safety, production, and service in all kitchens-identify and implement training where needed.
5. Assists in the development and planning of in-service training.
6. Develop and implement marketing themes to increase participation in school meals, including farm to school, school based special events and holidays.
7. Participate in the Wellness Advisory Committee for the district.
8. Work cooperatively with all stakeholders and with a diverse population.
9. Create monthly menus and update nutritionals when needed.
10. Assist with applicant interviews.
11. Additional duties as assigned by the Director.

**Terms of Employment/Work Year):**

7.5 Hours Per Day Paid/200 Days Per Year (Non-Affiliated Position)  
 Hours: 7 a.m. to 3 p.m.  
 School Year Position: August - June  
 Salary Range: \$45,000-\$55,000  
 Evaluation: Performance of this position will be evaluated annually in writing by the Director of School Nutrition.

**Date:** May 17, 2022



# Chelmsford School Nutrition

SCHOOL COMMITTEE PRESENTATION  
MAY 17, 2022

NANCY ANTOLINI  
DIRECTOR OF SCHOOL NUTRITION

# Meals Served

Number of meals served thus far in the  
2021-2022 school year (Aug 31<sup>st</sup> - April 30<sup>th</sup>)

	2021-2022	Comparison to last year 2020-2021 (Sept 16 – June 8)
Breakfast:	195,813	188,554
Lunches:	367,617	199,814
Total:	563,430	388,368

# Breakfast and Lunch Pricing

Similar to last school year, Breakfast and Lunch for school year 2021-2022 was at **no cost to all students** due to USDA federal funding.

The USDA federal funding guidance for next school year is that schools will return to the traditional model of Free, Reduced and Paid meal options. The paid breakfast and lunch price needs to be greater than the amount the USDA reimburses the district for Free and Reduced meals (amount will be known after July 1, 2022), since Free and Reduced meals cannot subsidize paid meals.

Our current meal prices are:

Recommended meal prices for 2022 - 2023

**Breakfast:** \$1.50 all schools

**\$ 1.75** for all schools

**Lunch:**

High School and Middle School: \$ 3.10

**\$ 3.25**

Elementary Schools: \$ 2.65

**\$ 2.75**

The Commonwealth of Massachusetts Legislature is considering a waiver for free breakfast and lunch for all students for next school year in the FY 2023 budget. If that item is included in the FY 2023 budget, Breakfast and Lunch will remain at **no cost to all students**.

# Procurement

## 2022-2023 Metro North Collaborative Bid Awards:

- \*Paper: currently out to bid
- \*Dairy: Rosev (roll over)
- \*Grocery: currently out to bid
- \*Bread: Fantini (roll over)
- \*Fresh pizza: Gill's pizza (roll over)

# Accomplishments 2021-2022

- Increased Meals Served – over 45% participation at each school
- Re-evaluated the needs of the school district and adapted the plans to meet those needs to serve breakfast and lunch at each site
- Introduced New Menu Items with scratch cooking recipes
- Meals are prepared with state-of-the-art equipment at the high school (commissary) and delivered to the elementary schools daily
- Ordered the final set of new cafeteria tables for three schools, completing the multi year cafeteria table refresh project
- Grand opening of the new Parker Kitchen and Hungry Lion Café
- Parker staff received training on new kitchen equipment at the Hungry Lion Cafe
- All staff received monthly Sanitation Training
- All staff received three PD days of in-house training (inner strength training, review of National School Lunch Program guidelines, review of production records and inventory)
- Continued to develop professional relationships with the staff and wellness committee
- Continued leadership roles in the SNA of MA as President Elect

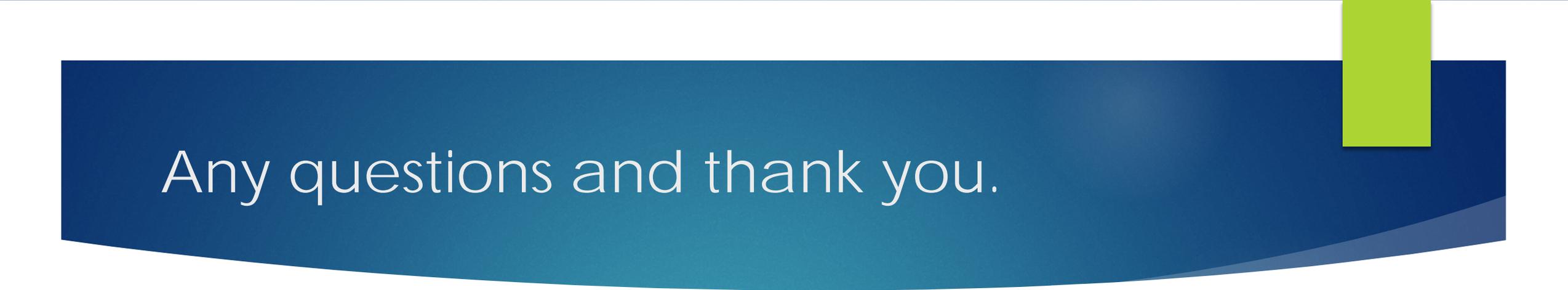
# The Future

- Implement the modernization of the McCarthy and Westland kitchens with capital funding
- Add vending machines and snack room at the High School
- Enhance cafeterias with updated painting and storefront murals
- Add "Theme Days" to the Menu and program of "Eating Through The Alphabet" at elementary schools
- We will also continue:
  - serving breakfast and lunch at all schools
  - using the high school as a commissary to prepare elementary school meals for delivery
  - Hire new staff to keep up with expanded participation
  - Update nutritional information using a new software program
  - grow professional development and teambuilding for School Nutrition Staff
  - the Chef to School program
  - develop even more scratch cooking recipes
  - improve website and social media communication with students and families

## Professional Accomplishments

President Elect of the  
School Nutrition  
Association of  
Massachusetts 2021-2022

President of the School  
Nutrition Association of  
Massachusetts 2022-2023



Any questions and thank you.

Nancy Antolini  
School Nutrition Director  
[antolinin@Chelmsford.k12.ma.us](mailto:antolinin@Chelmsford.k12.ma.us)  
978-251-5111 X5642

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 13, 2022

Re: 2022/23 Student Transportation Program Registration Dates and Fees

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I am writing to provide an update on student transportation, as the district has implemented changes over the past few years with the goal of improving the experience for students and parents.

### RIDER INFORMATION

In a typical year, we transport approximately 3,400 students using 29 buses daily. Most of the busses make three (3) runs each morning and afternoon, with the high school students on the first run, the middle school students on the second run, and the elementary students on the third run. There are also eight (8) late day runs, three (3) days a week, from mid-October to mid-June for students who elect to participate in after school activities. Service time begins at 6:30 a.m. and typically ends by 5 p.m.

### FEE STRUCTURE

The School Committee is also being asked to approve the bus fee structure for the 2022/23 school year at the May 17, 2022 school committee meeting, with no changes to the fee structure, however extending the date for the early bird registration period to July 4, 2022 since we did not have registrations in May.

The determination of a fee or no fee to ride the school bus is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE

### REGISTER TO RIDE THE BUS

All students are required to register on-line each year if they would like to ride the bus, even if they do not have to pay a fee. We believe that if all students (parents) take the steps to register, this data will allow us to have a more accurate student rider count, be more efficient, and have better on-time

performance. The annual registrations are then used to prepare bus route, bus stop, and bus pass information. Several ConnectEd messages are sent to families regarding the on-line bus registration process and on-line payment process (now using MySchoolBucks). The bus registration information is also on the home page and transportation page of the Chelmsford Public Schools website. **The key reminder is that all students must register to ride the bus, even if there is no fee.**

The chart below highlights the bus registrations from the current 2021/22 school year.

Registration Period	Dates	# of Riders
Early Bird	June 1 to July 5	1459
Regular	July 6 to July 31	795
Late	August 1 to August 16	429
	August 17 to September 6	471
	September 7 to January 31	103
Half Year	Feb 1 through end of May	66

## BUS ROUTE AND BUS PASS INFORMATION

We made some changes beginning in FY18, continuing through FY23. In July of 2017, we hired a full time Transportation Coordinator, Peter Brekalis, to bring many functions related to transportation planning back to the district, rather than having the bus vendor perform these functions. We also purchased bus scheduling software, Transfinder Routefinder Pro, to assist with these functions. We have been actively working to make Transfinder and X2 (our student records database) compatible to have most information available to parents and staff.

Bus routes were created using the registration data which was then entered into our bus software system. The routing process takes into account bus capacity and on-time performance. In the 2021/2022 school year, the bus count was reduced by two (2) in response to bus driver shortages (nationwide) in October 2021. Our expectation includes the return of these two busses in 2022/2023.

Below is a summary of the busses for each school for the current 2021/22 school year (includes 27 busses and 3,323 daily riders).

School	# of Buses	Students	Avg Count
Byam	8	404	51
Center	6	375	63
CHS	19	644	34
Harrington	6	306	51
McCarthy	15	695	47
Parker	12	562	47
South Row	7	337	49

# CHELMSFORD PUBLIC SCHOOLS

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After the routes were created, bus passes were printed and mailed out to each student who had registered. The first set of bus passes were mailed to home addresses on *August 20, 2021*. Mailings continued daily as we received new bus registrations. Bus passes for Kindergarten students were blue this year and all other student bus passes were orange. The bus pass includes information such as the bus number, bus stop location, and pick-up and drop-off times. This information, by student, is also available in X2 for those who have registered to ride the bus. Plastic bus pass holders are available at the schools for students to receive upon their return to the classrooms.

## **SUMMARY**

Going forward we plan to build on the progress made in FY22 and continue our processes which include:

- 1) Bus routes and bus stops created in-house and bus passes mailed to homes in mid-August.
- 2) Synovia GPS tracking program provided by the bus company to assist in routing issues.
- 3) On-line bus registration for everyone. All students need to register each year if they would like to ride the bus, even if they do not need to pay a fee. Prior to FY18, on-line registration for students in grades K-6 who lived over two miles from the school (no fee) were not required to register. This process limited the accuracy of the student rider count. We believe that if all students take the step to register, this data will allow us to be more efficient and have better on time performance.
- 4) Feedback, complaints, and concerns are managed in-house and the transportation coordinator continues to work directly with the bus company to resolve issues. While school leadership and staff do assist students, an effort has been made to streamline communication and resolution of complaints or concerns through the Transportation Coordinator who works directly with parents and staff.
- 5) Since school starts on August 30 this upcoming school year, the initial route creation will begin in mid-July. After the routes are created, the bus drivers begin driving the routes, so the drivers are prepared in advance of the first day of school. Registrations received in August and later will be processed, and students will be assigned to existing bus stops for the start of the school year. Additional bus stops and/or route reconfigurations required as a result of late registrations are evaluated on an individual basis.

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 13, 2022

Re: Transportation Fees: 2022/2023 School Year

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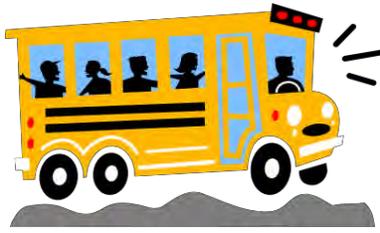
Each year the school committee votes to establish fees for student transportation. The current student transportation fee structure consists of a \$200.00 annual transportation fee per student with a \$500.00 family cap. In previous years, a \$25.00 “early bird” discount has been authorized for registrations received between June 1 and July 4 preceding the school year when transportation services are sought. During the “early bird” registration period, a \$400.00 family cap is provided. Further, a \$25.00 late fee is assessed for registrations received after August 1<sup>st</sup> preceding the school year when transportations services are sought. Finally, a half year registration fee of \$100 applies for registrations received after February 1.

I recommend keeping the same date range associated with the fee structure. These dates allow Early Bird Registration through July 4 to provide families a little extra time since we did not have registration in May. These dates are to encourage families to register in advance of the start of school.

*Recommended Motion: I recommend the school committee adopt the bus fee structure noted below for the 2022/2023 school year and vote to establish the regular, early, late, and half year registration rates as follows:*

<b><u>Early Registration Period</u></b>	June 1, 2022 – July 4, 2022
Per Student Fee	\$175.00
Maximum Family Cap:	\$400.00
<b><u>Regular Registration Period</u></b>	July 5, 2022 – July 31, 2022
Per Student Fee	\$200.00
Maximum Family Cap:	\$500.00
<b><u>Late Registration Period</u></b>	August 1, 2022 – January 31, 2023
Per Student Fee	\$225.00
Maximum Family Cap:	\$500.00
<b><u>Half Year Registration Period</u></b>	February 1, 2023 –
Per Student Fee	\$100.00
Maximum Family Cap:	\$500.00

## 2022-2023 BUS TRANSPORTATION



### **ALL STUDENTS MUST REGISTER ON-LINE**

It is time to register on-line to ride the bus for the 2022/2023 school year using **MYSCHOOLBUCKS**. Please view the Chelmsford Public School (CPS) website, click the **PARENTS TAB**, click the **TRANSPORTATION** option, and select **HOW TO REGISTER & PAY ONLINE**. Student ID number OR Student Date of Birth is needed to register. *Please read and follow the directions on how to register and pay online, since MYSCHOOLBUCKS is a new platform for registering for the bus this year.*

### **EARLY BIRD DISCOUNT UNTIL JULY 4**

Chelmsford Public Schools offers a discount of \$25.00 off the regular bus fee of \$200.00 per rider if purchased before July 04, 2022. The family cap for this early purchase is \$400.00.

### **JULY 5 TO JULY 31**

Beginning July 5 thru July 31, 2022, the regular bus fee is \$200.00 per rider with a family cap of \$500.00.

### **AUGUST 1 to JANUARY 31**

Beginning August 1, 2022 thru January 31, 2023, the late registration bus fee is \$225.00 per rider with a family cap of \$500.00.

### **FEBRUARY 1**

Beginning February 1, 2023, a half year registration bus fee is \$100.00 per rider with a family cap of \$500.00.

### **ALL RIDERS MUST REGISTER, EVEN IF THERE IS NO FEE**

All current CPS Students and incoming (registered) new students are required to register and pay on-line using MYSCHOOLBUCKS for both registration and payment. Since ALL registrations are on-line and linked to the on-line payment, payments by personal check or cash are not accepted.

All students are required to register every year if they would like to ride the bus, even if they do not need to pay a fee. If all students register to ride the bus, the district has more accurate student/rider data, therefore bus routes may be established with better efficiency and on-time performance.

The determination of a fee or no fee is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE

Initial bus route creation will be based on student registrations received as of July 31, 2022. Students who register to ride the bus on or before July 31, 2022 will have their bus pass mailed to their home address by Wednesday August 17, 2022. The bus pass will contain the assigned bus number, bus stop location, and estimated pick-up/drop off time. Students who register late to ride the bus on August 1, 2022 through August 21, 2022 will be assigned an existing bus stop location based upon the initial bus routes created. Additional bus stops may be added, and bus routes may be updated based upon late registrations received, however the initial bus routes for the 2022/2023 school year will be in effect from the start of the school year through mid-September. In the event bus routes are to be changed due to additional stops being added, prior notice shall be provided to families through an e-mail communication and updated route information posted to X2. Students who register after August 21, 2022 will be assigned an existing bus stop location based upon the bus routes created. The review of bus routes for efficiency, including adding/removing bus stop locations is ongoing throughout the school year. If and when modifications to existing routes are made, prior notice of route adjustments shall be provided to families through an e-mail communication and updated route information posted to X2.

A student may also be eligible to have their bus fee waived if they are approved by the state for free and reduced lunch. If you feel you may be eligible for a fee waiver, please register for the bus on MySchoolBucks and select from the drop-down box option (per student), "Seeking Financial Assistance." Once approved by the state, please provide the award letter (to the e-mail address below) to receive a bus pass. If not approved by the state, the bus fee will be the current rate at the time of the notification to the CPS Transportation Coordinator.

Any student that will be using an alternate address from the home address (such as a daycare address) MUST e-mail CPS transportation at the e-mail address below. As with prior years, alternate addresses must be for five (5) days per week. This information must be supplied every year. All student addresses are reset to the home address every school year.

Please contact Peter Brekalis, CPS Transportation Coordinator, at [brekalis@chelmsford.k12.ma.us](mailto:brekalis@chelmsford.k12.ma.us) or (978) 251-5100 x 6942. Additional information may also be viewed in the frequently asked questions section of the CPS website. To access the website, click the PARENTS TAB, then click the TRANSPORTATION option. Please call MySchoolBucks directly at (855) 832-5226 for assistance if you encounter trouble processing your on-line registration using the MySchoolBucks product.

**ALL BUS PASSES WILL BE MAILED HOME IN AUGUST BEFORE SCHOOL BEGINS**

Chelmsford School Committee

2022-2023 Liaison Assignments/Contacts

Negotiations/Sub-Committees	Member	Member	Alternate
Administrators	Jeff Doherty	Dennis King	
Teachers/Nurses	Dennis King	John Moses	
Prof. Support/Secretaries	Donna Newcomb	Jeff Doherty	
Custodians	Maria Santos	John Moses	
Food Service	John Moses	Donna Newcomb	
Policy Sub-Committee	Donna Newcomb	Maria Santos	Dennis King
School Organizations	Member	Alternate	
Byam School Organization	John Moses	Donna Newcomb	
Center School PTO	Dennis King	Jeff Doherty	
CHIPS PTO	Dennis King	John Moses	
Harrington PTO	Maria Santos	Dennis King	
Chelmsford High PTO	Jeff Doherty	Maria Santos	
McCathy PTO	Maria Santos	John Moses	
Parker PTO	John Moses	Jeff Doherty	
Council of Schools	Donna Newcomb	John Moses	
South Row PTO	Donna Newcomb	Dennis King	
SEPAC	Dennis King	Maria Santos	
ELL Council	Maria Santos	Donna Newcomb	
Town Boards	Member	Alternate	
Select Board	Donna Newcomb	Jeff Doherty	
Capital Planning Committee	Jeff Doherty	John Moses	
Other Boards/Organizations	Contact Person		
Turf Field Committee	John Moses		
Wellness Committee	Maria Santos		
Friends of Music	Donna Newcomb		
CHS Alumni Association	Jeff Doherty		
CHS Boosters	Jeff Doherty		
Legislative Outreach			
MASC	All		
State Elected Officials	All		
Federal Elected Officials	All		

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 15, 2022  
Re: McCarthy Middle School Tennis Courts Study Group

---

As you may recall, at town meeting last month the topic of the McCarthy Middle School tennis courts, and what the best plan for their future use may be, was the subject of discussion. Following town meeting, I received a communication (attached) from Town Manager Cohen indicating the tennis courts are located on school property and under the jurisdiction of the school committee, therefore a committee or study/planning group to be established to discuss and make a recommendation(s) as to the future use of the tennis court area would be under the purview of the school committee.

I have attached two school committee policies that pertain to the establishment of advisory committees, one policy (BDF) charges the school committee with establishing such a committee and sets forth the parameters for the advisory committee's duties. The second policy (CE) provides for the superintendent to establish advisory committees. I have attached both policies for your review and would like to have a discussion at our next school committee meeting to discuss/determine a course of action for follow-up on the matter. The school committee advisory committee is more formal than the superintendent advisory committee, I am indifferent as to which way to proceed on the matter and look forward to a discussion.

**From:** [Cohen, Paul](#)  
**To:** [Crocker-Timmins, Virginia](#); [Select Board](#)  
**Cc:** [Bruce, Kristina](#); [Joe Ready](#); [Newcomb, Donna](#); [Lang, Jay](#)  
**Subject:** RE: Possible Committee to Study McCarthy Tennis Court Area  
**Date:** Thursday, April 28, 2022 3:31:18 PM

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Virginia,

The McCarthy School tennis court property falls under the jurisdiction of the School Committee. Therefore, any planning committee or related efforts should be established and overseen by the School Committee.

Sincerely,

Paul E. Cohen  
Town Manager  
Town of Chelmsford  
50 Billerica Road  
Chelmsford, MA 01824  
978-250-5202

**Chelmsford Town Offices Hours:**  
**Monday, Wednesday, Thursday: 8:30 AM – 4:00 PM**  
**Tuesday: 8:30 AM – 7:00 PM**  
**Friday: 8:30 AM – 1:00 PM**

*Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records Law (MGLc.4,§7(26)).*

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**From:** Crocker-Timmins, Virginia <[vtimmins@chelmsfordma.gov](mailto:vtimmins@chelmsfordma.gov)>  
**Sent:** Thursday, April 28, 2022 3:23 PM  
**To:** Select Board <[selectboard@chelmsfordma.gov](mailto:selectboard@chelmsfordma.gov)>; Cohen, Paul <[pcohen@chelmsfordma.gov](mailto:pcohen@chelmsfordma.gov)>  
**Cc:** Bruce, Kristina <[kbruce@chelmsfordma.gov](mailto:kbruce@chelmsfordma.gov)>; Joe Ready <[joe@readyre.com](mailto:joe@readyre.com)>  
**Subject:** Possible Committee to Study McCarthy Tennis Court Area

Dear Select Board and Paul Cohen,

Joe Ready contacted me. Several people have reached out to him since Town Meeting wanting to be part of the conversation regarding the future of the area where the McCarthy Tennis Courts reside. Joe asked if the Select Board would consider appointing a short-term committee to look at different ideas and provide input to the town planning process.

I told Joe that we could put this item on our May 9<sup>th</sup> agenda for discussion as a Board and that he could come explain to the Board what he envisions.

Thank you.

Kind Regards,  
Virginia

Virginia Crocker Timmins (she/her)  
Select Board  
Town of Chelmsford, MA  
Mobile (978) 618-3807

*Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records Law (MGLc.4,§7(26)).*

## **SC Policy BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
  - a. The length of time each member is being asked to serve;
  - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities;
  - c. The resources the School Committee will provide;
  - d. The approximate dates on which the School Committee wishes to receive major reports;
  - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff;
  - f. Responsibilities for the release of information to the press.
7. Recommendations of committees will be based upon research and fact.
8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [JIB](#), Student Involvement in Decision-making

## **SC Policy\_CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

The Superintendent may establish such permanent or temporary councils, cabinets and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 15, 2022  
Re: FY21 MA DESE End-of-Year Audit Report

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On an annual basis, each school district in the Commonwealth of Massachusetts must have an external audit completed of their end-of-year financial report submitted to the Massachusetts Department of Elementary and Secondary Education (MA DESE). The Town of Chelmsford contracts with Powers & Sullivan, LLC. to perform its external audit responsibilities, therefore representatives of Powers & Sullivan, LLC. performed our external financial audit for the year ending June 30, 2021.

Attached please find a copy of the FY21 MA DESE financial audit report completed for the Chelmsford Public Schools as of June 30, 2021. I would like to take this opportunity to thank Joanna Johnson-Collins, Director of Business and Finance, for preparing and submitting the FY21 end-of-year financial report to MA DESE on behalf of the district. As noted within the financial audit report, there are no financial findings or financial reporting recommendations from the external auditors.

***TOWN OF CHELMSFORD, MASSACHUSETTS***

***REPORT ON APPLYING AGREED-UPON PROCEDURES  
OVER COMPLIANCE APPLICABLE TO  
MASSACHUSETTS SCHOOL DISTRICTS'  
END-OF-YEAR FINANCIAL REPORT***

***YEAR ENDED JUNE 30, 2021***

**TOWN OF CHELMSFORD, MASSACHUSETTS**  
**REPORT ON APPLYING AGREED-UPON PROCEDURES**  
**OVER COMPLIANCE APPLICABLE TO**  
**MASSACHUSETTS SCHOOL DISTRICTS'**  
**END-OF-YEAR FINANCIAL REPORT**  
  
**YEAR ENDED JUNE 30, 2021**

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**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON  
PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS  
SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT**

To the Honorable Select Board  
and the School Committee  
Town of Chelmsford, Massachusetts

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report prepared by the Town of Chelmsford, Massachusetts (Town) for the year ended June 30, 2021. We performed these procedures solely to assist the Town and the DESE in evaluating the Town's assertion that it has complied with the DESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The School District's management is responsible for preparing the End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

No instances of noncompliance with the agreed-upon procedures were noted.

We were not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Town and the DESE and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



April 14, 2022

# CHELMSFORD PUBLIC SCHOOLS

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## **Memorandum**

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

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

Date: May 13, 2022

Re: MA DESE One-Time Chapter 70 Assistance

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This district recently received \$ 86,606.43 in one-time Chapter 70 Assistance funds for pandemic-related enrollment disruptions. These one-time funds are to be reported as a state grant. There are no restrictions on how these one-time funds may be used to support school district operations or capital improvements. The funds may also carry over into FY2023.

Due to the late notice and receipt of these one-time funds, our plan is to review our priority needs and implement a plan to spend these funds in FY2023, rather than by the end of this fiscal year.

Attached please find a more detailed summary from the Department of Labor Services (DLS) regarding the funds.



Jeffrey C. Riley  
Commissioner  
Massachusetts Department of  
Elementary and Secondary Education



Geoffrey E. Snyder  
Commissioner of Revenue

Sean R. Cronin  
Senior Deputy Commissioner

To: City/Town and District Accountants  
From: Rob O'Donnell, School Finance Director,  
Department of Elementary and Secondary Education  
Deborah A. Wagner, Director of Accounts, Division of Local Services  
Subject: Foundation Reserve Aid  
Date: May 2022

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The following is joint guidance issued by the Department of Elementary and Secondary Education and the Division of Local Services, Bureau of Accounts regarding FY2022 One-Time Assistance for Districts with Pandemic-Related Enrollment Disruptions Impacting Chapter 70 Aid.

**Background:**

The FY2022 General Appropriation Act (GAA) provided funding for districts with "pandemic-related disruptions in their enrollment" that impacted their Chapter 70 aid for FY2022 ([line item 7061-0011](#)). Districts were eligible to receive funding if they experienced enrollment increases from FY2022 to FY2023 with priority funding provided to districts with enrollment declines from FY2021 to FY2022 followed by significant enrollment increases from FY2022 to FY2023, defined herein as regaining at least 10 percent of the enrollment lost and at least 5 students. Based on these criteria, [128 districts received assistance payments](#). The total payment statewide was \$14,296,371.

The payment amounts were determined based on modeling of the impact that pandemic-related enrollment changes would have had on Chapter 70 aid for FY2022, if returning students had been included in the original headcounts used to calculate FY22 Chapter 70 aid amounts. Specifically, priority districts were eligible for awards based on:

- A. the change in the district's foundation budget reflecting the impact of enrollment changes from FY2022 to FY2023 *multiplied by*
- B. the district's FY2022 target aid share *adjusted by* the percentage of the FY2022 enrollment decline that was re-established in the district as identified in the October 1, 2021 SIMS collection.

Priority districts received no more than \$6,604 *per additional pupil*, which is the FY2022 statewide average Chapter 70 aid per pupil, and not less than a \$2,500 total award, provided that they were eligible for an award under the program criteria. All other districts that experienced any year-over-year increase in enrollment between FY21 and FY22 received at least \$100 per additional pupil, provided that the calculated award constituted at least \$1,500 total.

**Spending Purpose:**

There are no restrictions on how these one-time funds can be used to support school district operations or capital improvements.

**Timeframe:**

These funds may be carried into FY2023.

**Accounting:**

The FY2022 General Appropriation Act (GAA) provided language in the line item ([line item 7061-0011](#)), that allows for the following:

*"...notwithstanding any general or special law to the contrary, any funds distributed from this item to a city, town or regional school district shall be deposited with the treasurer of such city, town or regional school district and held in a separate account and shall be expended by the school committee of such city, town or regional school district without further appropriation."*

Therefore, when these payments are received by a city, town or district, a fund may be established in the Special Revenue Funds and expended by the school committee without further appropriation.

Please direct all questions regarding these assistance payments to [Rob Hanna](#) (781-338-6525) or [Rob O'Donnell](#) (781-338-6512).

For questions regarding the accounting for these payments, please contact your Bureau of Accounts Field Representative.

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 15, 2022  
Re: Student Enrollment Update – Incoming Kindergarten and 1<sup>st</sup> Grade Students

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Attached please find the enrollment figures for incoming Kindergarten and 1<sup>st</sup> grade students as of May 11, 2022. I am not concerned with the overall 1<sup>st</sup> grade enrollment figures, as we allowed the 5<sup>th</sup> section (bubble class) to advance from Kindergarten to 1<sup>st</sup> grade at the Byam and Center Elementary Schools for the 2022/23 school year. This was included in the FY2023 budget.

I spoke with Byam Principal Fredette this past week and have approved a 5<sup>th</sup> section of Kindergarten at his school for the 2022/23 school year based upon current/projected enrollment. I will continue to monitor enrollment at the other three elementary schools throughout the summer, however at this time based upon anticipated enrollment, four sections of Kindergarten at Center, Harrington and South Row will maintain class size guidelines.

As for the transition of current 4<sup>th</sup> grade students to middle school next year, there are currently 405 active students. As you may recall, we allowed several current 4<sup>th</sup> grade students enrolled at Byam and Harrington to voluntarily enroll at Parker Middle School with their classmates, instead of enrolling at McCarthy Middle School due to geography (home address enrollment designation). The current break down for next year is as follows, this is before students unenroll for private and/or parochial schools:

McCarthy Middle School – 212 students  
Parker Middle School – 192 students  
Sped out-of-district – 1 student

Earlier this spring, I convened a working group of middle school teachers from McCarthy and Parker Middle schools to examine class size and review most desirable and equitable enrollments between the middle schools. The work is ongoing and includes a review of teacher teaming configurations, number of sections instructed, potential additional staffing, and potential consolidation/merger of the middle schools to result in equitable class size and better operational/instructional efficiency. I plan to report out findings in June.

**FY'23 KINDERGARTEN & GRADE ONE ENROLLMENTS**

5/11/2022

<b>KINDERGARTEN</b>	<b>BYAM</b>	<b>CENTER</b>	<b>HARRINGTON</b>	<b>SOUTH ROW</b>	<b>TOTALS</b>
<b>January 2022</b>					
Kindergarten Registration	56	48	32	42	178
Walk-In's	8	7	7	9	31
<b>April 2022</b>					
Kindergarten Registration	2	2	5	5	14
Walk-In's	2	2	1	2	7
Differential - CHIPS	21	12	14	15	62
<b>Total Kindergarten # in X2</b>	<b>89</b>	<b>71</b>	<b>59</b>	<b>73</b>	<b>292</b>

<b>GRADE ONE</b>	<b>BYAM</b>	<b>CENTER</b>	<b>HARRINGTON</b>	<b>SOUTH ROW</b>	<b>TOTALS</b>
<b>January 2022</b>					
Kindergarten Registration	0	1	3	1	5
Walk-In's	2	1	0	1	4
<b>April 2022</b>					
Kindergarten Registration	0	0	0	0	0
Walk-In's				1	1
<b>Total Grade One</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>10</b>

**2021/22 Kindergarten Enrollment**

**2022/23 1st Grade Enrollment**

	As of 5.15.2022	# Sections	Avg. Class Size		Additional 1st Grade Registrations	Anticipated Enrollment	Avg. Class Size
Byam Elementary School	102	5	20.4		2	104	20.8
Center Elementary School	95	5	19		2	97	19.4
Harrington Elementary School	75	4	18.75		3	78	19.5
South Row Elementary School	84	4	21		3	87	21.75
<b>Total District Enrollment:</b>	<b>356</b>					<b>366</b>	

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

Chelmsford Public Schools

May 17, 2022

# Massachusetts COVID-19 Vaccination Data

Date Published: Thursday May 12, 2022					
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
5 - 11 Years	2,775	2,011	72%	1,813	65%
12 - 15 Years	1,812	1,599	88%	1,470	81%
16 - 19 Years	1,721	1,617	94%	1,523	88%

# School Level Student Vaccination Status

<b>Chelmsford Public Schools</b>			
School Level Vaccination Data			
	<b>Enrollment</b>	<b>Fully Vaccinated</b>	<b>% of School</b>
Chelmsford High School	1,352	1,160	86 %
McCarthy Middle School	840	618	74 %
Parker Middle School	722	508	70 %
Byam Elementary School	508	349	69 %
Center Elementary School	499	331	66 %
Harrington Elementary School	467	252	54 %
South Row Elementary School	452	271	60 %

# Pool Testing Participation – School Level

Chelmsford Public Schools				
School Level Data - Participation in Pool Testing				
	Enrollment		Individuals Enrolled in Pool Testing	% of School
Chelmsford High School	1,350		275	20%
McCarthy Middle School	839		312	37%
Parker Middle School	723		284	39%
Byam Elementary School	510		195	38%
Center Elementary School	501		266	53%
Harrington Elementary School	466		194	42%
South Row Elementary School	452		236	52%
Consents Provided as of 5.15.2022:			1,762	

## Chelmsford Public Schools COVID-19 Pool Testing Results

Test Week	Week Beginning	Total Tests Administered	# Tests Positive	# Tests Negative	% Positivity
1	9.27.2021	1,011	1	1,010	0.10%
2	10.4.2021	1,166	2	1,164	0.17%
3	10.11.2021	1,175	1	1,174	0.09%
4	10.18.2021	1,248	0	1,248	0.00%
5	10.25.2021	1,294	3	1,291	0.23%
6	11.1.2021	1,280	4	1,276	0.31%
7	11.8.2021	1,303	6	1,297	0.46%
8	11.15.2021	1,252	1	1,251	0.08%
9	11.29.2021	1,285	1	1,284	0.08%
10	12.6.2021	1,330	5	1,325	0.38%
11	12.13.2021	1,274	2	1,272	0.16%
12	12.20.2021	1,285	6	1,279	0.47%
13	1.3.2022	1,221	39	1,182	3.19%
14	1.10.2022	1,192	26	1,166	2.18%
15	1.18.2022	1,182	21	1,161	1.78%
16	1.24.2022	1,189	17	1,172	1.43%
17	1.31.2022	1,187	6	1,181	0.51%
18	2.7.2022	1,178	7	1,171	0.59%
19	2.14.2022	1,147	6	1,141	0.52%
20	2.28.2022	1,220	6	1,214	0.49%
21	3.7.2022	1,168	4	1,164	0.34%
22	3.14.2022	1,174	4	1,170	0.34%
23	3.21.2022	1,145	4	1,141	0.35%
24	3.28.2022	1,166	6	1,160	0.51%
25	4.4.2022	1,172	3	1,169	0.26%
26	4.11.2022	1,212	8	1,204	0.66%
27	4.25.2022	1,321	5	1,316	0.38%
28	5.2.2022	1,341	7	1,334	0.52%
29	5.9.2022	1,288	29	1,259	2.25%
<b>TOTALS:</b>		<b>35,406</b>	<b>230</b>	<b>35,176</b>	<b>0.65%</b>

# Chelmsford Public Schools

## At-Home Rapid Antigen Test Kit Participation

School	Students	Staff	Total Registrations (5.15.2022)
Byam Elementary School	289	81	370
Center Elementary School	309	88	397
Harrington Elementary School	256	75	331
South Row Elementary School	259	68	327
McCarthy Middle School	400	106	506
Parker Middle School	337	90	427
Chelmsford High School	464	160	624
Westlands School	154	56	210
Central Office		19	19
	<b>TOTAL:</b>		<b>3,211</b>

# Chelmsford Public Schools Weekly COVID-19 Dashboard

## Positive COVID-19 Cases in Chelmsford Public Schools

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

Please note the following definitions:

1. Reported positive cases for students: Number of reported positive cases for students who are enrolled in the school.
2. Reported positive cases for staff: Number of reported positive cases for district staff members employed by the school district.

A weekly report will be posted each Friday.

School	Number of STUDENTS with confirmed positive cases from 5/5 to 5/11	Number of district STAFF with confirmed positive cases from 5/5 to 5/11
CHIPs Integrated Pre-School	9	1
Lions Pride Pre-School	0	0
Byam Elementary School	27	4
Center Elementary School	13	6
Harrington Elementary School	5	3
South Row Elementary School	10	1
McCarthy Middle School	15	4
Parker Middle School	9	1
Chelmsford High School	13	7

**Valley Collaborative  
FY 23 Board Member Appointment**

Dr. Jay Lang was appointed to the Valley Collaborative Board of Directors  
(Board Member Name)

on May 17, 2022 by Chelmsford School Committee for the term July 1, 2022 – June 30, 2023.  
(date of appointment) (School Committee)

**Respectfully Submitted,**

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**Donna M. Newcomb**  
Chair, Chelmsford School Committee

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 15, 2022  
Re: Valley Collaborative Newsletter – Spring 2022

---

Attached please find a copy of the Valley Collaborative Spring 2022 Newsletter.

## Valley Earns Top Marks



### We are: A team

■ Page 2: Valley Elementary has a new football club, just one of many fun offerings.



### We are: Finishing strong

■ Page 3: Valley's basketball team finished the 2021-2022 season in true championship style.



### We are: Giving back

■ Page 5: Lucas Flores once attended Valley as a student. He recently returned as an employee. "I wanted to help somebody else the way that Valley helped me."

Dear Valley Community:

I am pleased to report that Valley has concluded its Coordinated Program Review with the Department of Elementary and Secondary Education (DESE), which began in March 2021 and included parent surveys, three days of onsite review and 24 staff interviews. We were informed by Christine Romancewicz, DESE's Specialized Program Liaison, during our exit interview that from her perspective Valley has achieved an "A+" and will be receiving a final report with no findings. Below are the recurring themes mentioned by Ms. Romancewicz during Valley's exit interview.



VALLEY COLLABORATIVE EXECUTIVE DIRECTOR, DR. CHRIS A. SCOTT

- DESE Parent survey results indicated that families were extremely pleased with their child's placement at Valley, quoting "they have found their home", "acceptance," "sense of safety," etc.
- Staff were very positive and appreciate the administrative support they receive in doing what is best for students.
- Staff were very committed to the mission and vision of Valley.
- From the paraprofessional in the classroom to the Executive Director and everyone in between, there was a consistent message regarding Valley's procedures and professional responsibilities and commitment to the students we educate.
- Rigorous academic curriculum across all programs was observed.
- A supportive culture for both students and staff across all programs was observed.
- Therapists, educators, and administrators worked on effective teams to deliver high quality therapeutic services and academics unique to each student at Valley.
- Procedural consistency across all programs was noted.
- Well trained staff across all programs was observed.
- Solid systems in place across all programs to ensure compliance with all state regulations.

# Valley Elementary Comes Alive

It's springtime at Valley Elementary and that means springing into action. From roller skating to "Light and Color" STEM workshops to a Bubble Mania show, there is never a dull amount these days. Here's a look at some recent activities that elementary students have been involved in.

## Rock and roll

What do you call a school on wheels? That would be the Valley Roller Kingdom" adventure day. The entire elementary school headed to the Tyngsboro roller rink, strapped on skates and enjoyed a fun-filled day of skating. Students and staff had a great time. While the skates are now off, the school hasn't stopped moving since!

In February, Crocodile River Music came to Valley for an African music performance. The large African band put on a show, taught students about African instruments, and gave students an opportunity to try some of them out. Then it was time for students to dance with the performers. Speaking of dancing, the annual Valley Valentine's Day dance party was back this year.

## Making magic

March featured that magic Valley combination of learning and fun. As part of the Read Across America, Valley hosted a Dr. Seuss Magic Show. Later that month, outreach instructors from the Acton Discovery Center came to VCES and ran a day of "Light and Color" STEM workshops for students. It seems like almost every day some kind of learning adventure is on the schedule for Valley students.

## Getting outside

As the weather gets nicer, students and staff are looking forward to getting outside, including going out for group hikes. Valley also has some brand new football and dance clubs that will get students moving and bring a renewed

RIGHT: AUBREY BORGET AT AN ALL SCHOOL FIELD TRIP TO ROLLER KINGDOM. BELOW: AN OUTREACH INSTRUCTOR FROM THE ACTON DISCOVERY CENTER LEADS A "LIGHT AND COLOR" STEM WORKSHOP.



not everybody. "I like the Rams," says Michael.

## Dance with Somebody

The new football club is just one of many clubs at Valley Elementary. But when sixth grader Jack Murphy looked around, he noticed one that was missing: a dance club. Thanks to Jack, Valley has a brand new club devoted to getting kids moving. In April, the club will host its first outdoor dance party. "The concept is for everyone to gather in the field," says Jack. "We'll do some stretches to kick things off and then start dancing." As for the music, an essential ingredient for any dance party, Jack says he likes all kinds: country, rock and roll, jazz. With music therapist Bryan Thomas spinning the tunes, you can be sure that Valley faves "Thunderstruck" and "Dance with Somebody" will make the cut.

Jack is currently spreading the word about the event, looking for students who love to dance as much as he does. He shouldn't have trouble finding kids who like to move. The dance party is scheduled to begin as soon as the Friday football game wraps up. ■

sense of community and social interaction to the school.

The football club was created by third grader Jack Bucknam and fifth grader Michael Santiago. The idea for the club started earlier this year when Michael brought a football to school. The boys started throwing around the idea of a football club and quickly found some fans of the idea: 3rd grader Jeremiah Alerte and fourth grader Keegan Gilman.

When the group announced the first game of the season, half of the school participated. Since then the games have become a weekly affair. Each week the students put up flyers encouraging their classmates to join them outside for a little football. All are welcome. Boys, girls, doesn't matter what size. We're very friendly," says Keegan.

While there's a bit of a rivalry among the club leaders as to who is the best player—Michael has gloves, Jeremiah can throw—a shared love of football unites the group. "We all like the Patriots," says Jack. Well,

# Alternative Middle/High School: A Championship Season

**T**he 2021-2022 basketball season was a true example of the old saying “it’s not how you start, it’s how you finish”. At the start of the season, the excitement was through the roof because we were going to be able to compete against other schools. Last year, due to COVID, the program was limited and we could only have matchups against each other.

We learned quickly early on that we weren’t in the clear just yet as COVID popped up a few times and led to other teams canceling games. Between the cancellations and being on the wrong end of a few tough losses, things weren’t going exactly the way we hoped. The roster was fluid throughout the season with the addition of new students and other students missing some time.

About halfway through the season the focus of the program shifted toward the Greater Boston Basketball League (GBBL) Tournament at the end of the season. If we stuck together, improved as a team, and made it to the tournament, it would all be worth it. As that tournament approached, the team began to gel. The roster was firmed up and the intensity of practices and games was increasing.

As the team was still hunting for its first win, there were a couple of really close games that we weren’t able to win, however the confidence gained from them was obvious. That confidence was on full display at the GBBL Tournament from the minute the team walked onto campus at UMASS Lowell. The competitive spirit and teamwork that Valley displayed was incredible. The team came out on fire and won two games on the first day, propelling them into the Championship the following



PLAYERS ON VALLEY’S ALTERNATIVE MIDDLE AND HIGH SCHOOL BASKETBALL TEAM GOT OFF TO A SLOW START BUT FINISHED THE 2021-2022 SEASON IN CHAMPIONSHIP STYLE.

day. Confidence was sky high when the team returned to the school. The players were so proud of their accomplishment however there was one more game to take care of. There was a buzz at school as the other students and staff rallied around the team.

The morning of the championship there was one more unexpected hurdle. One of the team’s leaders and top scorers was unable to make it to school. Instead of panicking, the team talked about the importance of coming together and each elevating their game. The Championship game felt like a Championship should. The gym was packed and it just felt like a huge game. Valley got out to a hot start and took a 5 point lead into halftime. The other team was not going out easy however as they roared back in the second half to take the lead by 5 points. This type of situation can make or break a team. The leaders of the team stepped up and were determined to take the game

back.

The final few minutes were what sports are all about. Back and forth, big shot after big shot, teammates cheering each other on. At the end of regulation the game was tied and headed for overtime. Valley stepped up once again in the overtime period and after a huge 3 point shot, they were CHAMPIONS.

The way this season ended could not have been scripted together. Lessons were learned throughout the year. *Finish what you start. Believe in your team. Hard work will pay off.* These kids were so proud, and took from the tournament a confidence that cannot be gained in any other environment.

Walking back into school with the championship trophy, to ovations from everyone, is a memory this team will never forget. ■

*Congratulations to this year’s GBBL Tournament champions!*

# Spring is Sprouting at Valley Transitional Middle/High School

Something is sprouting at Valley Collaborative. This year, Valley's Transitional Middle and High School has been partnering with Giving Gardens, a non-profit organization that seeks to educate students about where food comes from and inspire an interest in growing healthy.

Giving Grocers brought their mission to Valley Collaborative with multi-week programs diving into basic nutrition and gardening. Students began their growing with microgreens, followed by larger, take-home plants, all leading up to the students getting to plant, look after, and harvest from indoor, vertical planter towers. These planters are full of greens and herbs (all planted by students), and placed in one of their kitchen spaces. The students will get to not only watch as their plants grow and thrive, but enjoy the absolute freshest, healthiest foods that they can use in their home cooking.

We start off in the classroom with education on healthy eating and portion sizes," says Maggie Curran, an occupational therapist. "Then the students get to grow their own vegetables like pea shoots, spinach, and beans," says Maggie. The clay planters that are now home to a bounty of greens were also made by the students.

Maggie says that as the planters have begun to fill with sprouts, the students have gotten more excited. Cooking classes now start with a survey of which vegetables are ready to harvest and incorporate into the meals students are preparing.

Students are also learning about how to build balanced meals as well as how to make sense of nutrition labels. Staffers from Giving Gardens will even be accompanying students to the grocery store to help them work on making nutritious choices, including how to shop for produce that's in season—lessons that will last long after the current crop of veggies has been harvested.

Maggie says the students' interest in seeing their own food grow has brought the issue of healthy eating home for them. "Overall, it's been great and the students are responding really well. Their interest makes it all the easier for them to enjoy and experience the nutritious produce they have grown. When they get to plant their own food, it just gives it that much more meaning." ■



TOP: EMILY ST. PIERRE SHOWS OFF A CLAY POT PLANTER MADE BY VALLEY STUDENTS AS AMY DOUCETTE FROM THE GIVING GARDENS PROJECT LOOKS ON; BOTTOM: COOPER KEOMANIVONG DISPLAYS SOME OF THE SEEDS THAT WILL SOON BE TURNING INTO VEGGIES, THANKS TO THE VALLEY STUDENTS' GREEN THUMBS.



SIGNS OF SPRING AT VALLEY!



# Former Students Keep Valley Running

**L**ucas Flores graduated from Valley in 2019. After graduation he tried several different trades, including building police cars and towing cars for the State Police. Then one morning, he awoke with this thought: “I wonder what’s going on at Valley?” Lucas dropped by for a visit and the rest is history. “One of the maintenance workers told me that he needed someone to help him keep the facilities in top shape,” recalls Lucas. He responded without missing a beat. “I said ‘sign me up.’” Today Lucas works as part of the facilities crew at Valley and says that he loves it. “Every day is different.”

Preparing students to thrive in



LUCAS FLORES

the workplace after graduation has long been a central goal at Valley Collaborative. Now, a growing number of former students are returning to Valley to join the ranks of its employees, helping current students have a great educational experience.

Lucas says that returning to his former school has enabled him to connect with students. While he doesn’t like to brag, Lucas says that the middle school students adore him. “When I show up to school on my motorcycle they get very excited.” The students are also aware of Lucas’ goal to become a pilot and join the airline industry. “They’re rooting for me to succeed,” says Lucas.



JAY COLLINS

### Unique bonds

Jay Collins graduated from Valley in 2008. He says that even during his two years as a student, he wanted to work at Valley and even served as a sort of junior staff person. He realized his dream seven years ago when he took a job as a teacher’s aid in Valley’s Alternative Middle/High School. Jay says that his experiences as a former student enable him to form unique bonds with current students. When he sees kids struggling socially or academically, he thinks back to his own student days. “I understand what they’re going through,” says Jay.

### A role model

Logan Cardillo’s return to Valley was more recent. He graduated in 2019 and was searching for work when Assistant Principal Glen



LOGAN CARDILLO

Costello sent him an application. Logan filled it out and was hired soon after. He now works as a one-to-one aide in the Alternative Middle School program. Logan says that he can easily relate to where Valley students are coming from because he was one of them so recently. “The first week I was back a student found my yearbook picture. Let’s just say I was not the most photogenic student.”

In addition to working at Valley, Logan works part-time at a convenience store and attends UMass Boston where he is a junior majoring in



MATT DIAZ

criminology. He’s hoping to attend law school one day. In the meantime, he encourages current Valley students to consider college after graduation. “Especially for kids who maybe aren’t thinking about college, I can point to what I’m doing and say ‘see, you can do it too,’” says Logan.

Matt Diaz graduated from Valley’s Chelmsford campus in 2013. He pursued a degree in human services after graduation, spurred by his interest in therapy and psychology. While searching for work, Matt happened to recall that Julie Fielding, who had been the social worker for Valley’s Alternative Middle/High School, had recently become principal of the school.

# Adult Services: Spring Has Sprung!

Spring has sprung, and the individuals in the Today & Tomorrow program are as busy as bees! In mid-March, the program welcomed more than a dozen individuals back onsite to Linnell Circle. Transitioning back to in-person programming after about two years of virtual services has been thrilling for our recent additions. Program members are not only excited to reconnect with others, but now have opportunities to practice hands-on employment skills and return to community work and volunteer sites. Most members of the program are now going out to paid worksites at

A return to in-person programming means reconnecting with others, practicing hands-on employment skills, and returning to community work and volunteer sites.

least 2 or 3 days per week, and fill their time otherwise with volunteer and CBDS activities. Our remote team continues to work as hard as ever too-- helping individuals keep skills sharp (and develop new ones!) for when we can add more people to our onsite programming.

Our daily schedules continue to grow as well, and recently we have added two great new volunteer opportunities to our CBDS programming. The adult program has recently partnered with Meals on Wheels in Tewksbury. Groups help pick up hot and cold food packs from a community center, navigate through the town to locate houses, and drop off meals to homebound seniors. This has allowed group members to practice their profession-



LEFT: SHARIFAH NAMIGADDE AT BRISTOL MEYERS SQUIBB.. AFTER TWO YEARS OF VIRTUAL SERVICES, MOST MEMBERS OF THE PROGRAM ARE NOW GOING OUT TO PAID WORKSITES AT LEAST TWO OR THREE DAYS PER WEEK .

al greetings and social skills—two major topics that we have covered in onsite CBDS programming. One individual in the program mentioned, “I like going there so that we can visit new people while helping them!”

Otherwise, groups have also started volunteering twice per week at Strongwater Farm, a therapeutic equestrian center in Tewksbury. Individuals have had opportunities to see how the farm runs and the importance of daily upkeep to keep the animals healthy and happy. They have spent time outside cleaning and refilling water buckets for animals, mucking stalls, and interacting with farm personnel. This has allowed individuals to increase their communication skills by working collaboratively to complete various projects, and given them more opportunities to get fresh air and engage in physical exercise. Seeing horses and other animals is a cute bonus, too! We look forward to continuing our partnerships with these great organizations so our individuals can develop meaningful connections in our community and promote positive leadership skills. ■

## New Beginnings

New beginnings can be scary for someone venturing out on a new journey, but they can also be exciting, as this is a time full of opportunities. During the darkness of the pandemic, many bright new stars were born right here at Valley Collaborative. While welcoming these wonderful new individuals into the Today & Tomorrow program, many new opportunities were created for all.

Throughout the pandemic, Valley Collaborative was resilient and nurtured a virtual environment in which individuals felt safe and supported. And they thrived! While many people were isolated in their homes, Valley Collaborative offered a way for our individuals to stay connected to one another and their community. Valley Collaborative’s Today and Tomorrow program continued to grow as they introduced a number of new individuals to the program during this time.

As each individual began their new journey here at Valley, he or she was greeted with kindness, enthusiasm, and excitement. The first day always included an opportunity for the new individual as well as current folks in the program to work on their social skills.

\*continued on next page

# Valley Earns Top Marks

\*continued from cover

- The Department was impressed with Valley's timeout and restraint procedures and that students had the opportunity to de-escalate in various sensory spaces (for example "Chillville") before a timeout or restraint was needed.
- Incident reports were very detailed and explained in full the incident and the reason and rationale for all actions taken. Furthermore, a full explanation was given if a restraint or timeout room was required for a student to de-escalate.
- Students were quickly reintegrated back into the classroom after various de-escalation techniques were provided resulting in minimal disruption to time on learning which was observed across all programs.
- There is no technical support needed from the Department at this time.

It is a pleasure to work with such a high performing, committed and caring team. A special thank you to Joia Mercurio, Deputy Director, for her ongoing leadership and support. Valley is very fortunate to have the exemplary program Principals: Nicole Noska, Julie Fielding, Heather MacKay along with the exceptional teams they have built of educators, therapists, and paraprofessionals. We are so fortunate to have experienced and competent leaders working with our students, families, and staff.

We also gratefully acknowledge all of Valley's support staff for the pride they take in their work which ensures clean and safe learning environments for students and staff: Renato Silva, Ian MacAulay, Sandy Morency and their teams. The schools have never looked

better. We also want to recognize the "behind-the-scenes" hard work and dedication of the Technology Department and Administrative Support Staff: Mazyar Moshtaghi, Donna Suarez, Kelly Fitts, Karen Blackburn, Donna Driscoll and Kathy Diaz, to name a few.

Completing a program review during a pandemic presents unique challenges. Staffing shortages and health care protocols were constant stressors. Thanks goes to Kari Morrin, Director of Human Resources, for the countless hours of hard work and dedication she has put into our workforce. Sincere appreciation also goes to Lead Nurse Jessica Scalzi and her team for their tireless and significant support. Nurse Jessica Scalzi continues to go above and beyond to ensure all COVID procedures and protocols are followed to maintain the health and safety of students and staff.

Last but not least, I would like to thank Valley's Board of Directors, for their ongoing guidance and support as we navigate this important and difficult work. The board's support of Valley's staff and the work we do is continuously demonstrated through various Board votes, most recently the generous longevity package the Board voted in order to address retention and recruitment issues we have struggled with during this pandemic.

The Board's ongoing commitment to offering its staff competitive compensation, while maintaining some of the lowest tuition rates in the Commonwealth in a non-union setting, helps to ensure that we can recruit and retain staff that are among the most talented in the field.

Also, noteworthy, is their support of a robust and well-resourced curriculum which ensures our students are able to reach their full potential.

\*continued on back page

## New Beginnings

\*continued from previous page

Individuals were encouraged to introduce themselves and discuss a little bit about their interests such as hobbies and favorite work experiences. Eventually this process became more automatic, and individuals began to initiate this process on their own. Staff has continued to facilitate these social interactions at times throughout each day on Zoom and we have seen many friendships develop and grow throughout this time.

In addition to these amazing connections and friendships, program individuals have had the opportunity to take on more of a leadership role by helping new folks adjust to the Zoom schedule as well as demonstrate appropriate and professional social norms during meetings as they lead by example. This, not only has helped current folks to adopt better work habits, but has also been a great confidence booster for all. One of the Zoom facilitators, Patricia Evans, said, "I have noticed the individuals' confidence increase during this time and they are taking more initiative and interacting more."

During a time of physical distance, where much of the world remained isolated, Valley's individuals overcame many challenges, adapted to new technologies, and welcomed in some amazing new faces that have truly added to the camaraderie of the Valley community. As we all continue to embrace new challenges and opportunities, we are reminded that we have the support and guidance of one another to help us get through anything that we may face in the future. ■

# Valley Collaborative Leadership Team



**Chris A. Scott, PhD**

Executive Director,  
Finance and Operations  
cscott@valleycollaborative.org



**Jennifer Bergeron**

Valley Elementary School  
Special Education Director  
jbergeron@valleycollaborative.org



**James George**

Business Manager/Accountant  
jgeorge@valleycollaborative.org



**Heather Mackay**

Principal, Valley  
Elementary School  
hmackay@valleycollaborative.org



**Joia Mercurio**

Deputy Director  
jmercurio@valleycollaborative.org



**Nicole Noska**

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



**Kari Morrin**

Director of HR, Title IX and  
504 Coordinator  
kmorrin@valleycollaborative.org



**Julie Fielding**

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



**Jessica Scalzi**

Lead Nurse  
jscalzi@valleycollaborative.org



**Matthew Gentile**

Assistant Director of DDS &  
Transitional Services  
mgentile@valleycollaborative.org

## Valley Collaborative Board

**Chair: Mr. Timothy Piowar**  
Superintendent, Billerica Public Schools

**Dr. Jay Lang**  
Superintendent, Chelmsford Public Schools

**Mr. Steven Stone**  
Superintendent, Dracut Public Schools

**Dr. Laura Chesson**  
Superintendent, Groton-Dunstable Re-  
gional School District

**Dr. Denise Pigeon**  
Superintendent, Nashoba Valley Technical  
School District

**Mr. Brad Morgan**  
Superintendent, North Middlesex  
Regional School District

**Ms. Brenda Theriault-Regan**  
Interim Superintendent, Tewksbury Public  
Schools

**Dr. Michael Flanagan**  
Superintendent, Tyngsborough Public  
Schools

**Dr. Christopher Chew**  
Superintendent, Westford Public Schools

## Top Marks for Valley

*\*continued from page 7*

We would like to thank the Board of Directors for the confidence and trust they have in Valley to care for and educate some of their most vulnerable students.

Please know, we are committed to maintaining the highest quality programming for your/our students and to always be deserving of your support.

If you ever have a suggestion or need assistance, my door is always open.

My best to you,

*Chris*  
Chris A. Scott, Ph.D.  
Executive Director

# Former Valley Students

*\*continued from page 5*

So he reached out to inquire about job opportunities. When she told him that there was a one-to-one aide position open, he jumped at the opportunity.

Matt says that his experience attending Valley has been a huge asset for him now that he works with students. "I get them and that enables me to create a rapport very easily."

Three years ago, Matt moved upstairs to the Transitional Middle/High School. He now works as a classroom registered behavior technician, assisting students who are primarily non-verbal. Matt says

that his current role requires him to be even more creative about how to connect with students. "One of the things I really appreciate about Valley is that there is always room for growth," says Matt, who attends UMass Lowell and is studying psychology. "No matter what you want to do they try to help you get to that point."

Matt, Jay, Logan and Lucas all say that returning to Valley as employees has enabled them to give back to a place that is special to them.

"I wanted to help somebody else the way that Valley helped me," says Lucas. ■

# CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent

From: Robyn Corbett

Date: May 11, 2022

**Re: Personnel Report – April 2022**

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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 – April 2022

### New Hires

**Nadeau, Beth**

**ABA Paraprofessional**

**CHIPS**

Effective date: 4/25/22

**Quira, Gangi**

**Paraprofessional**

**McCarthy Middle School**

Effective date: 4/4/22

**Sylvester, Corina**

**ABA Paraprofessional**

**South Row Elementary School**

Effective date: 4/11/22

### Resignations:

**Bailey, Sean**

**ABA Paraprofessional**

**CHIPS**

Effective date: 4/15/22

**McGary, Brennan**

**ABA Paraprofessional**

**Chelmsford High School**

Effective date: 4/14/22

**Tedesco, Catherine**

**Lunch/Recess Aide**

**Parker Middle School**

Effective date: 4/5/22

Retirements:

**Rigoli, Pamela**

**District Data Management Officer**

**Central Office**

Effective date: 6/30/22

Assignment Changes:

**Fidler, Heather (formerly Clerk Main Office at Harrington Elementary School)**

**Technology Assistant**

**Harrington Elementary School**

Effective date: 8/29/22

**Hanlon, Nicole (formerly Clinical Psychologist at McCarthy 0.5 and Parker 0.5)**

**Clinical Psychologist**

**Parker Middle School**

Effective date: 8/29/22

**Kurth, Kristina (formerly SLP at Parker Middle 0.9 and South Row 0.1)**

**Speech Language Pathologist**

**Parker Middle School**

Effective date: 8/29/22

**Magrath, Erica (formerly Grade 1 Teacher at South Row Elementary School)**

**Grade 2 Teacher**

**South Row Elementary School**

Effective date: 8/29/22

**McConnell, Brenda (formerly Kindergarten Teacher at Center Elementary School)**

**Grade 2 Teacher**

**Center Elementary School**

Effective date: 8/29/22

**Robinson, Jessica (formerly SPED Teacher at McCarthy Middle School)**

**Grade 7 Math Teacher**

**McCarthy Middle School**

Effective date: 8/29/22

**Semenza, Shannon (formerly SPED Teacher at South Row Elementary School)**

**Grade 4 Teacher**

**South Row Elementary School**

Effective date: 8/29/22

**Tassinari, Julia (formerly Grade 1 Teacher at Harrington Elementary School)**

**Grade 2 Teacher**

**South Row Elementary School**

Effective date: 8/29/22

## **Approval of Field Trip Requests**

- 1.) Community Education Program  
SummerQuest Field Trip  
Canobie Lake Park  
Salem, New Hampshire  
July 7, July 21, August 3, and August 4, 2022
  
- 2.) Community Education Program  
SummerQuest Field Trip  
Chunky's / Mine Falls Parks  
Nashua, New Hampshire  
July 11, 2022
  
- 3.) Community Education Program  
SummerQuest Field Trip  
SkyVenture / Nashua Hatchery, Nashua New Hampshire  
Nashua, New Hampshire  
July 13, 2022

**FIELD TRIP APPLICATION FORM**  
CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824  
Phone (978) 251-5100

Teacher Sub(s) Needed:  
YES \_\_\_\_\_ NO \_\_\_\_\_  
\_\_\_\_\_ Full-Day Sub(s)  
\_\_\_\_\_ Half Day Sub(s)  
needed for: AM / PM

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

School Requesting Permission: \_\_\_\_\_ CHS \_\_\_\_\_ PARKER \_\_\_\_\_ McCARTHY \_\_\_\_\_ COMM.ED.  \_\_\_\_\_  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7 / 13 / 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: Karvica Cranki Cell Phone: 978-995-1982

Grade, Group, Class(es) or Course(es): Summer Quest

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Karvica Cranki, Meghan Harter, Cassia H. Harim, Cassi Mause Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Karvica Cranki  
If applicable

Is a Nurse Needed? Yes \_\_\_\_\_ No

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

Reviewed by:

\_\_\_\_\_  
Signature of School Nurse Date

Event/Purpose of the Trip: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Sky Venture / Nashua Hatchery (603) 897 0002  
Name of Facility Facility Telephone  
100 Adventure Way Nashua NH  
Facility Street Address City State  
151 Broad Street St 1 Nashua NH



# FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES  NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission:  CHS  PARKER  McCARTHY  COMM.ED.   
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 7 / 11 / 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: KANDACE ZERNIKI Cell Phone: 978-445-1182

Grade, Group, Class(es) or Course(es): Summer Quest

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

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male        Number of Female       

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

Faculty/Chaperones (Names): KANDACE ZERNIKI, MARGAN HOOVER,  
SCILLA PITTAKIM, GROSSA MORGUE Cell Phone #:       

Faculty/Chaperone with Epi-Pen Designation (Name): KANDACE ZERNIKI  
If applicable

Is a Nurse Needed? Yes  No

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

Reviewed by:

Signature of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Event:/Purpose of the Trip: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Chunkys/Mine Falls Park (603) 880-8053  
Name of Facility \_\_\_\_\_ Facility Telephone \_\_\_\_\_  
157 Coliseum Ave \_\_\_\_\_  
Facility Street Address \_\_\_\_\_ City \_\_\_\_\_ State NH  
Whipple Street \_\_\_\_\_  
City \_\_\_\_\_ State NH

Estimated Leave Time: 10 a.m. / p.m. Estimated Return Time: 3 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) Comm Ed

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: Comm Ed \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 5/6/22  
Signature of Trip Sponsor Date

Approved by: [Signature] 5/9/22 [Signature] 5/9/22  
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**

**FIELD TRIP APPLICATION FORM**  
**CHELMSFORD PUBLIC SCHOOLS**

230 North Road, Chelmsford, MA 01824  
Phone (978) 251-5100

Teacher Sub(s) Needed:  
YES \_\_\_\_\_ NO \_\_\_\_\_  
\_\_\_\_\_ Full-Day Sub(s)  
\_\_\_\_\_ Half Day Sub(s)  
needed for: AM / PM

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

School Requesting Permission: \_\_\_\_\_ CHS \_\_\_\_\_ PARKER \_\_\_\_\_ McCARTHY \_\_\_\_\_ COMM.ED.   
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7 / 7 / 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: Kendra Greig Cell Phone: 978-495-1982

Grade, Group, Class(es) or Course(es): Summer Quest

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Morgan Hoover, Susan El-Hakim,  
Candace Moore, Kendra Greig Cell Phone #: \_\_\_\_\_

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

Is a Nurse Needed? Yes \_\_\_\_\_ No

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

Reviewed by:

\_\_\_\_\_  
Signature of School Nurse Date

Event/Purpose of the Trip: Summer Quest Program

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Canobie (hr) 893-3506  
Name of Facility Facility Telephone  
75 N. Park Street 02079 Eden NH  
Facility Street Address City State

Estimated Leave Time: 10:00 a.m. / p.m. Estimated Return Time: 3:00 a.m. / p.m.

No. of Regular School Buses Needed: 1 No. of Wheel Chair Accessible Buses Needed: 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) Comm Ed

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] 5/6/22  
Signature of Trip Sponsor Date

Approved by: [Signature] 5/9/22 [Signature] 5/9/22  
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 numb**

# FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES  NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission:  CHS  PARKER  McCARTHY  COMM.ED.  
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 7 / 21 / 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: Kendrace Czernicki Cell Phone: 978-495-1982

Grade, Group, Class(es) or Course(es): Summer Quest

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

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male        Number of Female       

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

Faculty/Chaperones (Names): Kendrace Czernicki, Imogen Horsey, Sara Al-Hakim, Melissa Mause Cell Phone #:       

Faculty/Chaperone with Epi-Pen Designation (Name): Kendrace Czernicki  
If applicable

Is a Nurse Needed? Yes  No

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

Reviewed by: \_\_\_\_\_  
Signature of School Nurse Date

Event/Purpose of the Trip: Summer Quest

Curriculum Standard Addressed by Trip (Reason for the Trip)  
\_\_\_\_\_

Destination: Canaan Lake Park (603) 343-3506  
Name of Facility Facility Telephone  
85 N Polley Street Solom NH  
Facility Street Address City State

Estimated Leave Time: 10 a.m. / p.m. Estimated Return Time: 5 a.m. / p.m.

No. of Regular School Buses Needed: 1 No. of Wheel Chair Accessible Buses Needed:     

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

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

Bus Pick-Up Location (be specific) Committed

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 \$     

Additional Costs      \$     

Total Cost of Trip \$     

School/Org. to pay for: Committed \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 5/6/22  
Signature of Trip Sponsor Date

Approved by: [Signature] 3/9/22 [Signature] 5/9/22  
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 numb**

# FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824

Phone (978) 251-5100

Teacher Sub(s) Needed:

YES  NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission:  CHS  PARKER  McCARTHY  COMM.ED.  
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 8 / 3 / 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: Heather Fidler Cell Phone: 978-251-3151

Grade, Group, Class(es) or Course(es): Summer Fest

Total Number of Students: 60 Number of Male      Number of Female     

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 60 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): Heather Fidler, [unclear] Cell Phone #:     

Faculty/Chaperone with Epi-Pen Designation (Name): Heather Fidler  
If applicable

Is a Nurse Needed? Yes  No

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

Reviewed by:

Signature of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Event:/Purpose of the Trip: Summer Fest

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Caroline (603) 893-3506  
Name of Facility \_\_\_\_\_ Facility Telephone \_\_\_\_\_  
85 N. Park Street Salem NH  
Facility Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Estimated Leave Time: 10 a.m. / p.m. Estimated Return Time: 3 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) Commed

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 \$     

Additional Costs      \$     

Total Cost of Trip \$     

School/Org. to pay for: Commed \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]  
Signature of Trip Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Approved by: [Signature] 5/9/22 [Signature] 5/9/22  
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 numb**

**FIELD TRIP APPLICATION FORM**  
CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824  
Phone (978) 251-5100

Teacher Sub(s) Needed:  
YES \_\_\_\_\_ NO \_\_\_\_\_  
\_\_\_\_\_ Full-Day Sub(s)  
\_\_\_\_\_ Half Day Sub(s)  
needed for: AM / PM

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

School Requesting Permission: \_\_\_\_\_ CHS \_\_\_\_\_ PARKER \_\_\_\_\_ McCARTHY \_\_\_\_\_ COMM.ED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8 / 4 / 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: Kandice Czarnik Cell Phone: 978-495-1952

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

Total Number of Students: 10 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Kandice Czarnik, Denise M. Causey, Meghan Howell, Sofia Elbakiri Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kandice Czarnik  
If applicable

Is a Nurse Needed? Yes \_\_\_\_\_ No X

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

Reviewed by:

\_\_\_\_\_  
Signature of School Nurse Date

Event:/Purpose of the Trip: SummerQuest

Curriculum Standard Addressed by Trip (Reason for the Trip)

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

Estimated Leave Time: 10 a.m. / p.m. Estimated Return Time: 3 a.m. / p.m.

No. of Regular School Buses Needed: 1 No. of Wheel Chair Accessible Buses Needed:     

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

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

Bus Pick-Up Location (be specific) Commed

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 \$     

Additional Costs      \$     

Total Cost of Trip \$     

School/Org. to pay for: Commed \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]  
Signature of Trip Sponsor Date

Approved by: [Signature] 5/9/22 [Signature] 5/9/22  
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 numb**