



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Tuesday May 3, 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 prior to 12:00 p.m. on Tuesday May 3, 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 April 26, 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. Spotlight on the Schools: Parker Middle School
2. MASC Legislative Priorities: 2022
3. MSBA SOI Submission & Review Timeline
4. FY2022 Budget Forecast

5. FY2022 Recommended One-Time Budget Expenditures
6. FY2022 Recommended Budget Transfers

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
April 26, 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

6:15 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 also be read and made part of the record of the meeting during the second public comment session."

The Chair welcomed all and thanked the Select Board for their vote last night to allow submission of a Statement of Interest (SOI) to the Massachusetts School Building Authority. She also thanked Town Meeting Members for approving the budget and district capital projects at last night's meeting. Additionally, she recognized the CHS Band who performed at the meeting.

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of April 12, 2022

Mr. Doherty motioned to accept the minutes of the regular School Committee meeting on April 12, 2022. Mr. Moses seconded. Motion carries 5-0.

CHS Student Representatives Announcements

Katrina shared that, with May approaching, the end of the school year is near. Seniors have only 18 days left of school. AP testing will be held the next two weeks in the CHS Learning Commons. She thanked the Melting Pot Club for the international lunch they held for the teachers. During April vacation, the Eco Club held a town-wide trash clean up to celebrate Earth Day. Tickets are on sale for senior activities including Prom, the banquet and BBQ. Upcoming music concerts will include the Jazz Band on May 4th, and the POPS Concert on May 10th.

Sarah added that on Thursday CHS students will be able to see Ivy Watts, who is a mental health advocate, at the PAC. She congratulated Ganesh Danke and Rishi Ajmara who performed at the DECA International Career Development Conference in Georgia. Ganesh presented his own fictional start-up to a panel of judges and Rishi performed in the category of Entrepreneurship Series where he was given an exam. The Leadership in Motion Club is preparing for the return of the 24-Hour Relay on May 21st and 22nd. Proceeds from the event will go to charity. Sign ups for this event end on May 6, 2022.

Good News

Dr. Hirsch shared that Chelmsford has again been designated as a “Best Community for Music Education” by the NAMM Foundation for the tenth year in a row. Grade eight and grade eleven students will soon begin their first action research project, Thanks to a grant a new greenhouse has been created at CHS with 15 wireless trail cameras to be placed in CHS, McCarthy and Parker. Today civics classes from CHS toured the State House.

Mr. King added that at Town Meeting approval was given last night for the tennis, basketball and street hockey courts at CHS, as well as the playground at Center School.

Public Comments

None

New Business

1. Chelmsford Land Acknowledgement Proclamation

The entire official proclamation, dated March 14, 2022, was read by Mr. Moses as requested by the Diversity, Equity and Inclusion Committee.

“On behalf of the Diversity, Equity, and Inclusion Committee, I am writing to share that the Chelmsford Select Board has approved a Land Acknowledgement proclamation. This proclamation is intended to honor the Indigenous Peoples who once lived on this land and continue to live here today. Part of the mission of the Diversity, Equity, and Inclusion Committee is to help educate our community about diversity-related matters. The Chelmsford Public Library partnered with us to draft the Land Acknowledgement proclamation and identify supporting resources. The Land Acknowledgement proclamation raises awareness about local Indigenous Nations, shares Chelmsford-specific historical accounts about those Nations, and the accompanying F.A.Q. brochure offers additional educational resources. We are enthusiastic that the Select Board has joined us in supporting and affirming Indigenous peoples and their historic relationship with the land that is now known as Chelmsford. Attached to this email is the signed proclamation, an accessibly readable version of the proclamation, and a frequently asked questions brochure. Additionally, the DEIC website and the Library website both have landing pages for the proclamation which you can view by clicking the links below: At the discretion of your committee or board, we ask that the Land Acknowledgement proclamation be read at larger public meetings or events. For example: meetings held at the Town Common, holiday celebrations, sporting events, trail walks, etc. We are asking you to join in our efforts to raise awareness and spread the word. Thank you for supporting this initiative.”

Best regards, Latosha Dixon - Chair of the Diversity, Equity, and Inclusion Committee
Carly Connor Reim - Co-Chair of the Diversity, Equity, and Inclusion Committee

2. 2022/23 School Committee Meeting Schedule

Dr. Lang included a draft version of the schedule in tonight's packet to be voted on by The Committee.

Mr. Doherty motioned to approve the July 2022 through June 2023 Chelmsford Public School's School Committee meeting schedule as written. Mr. Moses seconded. Motion carries 5-0.

3. 2022/23 School Committee Liaison Assignments

The current assignments are included in tonight's packet. If anyone would like to change an assignment they should let The Chair know this soon. The final assignments for next year may be approved at the next meeting or on May 17th. These assignments become effective July 1, 2022.

4. FY2022 Budget Report: 3rd Quarter Financials

Ms. Johnson-Collins included a detailed report in tonight's packet for the third quarter financials and shared it with The Committee, while highlighting favorable variances on the report. The Special Education Reserve Fund has been set up after receiving approval last night at Town Meeting.

5. Vote to Approve FY2023 Substitute Employee Rate Increases

Mr. Doherty motioned to accept the recommended substitute employee rate increases for fiscal year 2023. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

6. MSBA Vote: Vote to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest (SOI) for Parker Middle School

Dr. Lang shared that the Select Board approved the Statement of Interest (SOI) for the district to submit to the Massachusetts School Building Authority on Friday for the Parker Middle School concept.

Mr. Doherty motioned having convened in an open meeting on April 26, 2022, prior to the SOI submission closing date, the School Committee of the Town of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 22, 2022 for the Parker Middle School located at 75 Graniteville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority 2 – Elimination of existing severe overcrowding, Priority 4 – Prevention of severe overcrowding expected to result from increased enrollments, Priority 5 – Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility, and Priority 7 – Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Chelmsford to filing an application for funding with the Massachusetts School Building Authority. Mr. Moses seconded. Motion carries 5-0.

Dr. Lang added that notification about the "eligibility phase" of this process should be received next January or February.

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

Dr. Lang included a slide show in tonight's agenda packet providing updates on: vaccination data for Chelmsford and CPS; Pool Testing and results; at-home testing and the updated Dashboard. Last week only eight positive cases were found in the schools. All COVID initiatives will remain in place until the end of this school year.

8. Personnel Report – March 2022

No action required. Dr. Lang stated that hiring for the next school year is already in process and going well. He added that the traditional gathering honoring retirees will be held in June and co-sponsored by the school district and the teachers' union. People who retired the past two years will also be recognized.

Liaison Reports

Mr. Doherty and Ms. Santos shared that the CHS After Prom Breakfast plans are moving forward.

Graduation will be held at the Tsongas Arena on June 4th at 4:00 p.m.

Action/New Items

The next meeting will be Tuesday, May 3rd.

MASC resolutions need to be submitted by June 1, 2022. A delegate for the annual meeting needs to be selected by October.

Public Comments

None

Adjournment (7:11 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 2, 2022
Re: Spotlight on the Schools: Parker Middle School

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

A photograph of Parker Middle School, a two-story brick building with a flat roof. The words "PARKER SCHOOL" are mounted on the upper right corner of the brick wall. To the left of the building, there are several green trees. In the foreground, a red metal playground structure is visible. The sky is blue with some white clouds. A dark, semi-transparent banner is overlaid on the bottom half of the image, containing the title and date.

PARKER SCHOOL

Parker Middle School School Committee Presentation

May 3, 2022



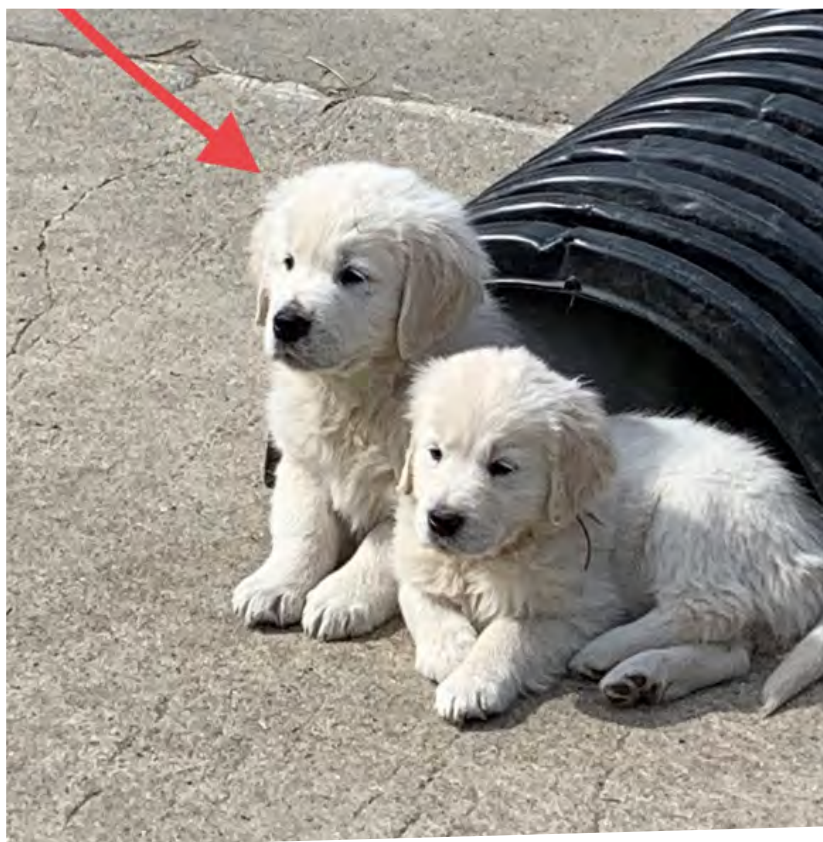
Parker Partnerships

Officer Ozzie – How did this happen?



Parker MS and Chelmsford PD Community Resource Dog - Timeline

Community Resource Dog – Timeline Cont.



Parker MS and Boston 25 News/DiBella Law



MY SCHOOL Rules!

PRESENTED BY
DiBella
LAW OFFICES, P.C.

YOUR SCHOOL COULD WIN \$5,000*

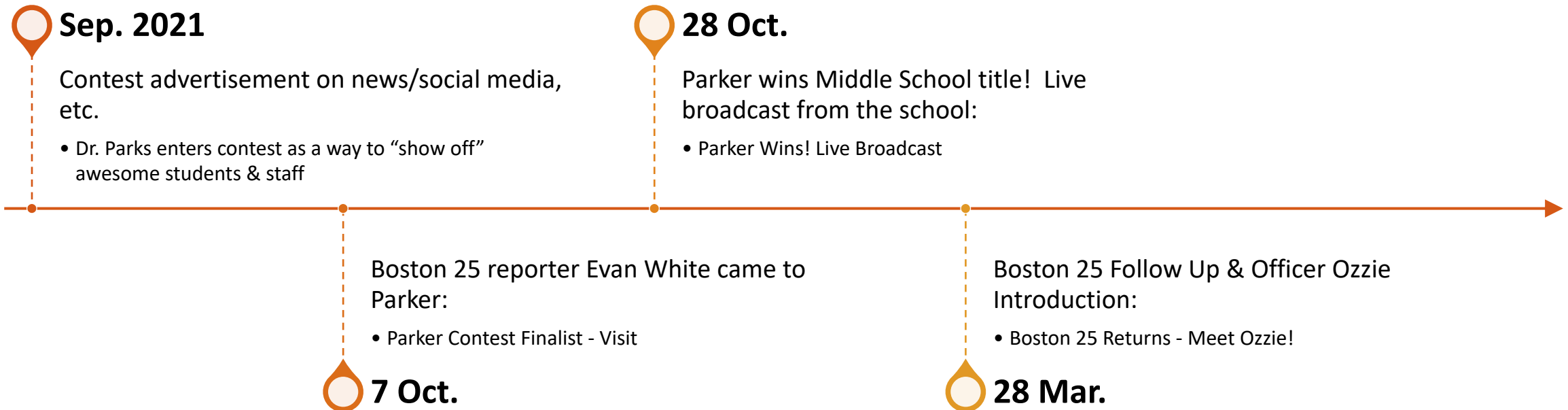
DETAILS AND NOMINATION FORM:
BOSTON25NEWS.COM

BOSTON 25 MORNING NEWS

*NO PURCH. NEC. MA res., 16+. Submit entries 9/7-9/26/21. Rules: Boston25News.com/MySchoolRules



Parker MS and Boston 25 News



Yes, there are other things happening at Parker MS too!

Student Leadership Opportunities, Staff Lead Committees, School Events, Field Trips, and a wonderful school culture – every day!



MakerSpace in Library

Staff PBIS Committee

- Teachers supporting students and each other!
- Mindful Mondays, Theme of the Month, Bulletin Board Resource, and more!



The Knowledge Bowl

- **Parker and McCarthy Team to compete again this year!**
- **June 8th and 9th at Dracut High School – 6 – 8 PM.**





Parker PRIDE Reps – 24
Students -7th and 8th Grade



Student Ambassadors – 32
Students – 8 From Each Grade

Project 351 Ambassador – Riley B.

- Each year, one student from Chelmsford is selected to participate in this awesome program
- We typically alternate with McCarthy in selecting the Ambassador.



Parker Events - The 8th Annual Parker Classic!



Parker Events - Annual PRIDE Rally!





CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 2, 2022
Re: MASC Legislative Priorities: 2022

Attached for discussion please find a document outlining the Massachusetts Association of School Committees (MASC) Legislative Priorities for 2022.

**PUBLIC POLICY ISSUES FOR PUBLIC EDUCATION FROM
THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES**

MASC Legislative Priorities for 2022

Full funding for the Student Opportunity Act. Federal COVID stimulus funding has made it possible for the legislature to fulfill its commitment to Chapter 70 and incremental adjustments to charter school mitigation, regional transportation funding, and special education transportation. We urge the legislature to oversee that commitment and to advocate for additional funds as the federal government may provide to cover the extraordinary costs of services to children during the pandemic.

Children's Services Safety Net. For over two decades, MASC has advocated for funding those agencies that support children and their families in need of essential social services and economic support. Schools alone cannot compensate for the basic lack of resources including food, housing, health care, mental health services, and the economic stimuli that provide income to families seeking work. These agencies and programs need full legislative support and MASC has always viewed them as no less important than public education for the long term wellbeing of children and families.

Full funding for the Special Education Circuit Breaker. The Special Education Circuit Breaker is an effective form of a "stop-loss" funding system to cover the costs of the education plans of high needs and high cost students. We have determined, in coalition with organizations representing special education, that full funding for FY 2023 would be \$ 460.675 million and have urged the legislature to appropriate this amount. The reimbursement for out-of-district transportation costs from the Student Opportunity Act (SOA) will go into its second scheduled year. (25% per year over 4 years.) This is estimated at \$40 million for this second year of implementation.

Support for Public Policy that Promotes Equity, Diversity and Inclusion. (Influence 100) MASC has supported state funding for this initiative designed to create a career ladder for educators of color. In addition, we have urged the legislature to provide incentives to support these educators and to allow the district greater discretion in screening and interviewing candidates for the superintendency as noted in the segment on Open Meeting Law items.

Earmarking Special Funding to Study Efficiencies and Economies for Small and Rural Districts, including regions of the state with declining enrollment and limited economic growth. As an example, we cite the work of the Berkshire K-12 Coalition that has developed a multi-faceted approach to collaboration, use of technology, and vision for the future. The task force has had earmarked support from the legislature, and MASC hopes that the legislature would create a more permanent base of support. Such research may have significant implications for other similar areas including Franklin, Hampshire and Barnstable Counties.

Rethinking the Appropriateness of Testing and Accountability. COVID has disrupted school for most students. It is widely recognized that standardized tests are of little value unless they are used exclusively to guide educators in tailoring education strategies to students. Our membership has called for a moratorium on the use of testing for punitive or sanction purposes. Further, we have urged the

legislature to act to restore local graduation requirement standards to school districts rather than incorporating a high stakes test (i.e., MCAS) into the process.

Retention of Medicaid Reimbursement for Covered Services. Local school districts should be allowed to retain 100% of reimbursements for special education services covered by Medicaid or other insurers.

Charter School Oversight and Reform. After a period of transition, the charter school lobby has emerged again seeking continuous growth of student enrollment. The legislature should ensure that no charter school or school district or individual school restructuring will be imposed or expanded by the state upon a community without its consent; that all charter school proposals must include an academic and economic impact study relative to the community on which it would be imposed; and guarantees that representatives selected by the community will be among those who serve as trustees of charter schools.

While the public rejection of a cap-lift on charter school enrollment was unambiguous and consistently rejected by the voters and the public, DESE has quietly allowed certain schools to increase enrollment within the permitted levels under the local caps, but full funding of the mitigation program falls short. This has taxed further the ability of school districts to meet the needs of their students. DESE has been cautious about expanding the number of charter schools in the pandemic, but new applicants emerge annually while current schools continue to grow in many cases.

METCO. MASC continues to support full funding for the METCO program at a level to support current and future students. METCO has proven to be a successful program for students and families who seek alternatives for their children within the public school districts of Metropolitan Boston and Springfield.

Vocational Technical School Enrollment. MASC has supported a negotiated approach to the question of admissions standards for vocational technical high schools rather than a state regulated or imposed strategy. The state has agreed to allow most districts to implement changes to encourage a more diverse and equitable distribution of students in vocational and technical programs. It is our hope that the combination of more flexible consideration of such criteria as student discipline, coupled with a reasonable consideration of student diversity, will prove to be the best methodology rather than relying on the heavy hand of state regulation.

Annual Tribal Consultations. MASC supports efforts to ensure that the state and local school districts located within or near a tribe or tribal organization, be required to hold formal consultation with those local tribes and organizations. This is consistent with the Every Student Succeeds Act as a way of obtaining input from key stakeholders in the ongoing education of Native youth. Meaningful consultation supports dialogue, establishes a continuous improvement platform; increases educational opportunities; and advances the well-being of Native students. The consultation process provides for the building of strong, healthy, trusting, and collaborative relationships on which to determine how Native students should be taught and who should teach them.

Establish Incentives for the Most Potentially Competent People to Become Educators, remain in the field, serve students who need them most, and grow professionally to build a cohort of excellence at all levels and in each discipline. Such incentives could include loan forgiveness, state subsidized wage supplements for teaching in communities with high risk/high needs students, and other strategies to be determined.

Retain a Powerful Voice for the Community in the Oversight and Governance of its Public Schools and in the protection of their financial resources as part of the fiduciary responsibilities of the school committee, city council, town council, select board, and town meeting. We continue to warn about efforts to authorize DESE or any other state agency to effectively dissolve elements of local government at its discretion by coercing district consolidation against the will of the communities affected as was attempted during the previous administration.

Protect the Right to Privacy as a Matter of Equity. MASC believes it is important to acknowledge that any effort to achieve “equity” should target not only finances and allocation of financial resources, access to curricula, safety and security at school (including environmental as well as physical safety), capital resources, but also protection of the civil rights of vulnerable students including protecting privacy and security of data that is collected on students and families. We will want assurances that data are gathered and used or shared appropriately¹.

Update Open Meeting Law. In light of what we have learned from our experiences during the pandemic, the legislature should embark on a study to determine how the Open Meeting Law may be revised to meet the needs of local officials in the 21st Century. Such reforms may include:

- Continuation of remote participation in appropriate circumstances including meetings of statewide boards and other bodies whose members may reside long distances from meeting sites, and accommodations for individuals with family caregiving responsibilities who may not be able to meet in person or participate in public comment meeting segments.
- Restore the original legislative intent to permit all members of school committees, city councils, town boards, and select boards who are engaged in recruiting and hiring key administrative personnel, including superintendents of schools, town managers and town administrators to conduct the initial confidential initial screening and interviews. Currently only a minority of board members may participate in initial screening and interviews.

Expedited Release from Districts in Receivership. Following on to the instructions from our Delegate Assembly, MASC is working with local advocates and the legislature to develop a strategy to return authority to the school committee in districts currently in receivership as determined by the Department of Elementary and Secondary Education. This is based on our belief that local officials are best able to oversee the improvement in student outcomes in most circumstances.

¹ Many classroom teachers have embraced the array of websites and applications available to supplement and support student learning before and during the pandemic. The companies that have created these websites and applications thus have access to an enormous amount of information about students: names, ages, grades, ability and skills measures, disciplinary data, and more. Rarely is anyone at the classroom, school, or district level reviewing and evaluating the policies that companies may or may not have regarding this student information, and it appears that few are overseeing access to this data.

CHELMSFORD PUBLIC SCHOOLS

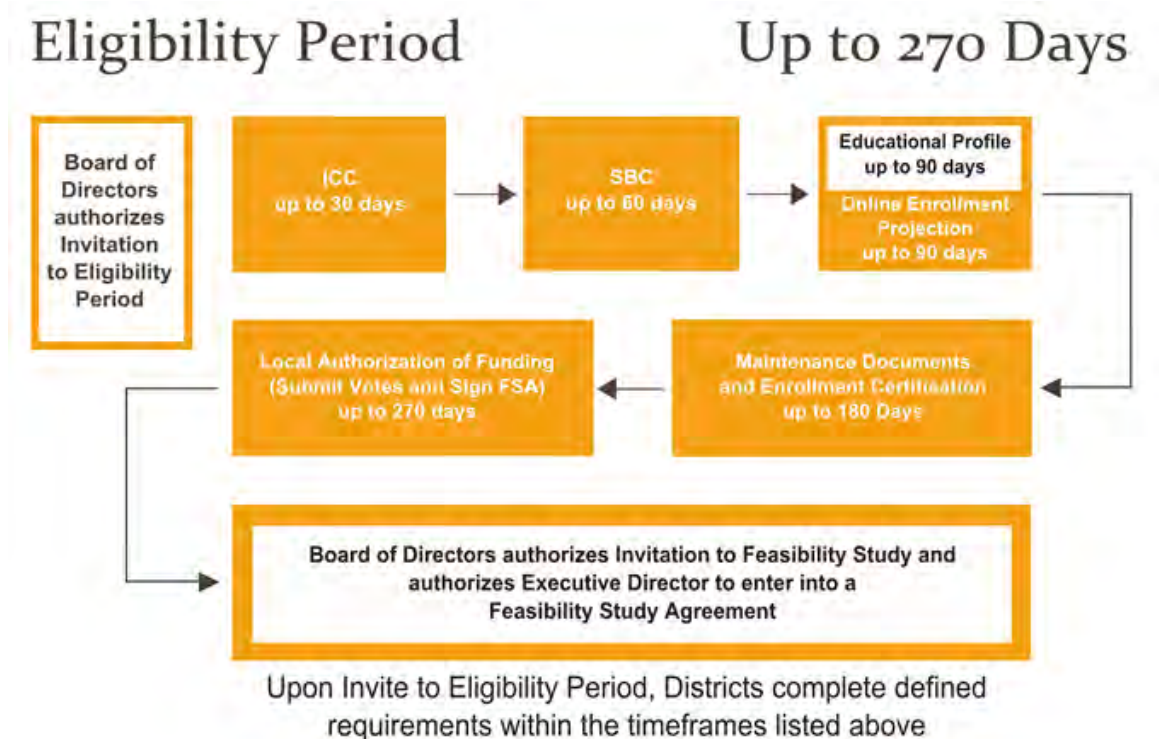
Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 2, 2022
Re: MSBA Application and Funding Process

As we discussed at the April 26, 2022 regular school committee meeting, I indicated I would consolidate information posted on the MSBA website for the various phases of the application process to provide a timeline and help set expectations for the next steps in the long-term capital planning process pertaining to our recent Statement of Interest (SOI) submission for the Parker Middle School.

Phase 1: Eligibility Period



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

To further maximize resources, the MSBA has formalized and streamlined the beginning of its grant process with the establishment of an **Eligibility Period**, which has and will continue to result in several benefits to the District and the MSBA. The **Eligibility Period** assists the MSBA with managing its financial resources by identifying early in the process whether a District is ready to manage and fund a capital project. It will help to determine a District's financial and community readiness to enter the capital pipeline. It will also assist Districts locally by providing a definitive schedule and identifying needs for planning and budgeting.

A vote of the MSBA Board of Directors to invite a District into the **Eligibility Period** is based on a review of the District's Statement of Interest ("SOI") and staff due diligence and recommendation. The vote initiates a 270-day period for the District to complete certain preliminary requirements that include: 1) a certification of the District's understanding of the grant program rules by executing an [Initial Compliance Certification](#); 2) forming a [School Building Committee](#) and submitting the membership to the MSBA for acceptance; 3) completing an Educational Profile Questionnaire to further inform the MSBA's understanding of the District's current and proposed educational facilities, teaching methodology, grade configurations and program offerings; 4) a summary of the District's existing [maintenance practices](#); 5) certification of a design enrollment for the proposed project agreed upon with the MSBA (may not be applicable for Repair Assessments depending on the proposed scope of work); 6) confirmation of community authorization and funding to proceed (see [MSBA Vote Requirements](#)); and, 7) execution of the MSBA's standard [Feasibility Study Agreement](#), which establishes a process for the District to be reimbursed for eligible expenses.

Districts that successfully complete the preliminary requirements to the satisfaction of the MSBA within the 270-day **Eligibility Period** are eligible to receive an invitation from the MSBA Board of Directors to the Feasibility Study phase. This phase involves the District utilizing MSBA-specific procurement processes and standard Request for Services ("RFS") templates and contracts to procure a team of professionals to work with the District as a proposed project advances through the MSBA grant process as defined in Phase 2.

Districts that are able to successfully complete the preliminary requirements in less than 270 days may receive an invitation earlier than 270 days, as determined by the MSBA. An invitation to the **Eligibility Period** is not an invitation to Feasibility Study and it does not guarantee an invitation to the MSBA's capital pipeline. Districts that do not successfully complete the preliminary requirements within the 270-day period will have to re-file an SOI during the next open SOI filing period.

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Jay Lang, Ed.D., Superintendent

Phase 2 Forming the Project Team

Once all of the Pre-Requisites have been completed to the satisfaction of the MSBA, the District procures the team of professionals utilizing MSBA specific procurement processes and standard Request for Services (“RFS”) templates and Contracts to work with the District as the proposed project advances through the MSBA’s grant process.

- [*Owner's Project Manager \(OPM\) Process*](#)
- [*Designer's Selection Panel \(DSP\) Process*](#)
- [*MCPPO Certification/Recertification Requirements*](#)

Phase 3 Feasibility Study

Upon successful conclusion of procurement of Owner's Project Management and Designer services in accordance with the procedures outlined under [Phase 2 - Forming the Project Team](#), the District and its team collaborate with the MSBA to document their educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration. During this phase, the Owner's Project Manager will submit on behalf of the District and its Designer a Preliminary Design Program and a Preferred Schematic Report. Approval by the MSBA Board of Directors is required for all projects to proceed into schematic design. Please refer to [Phase 4 - Schematic Design](#) for additional information.

Phase 4 Schematic Design

[Schematic Design Guidelines](#)

Based upon the completed Feasibility Study and the steps outlined in [Phase 3 Feasibility Study](#), the District and its team, in collaboration with the MSBA, develop a robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project. The MSBA generates a Project Scope and Budget Agreement that documents the project scope, budget, schedule and MSBA financial participation to forward to the MSBA Board of Directors for their consideration. Approval by the MSBA Board of Directors is required for all projects in order for the MSBA to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the District. Refer to [Phase 5 – Funding the Project](#) for additional information.

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Phase 5 – Funding the Project

Based upon the completed Feasibility Study and the steps outlined in [Phase 4 – Schematic Design](#), the District and MSBA staff establish and document the project scope, budget, schedule, and MSBA financial participation to forward to the MSBA Board of Directors for their approval. Approval by the MSBA Board of Directors establishes the MSBA participation in the proposed project. [Phase 5 – Funding the Project](#) provides guidance on [MSBA vote language](#) and outlines the steps necessary to be completed by the District to enter into a Project Scope and Budget Agreement and a Project Funding Agreement with the MSBA. The District should utilize the [Phase 5 – Funding the Project Completion Checklist](#) to ensure that it has completed all steps.

Upon Board approval of a proposed project, the District and the MSBA may enter into a [Project Scope and Budget Agreement](#) that defines the project scope, budget, schedule, and potential MSBA participation in the project. Once the District secures community authorization and financial support, the MSBA and the District enter into a Project Funding Agreement, which also defines the scope, budget and schedule for the project. Once a [Project Funding Agreement](#) is executed, the District can begin submitting requests for [reimbursement](#) to the MSBA for project costs beyond the feasibility study.

Phase 6 Detailed Design

Design Development, Construction Documentation, and Bidding: The District and its team continue to advance the project and the MSBA continues to monitor the project to ensure it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement. In general terms, the MSBA ensures that the project team works within the requirements contained in the MSBA's [Base Contracts and Base Contract Amendments for OPM and Designer Services](#). Additionally, the MSBA assigns a [Commissioning Agent](#) to the project who facilitates an intensive quality assurance process and ensures that the new or renovated building operates efficiently and as the owner intended. Specifically, the District and its team generate construction documents which are reviewed by the MSBA in accordance with the requirements prescribed in the above-mentioned contracts.

In addition, as set forth in the Project Funding Agreement, the District is responsible for meeting all of the applicable procurement requirements in connection with its project, which may include M.G.L. c. 30 §§ 39F, 39J, 39K, 39N, 39O, 39P and 39R; c. 70B; c. 149; chapter 193 of the Acts of 2004; and all other applicable provisions of federal, state, and local law. The Department of Labor Standards ("DLS") is responsible for determining if and when payment of prevailing wages is required. For contracts requiring payment of

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Jay Lang, Ed.D., Superintendent

prevailing wages, the awarding authority (the school district) must request a prevailing wage schedule from DLS at www.mass.gov/dols. In addition, bidders and proposers must agree to comply with the Prevailing Wage Law, as administered by the DLS.

The MSBA monitors the projects against the total project budget throughout the Design Development, Construction Documentation, and Bidding Phases using the MSBA's [Cost Estimate Comparison Form](#), which must be updated by the OPM and included in each design submission. Following the award of the construction contract, the MSBA works with the district and its consultants to develop a [revised project budget](#) that reflects actual bid costs. The Project Funding Agreement will then be amended to reflect the revised budget. If at any point during the project, the District chooses to make changes to key personnel on the project team, these changes must be approved in writing by the MSBA.

In accordance with the OPM contract, the OPM is required to provide a certification that (1) the OPM has reviewed and coordinated the materials, (2) the submittal is complete, and (3) the District has approved the materials for submission to the MSBA. The MSBA will review each core program project submittal during design development in accordance with the following Design Submission Review Comment Templates:

- [Design Development](#)
- [60% Construction Document](#)
- [90% Construction Document](#)

Phase 7 Construction

Construction Administration: The MSBA continues to monitor the progress of the project to confirm that it remains on schedule and within budget and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement. For the MSBA to process Reimbursement Requests submitted by the District, the project team is required to enter project budgets associated with the Amendment to the Project Funding Agreement into the [ProPay System](#). In order to easily align line items in reimbursement requests with ProPay codes and the Project Funding Agreement and, therefore, expedite processing requests, the MSBA is providing a sample standardized [Schedule of Values](#) to be used by the project team.

As the project progresses in the Construction Administration Phase, the District is required through its consultants to submit its [Change Orders](#), executed and pending, in the format approved by the MSBA, as set forth in the [January 2015 Manual for the Eligibility Review of Change Orders](#). The MSBA will determine which costs may be eligible for reimbursement. The District is also required to process related

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

[Budget Revision Requests](#) in a timely manner. It is important to note that all revisions to the Project Budgets that have been established in either the Feasibility Study Agreement or the Project Funding Agreement must be submitted to the MSBA for review and acceptance. The commissioning agent continues to play an integral role in this phase, testing all systems to ensure that the new or renovated building as a whole operates efficiently and as the owner intended. Project teams are reminded that the [DCAM Standard Contractor Evaluation Form](#) must be completed at fifty percent project completion and at final completion of the project.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: April 29, 2022

RE: FY2022 Budget Projection

Attached please find a one-page summary of the FY2022 Local Budget and Projection by DESE function code categories. As reported in our quarterly financial reports and associated narratives, we are favorable in several categories. Due to the favorable variances in these categories, we will bring forward recommendations to the school committee to apply some of the savings to one-time purchases and request the associated FY2022 budget transfers.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS
FY22 BUDGET SUMMARY AND PROJECTION

	2021-2022 ORIGINAL APPROVED BUDGET	2021-2022 APPROVED BUDGET TRANSFERS	2021-2022 REVISED BUDGET	2021-2022 ADJUSTMENTS FOR PROJECTION	2021-2022 PROJECTED SPEND
1110 SCHOOL COMMITTEE	33,400		33,400		33,400
1210 SUPERINTENDENT	441,670		441,670		441,670
1220 ASST. SUPERINTENDENT	252,299		252,299		252,299
1230 DISTRICT WIDE	455,700		455,700		455,700
1410 BUSINESS AND FINANCE	425,664		425,664		425,664
1420 HUMAN RESOURCES	342,529		342,529		342,529
1430 - 1435 LEGAL SERVICES & SETTLEMENTS	165,000		165,000		165,000
1450 DISTRICTWIDE MIS	1,360,062	17,465	1,377,527		1,377,527
2110 CURRICULUM DIRECTORS - REGULAR EDUCATION	1,313,686		1,313,686		1,313,686
2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION	919,174		919,174	(5,300)	913,874
2210 SCHOOL LEADERSHIP	2,836,183		2,836,183	(21,000)	2,815,183
2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION	24,116,199	(23,508)	24,092,691	(500,000)	23,592,691
2310 TEACHERS SPECIALISTS - REGULAR EDUCATION	2,017,423		2,017,423	(200,000)	1,817,423
2310 TEACHERS SPECIALISTS - SPECIAL EDUCATION	6,584,655	23,508	6,608,163	29,000	6,637,163
2320 MEDICAL/THERAPUTIC SERVICES	400,000		400,000		400,000
2325 SUBSTITUTES	610,000		610,000	(45,000)	565,000
2330 PARAPROFESSIONALS	4,253,346	(139,830)	4,113,516	(460,170)	3,653,346
2340 LIBRARY/MEDIA CENTER	788,834		788,834	(12,745)	776,089
2357 PROFESSIONAL DEVELOPMENT	217,275		217,275	(29,000)	188,275
2410 - 2415 TEXTBOOKS & INSTRUCTIONAL MATERIALS	591,482		591,482		591,482
2420 INSTRUCTIONAL EQUIPMENT	151,500		151,500		151,500
2430 GENERAL SUPPLIES	558,775		558,775		558,775
2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL ED	192,000		192,000		192,000
2451 - 2455 CLASSROOM INST TECHNOLOGY & SOFTWARE	680,000		680,000		680,000
2710 - 2800 GUIDANCE & PSYCHOLOGICAL SERVICES	2,450,031	(17,465)	2,432,566	(36,535)	2,396,031
3200 MEDICAL & HEALTH SERVICES	867,624		867,624	(25,000)	842,624
3300 TRANSPORTATION	4,095,884	(270,000)	3,825,884		3,825,884
3400 FOOD SERVICES	121,249	116,193	237,442		237,442
3510 ATHLETIC DEPARTMENT	886,857		886,857		886,857
3520 OTHER STUDENT ACTIVITIES	202,690		202,690	(35,000)	167,690
3600 SCHOOL SECURITY	213,196	27,760	240,956	(27,550)	213,406
4110 - 4210 - 4230 CUSTODIAL SERVICES	1,774,255		1,774,255		1,774,255
4120 - 4130 HEATING OF BUILDINGS & UTILITY SERVICES	1,236,690		1,236,690		1,236,690
5150 EMPLOYEE SEPERATION COSTS	264,556	(157,552)	107,004		107,004
6200 CIVIC ACTIVITIES AND COMMUNITY SVCS	0		0		0
7200 CAPITAL LAND AND BUILDING	0	423,429	423,429	33,176	456,605
9300 TUITIONS	3,180,112		3,180,112	(1,900,006)	1,280,106
9300 PREPAID TUITIONS	0		0		0
		<i>recommendations to be presented</i>			
Grand Total	65,000,000	0	65,000,000	(3,235,130)	61,764,870

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 2, 2022
Re: FY2022 Recommended One-Time Expenditures

Attached please find a budget projection for the current fiscal year to end June 30, 2022. While there are still two months of activity remaining, the amount of available funds anticipated to be available at fiscal yearend is becoming clearer. A significant factor in the projection of approximately \$ 3.2 million in funds is within the special education tuition accounts as, 1) we have expended and encumbered less tuitions than anticipated/budgeted, 2) the actual FY22 pre-paid tuitions (with FY21 funds) were greater than originally budgeted, and 3) our return from Valley Collaborative was greater than originally budgeted. The second factor in the projection is unexpended/unencumbered salaries and wages for the current fiscal year as explained in the 2nd and 3rd quarter and monthly financial reports.

As discussed at the March 15, 2022 regular meeting of the school committee, I am recommending a three-phased approach to best manage the anticipated available funds at fiscal yearend; a combination of one-time purchases, pre-paid tuitions to offset FY23 tuitions, and funding a new special education reserve fund to provide for unanticipated/unfunded special education costs in future fiscal years (up to \$ 1.4 million). I am recommending we again pre-pay special education tuitions in FY23 with anticipated FY22 available funds. This action will allow the school committee to reallocate funds in FY23 (funds would be available in special education tuitions to be transferred to other areas of the budget) to assist with recovery and intervention costs from COVID-19 pandemic.

Attached please find additional recommended one-time expenditures for your review and consideration. The one-time expense recommendations are limited to equipment, supplies and/or projects that do not have recurring costs in future fiscal years.

FY2022 One-Time Purchase Recommendations

Amount	Description	School	Contact
\$ 1,035	Add flexible student seating in the music room.	Center & South Row Elementary	Christy Whittlesey
\$ 3,666	Replace the current art room tables.	Center & South Row Elementary Schools	Christy Whittlesey
\$ 3,688	Purchase a student set of xylophones.	Center Elementary School	Christy Whittlesey
\$ 8,755	Replace front office furniture fixtures from water damage.	Center Elementary School	Dianna Fulreader
\$ 17,550	Replace accordion walls in (2) classrooms; three (3) to be replaced with permanent walls, one (1) to be removed and not replaced.	Chelmsford High School	Brian Curley
\$ 23,612	Purchase graduation materials (i.e. platform background, hangings, etc.).	Chelmsford High School	Linda Hirsch
\$ 56,571	Purchase of E-Sports laptops, accessories, and furniture.	Chelmsford High School	Bill Silver
\$ 40,000	Purchase and installation of E-Sports television consoles.	Chelmsford High School	Bill Silver
\$ 6,278	Purchase and install three (3) additional access control peripheral devices to the main school entrance.	Chelmsford High School	Bill Silver
\$ 127,063	Replace the existing library circulation desk and alumni area furniture to match the rest of the space.	Chelmsford High School	Bill Silver
TBD	Installation of new stadium lighting at CHS.	Chelmsford High School	Brian Curley
\$ 125,000	Purchase back-to-school supplies for students.	Districtwide	Jay Lang
\$ 2,600	Purchase a tow-behind leaf vacuum for seasonal clean-ups.	Districtwide	Brian Curley
\$ 27,500	Purchase two (2) Boss Snowrator machines for winter snow removal.	Districtwide	Brian Curley
\$ 14,697	Purchase three (3) ride-on lawnmowers for season clean-ups.	Districtwide	Brian Curley
\$ 4,200	Purchase three (3) commercial snow blowers for winter snow removal.	Districtwide	Brian Curley
\$ 2,500	Replace pulse oximeters and otoscopes in nurses offices.	Districtwide	Peggy Gump
\$ 208,820	Purchase and installation of three-tier hyperconverged virtual environment and back-up.	Districtwide	Bill Silver

FY2022 One-Time Purchase Recommendations

\$ 143,973	Install a Bluetooth enabled sound bar on existing Clear Touch interactive panels for enhanced sound for teacher presentations.	Districtwide	Bill Silver
\$ 1,307	Replace supply and storage cabinets in nurses offices.	Harrington & McCarthy Schools	Peggy Gump
\$ 35,029	Purchase and install air conditioning in the conference room, counseling offices, and upstairs teacher's room.	McCarthy Middle School	Brian Curley
\$ 29,950	Install poured floor in the small gymnasium.	McCarthy Middle School	Brian Curley
\$ 4,073	Replace the orchestra room piano.	McCarthy Middle School	Christy Whittlesey
\$ 3,500	Purchase and install a 9-hole disc golf course at Parker Middle School. CHS and McCarthy already have a 9-hole disc golf course for use by physical education classes and the community (afterschool hours).	Parker Middle School	Katie Simes
\$ 9,875	Replace accordion walls in three (3) classrooms.	Parker Middle School	Brian Curley
\$ 13,450	Purchase and locate two (2) 20' outdoor storage containers, remove one (1) 40' outdoor storage container at end of life.	Parker Middle School	Brian Curley

\$ 914,689	TOTAL Recommended One-Time Purchases 5.3.2022
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CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 2, 2022

RE: FY2022 Recommended One-Time Expenditures & Budget Transfers

Attached please find a summary of the one-time purchase recommendations and the associated DESE function code category for each item. FY2022 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

I recommend the school committee vote at the regular school committee meeting on May 3, 2022 to approve these FY2022 local operating budget transfers totaling 914,689 for the Chelmsford Public Schools as presented. This budget transfer is shifting from four DESE categories that are favorable to eight DESE categories where the items should be purchased.

A few other FY2022 budget transfers are required, unrelated to the one-time purchase list presented.

The first budget transfer request is shifting budget funds from a Byam School Leadership/Bldg account to a Byam General Supplies account to purchase classroom supply items.

The second budget transfer request is shifting budget funds within the CHS School Leadership/Bldg category to establish the account number for the High School Accreditation expenses in FY2022.

The third budget transfer request is shifting budget funds for items related to finishing the McCarthy Auditorium Project and an opportunity to purchase snow removal equipment (used sidewalk tractor).

From		To			Amount
12210400-57310	Byam Dues/Conferences	12430400	54000	Byam General Supplies	1,400
12210100-57310	CHS Dues/Conferences	12210100	53930	CHS Accreditation	250
12310000-51050	Tutoring	17200000	57800	Capital Land & Buildings	33,176
				Total	34,826

I recommend the school committee vote at the regular school committee meeting on May 3, 2022 to approve these FY2022 local operating budget transfers totaling 34,826 for the Chelmsford Public Schools as presented.

Thank you for your consideration in approving these budget transfers.

FY2022 One-Time Purchase Recommendations

Amount	Description	School	Contact	FY22 Budget Transfer From DESE Category		To DESE Category	
\$ 1,035	Add flexible student seating in the music room.	Center & South Row Elementary Schools	Christy Whittlesey	Specialist Teachers	2310	General Supplies	2430
\$ 3,666	Replace the current art room tables.	Center & South Row Elementary Schools	Christy Whittlesey	Specialist Teachers	2310	General Supplies	2430
\$ 3,688	Purchase a student set of xylophones.	Center Elementary School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 8,755	Replace front office furniture fixtures from water damage.	Center Elementary School	Dianna Fulreader	Specialist Teachers	2310	School Leadership-Bldg	2210
\$ 17,550	Replace accordion walls in (2) classrooms; three (3) to be replaced with permanent walls, one (1) to be removed and not replaced.	Chelmsford High School	Brian Curley	Specialist Teachers	2310	Maint of Bldgs/Grounds	4210
\$ 23,612	Purchase graduation materials (i.e. platform background, hangings, etc.).	Chelmsford High School	Linda Hirsch	Paraprofessionals	2330	School Leadership-Bldg	2210
\$ 56,571	Purchase of E-Sports laptops, accessories, and furniture.	Chelmsford High School	Bill Silver	Classroom Teachers	2305	Inst Technology and	2450
				Classroom Teachers	2305	Maint of Bldgs/Grounds	4210
\$ 40,000	Purchase and installation of E-Sports television consoles.	Chelmsford High School	Bill Silver	Classroom Teachers	2305	Inst Technology	2450
\$ 6,278	Purchase and install three (3) additional access control peripheral devices to the main school entrance.	Chelmsford High School	Bill Silver	Classroom Teachers	2305	Districtwide MIS School Security	1450
\$ 127,063	Replace the existing library circulation desk and alumni area furniture to match the rest of the space.	Chelmsford High School	Bill Silver	Specialist Teachers	2310	Capital Land & Bldgs	7200
TBD	Installation of new stadium lighting at CHS.	Chelmsford High School	Brian Curley	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 125,000	Purchase back-to-school supplies for students.	Districtwide	Jay Lang	Paraprofessionals	2330	General Supplies	2430
\$ 2,600	Purchase a tow-behind leaf vacuum for seasonal clean-ups.	Districtwide	Brian Curley	Paraprofessionals	2330	Maint of Bldgs/Grounds	4210
\$ 27,500	Purchase two (2) Boss Snowrator machines for winter snow removal.	Districtwide	Brian Curley	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 14,697	Purchase three (3) ride-on lawnmowers for season clean-ups.	Districtwide	Brian Curley	Paraprofessionals	2330	Maint of Bldgs/Grounds	4210
\$ 4,200	Purchase three (3) commercial snow blowers for winter snow removal.	Districtwide	Brian Curley	Paraprofessionals	2330	Maint of Bldgs/Grounds	4210
\$ 2,500	Replace pulse oximeters and otoscopes in nurses offices.	Districtwide	Peggy Gump	Medical/Health Svcs	3200	Medical/Health Svcs	3200
\$ 208,820	Purchase and installation of three-tier hyperconverged virtual environment and back-up.	Districtwide	Bill Silver	Classroom Teachers	2305	Districtwide MIS	1450
\$ 143,973	Install a Bluetooth enabled sound bar on existing Clear Touch interactive panels for enhanced sound for teacher presentations.	Districtwide	Bill Silver	Classroom Teachers	2305	Instructional Tech	2450
\$ 1,307	Replace supply and storage cabinets in nurses offices.	Harrington & McCarthy Schools	Peggy Gump	Medical/Health Svcs	3200	Medical/Health Svcs	3200
\$ 35,029	Purchase and install air conditioning in the conference room, counseling offices, and upstairs teacher's room.	McCarthy Middle School	Brian Curley	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 29,950	Install poured floor in the small gymnasium.	McCarthy Middle School	Brian Curley	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 4,073	Replace the orchestra room piano.	McCarthy Middle School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 3,500	Purchase and install a 9-hole disc golf course at Parker Middle School. CHS and McCarthy already have a 9-hole disc golf course for use by physical education classes and the community (afterschool hours).	Parker Middle School	Katie Simes	Paraprofessionals	2330	Instructional Equip	2420
\$ 9,875	Replace accordion walls in three (3) classrooms.	Parker Middle School	Brian Curley	Specialist Teachers	2310	Maint of Bldgs/Grounds	4210
\$ 13,450	Purchase and locate two (2) 20' outdoor storage containers, remove one (1) 40' outdoor storage container at end of life.	Parker Middle School	Brian Curley	Paraprofessionals	2330	Maint of Bldgs/Grounds	4210
\$ 914,689	TOTAL Recommended One-Time Purchases 5.3.2022						