



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday June 21, 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 June 21, 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 17, 2022
2. Approval of the minutes of the regular school committee meeting of June 7, 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. Vote to Approve Contracted Custodial Cleaning Contracts
2. Vote to Approve FY2023 Non-Affiliated Staff Salary Increases
3. Acceptance of Financial Audit Report: Chelmsford High School Student Activity Fund
4. FY2022 Recommended Budget Transfers

5. McCarthy Tennis Court Study Group
6. Middle School Reconfiguration Follow-Up
7. 2021/22 Superintendent's Evaluation Process
8. COVID 19 Update & Anticipated Changes for 2022/23
9. Personnel Report: May 2022

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 17, 2022
Meeting Minutes**

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

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 May 3, 2022**

Mr. King motioned to approve the minutes of May 3, 2022. Mr. Moses seconded. Motion carries 4-0.

CHS Student Representatives Announcements

Katrina shared that this week is the last week of school for seniors. They are holding a spirit week to celebrate! The sophomores began MCAS today and will finish tomorrow. Today juniors had the opportunity to “job shadow” a professional in a career in which they are interested. This can pique their interest for a “senior internship” for next year. May 30th will be “senior week” and will include prom, the BBQ and the banquet. “We are very excited for this!” Last Tuesday The Pops Concert was held which featured the band, chorus and orchestra. Both CHS acapella groups performed last weekend.

Sarah added congratulations to the cast and crew of *Pippin!* Tammy nominations include many members of the production for: acting; overall production; best chorus; best dance ensemble; best student orchestra; best production number; best stage crew; technical excellence in lighting and sound; best costumes, hair and make-up and best visual excellence. This CHS production was nominated for 17 of the 19 categories for which it was eligible! “Congratulations to everyone who was involved. That’s amazing!” The mock car crash will be held this Thursday. The 24-Hour Relay will take place this

weekend. All money raised will be donated to charity. "Katrina and I would like to say, 'thank you'. This is our last meeting with you all as you know, since we are graduating. It has been a really great year and we've appreciated the opportunity to be here and give updates and also learn from The Committee. So, thank you all very much."

Good News

Dr. Hirsch stated that most of tonight's good news is in the audience. The student reps have had the best year!

Public Comments

None

New Business

1. Recognition of CHS Student Representatives to the School Committee

Dr. Lang was happy that the student reps were at tonight's meeting. The Committee appreciated all their help with what has happened at CHS and wish them well in their colleges next year. Ms. Newcomb added that the time commitment to prepare and attend these meetings is appreciated along with the student input. She thanked Katrina for her three years as a rep and thanked Sarah for this current school year. "You two have done an awesome job and it is very clear from the time and dedication you put into this that you're going to have very successful futures. So, thank you very, very much!" (Applause!) The Chair presented them each with a parting gift bag. (More applause!)

2. Spotlight on the Schools: Harrington Elementary School

Principal Rob Asselin and others from Harrington Elementary School took seats at the table to present. Joining him were Lindsay Albert, School Counselor, and Dr. Marlana Barrasso, School Psychologist. Their presentation focused on the Social Emotional Interventions implemented this school year. The needs of students returning post-COVID are different from the needs of students in years past. They wanted to identify critical needs and skills that had been lost to many students. They began with meeting students with resources already available and adding additional SEL approaches to support students moving forward through the school year. Dr. Barrasso shared the screener they used to provide data to support the staff interventions. All students were screened to: determine their social-emotional needs; identify students who required additional support and to use this data to look at trends and patterns across the school. Their presentation tonight augmented the multiple slides they included to highlight progress and transformations as the school year progressed. To fully appreciate this detailed presentation, one should truly watch it in its entirety on Chelmsford Telemedia You/Tube! Staff feedback was important to this process. Students were first screened by teachers in October, interventions were activated, and screening was done again in January and will be done again at the end of the school year. Due to this success the process will be carried into the 2022-23 school year at Harrington with continued assessments and modifications as needed and driven by data. Lindsay Albert spoke of whole school interventions using "Second Step" with added "circles" and PBIS. Karen Grabowski, Assistant Principal, offered whole staff training which addressed "executive functioning", social skills and self-regulation as well as restorative practices. Many small groups were offered for students who required more support. The entire presentation and student progress were well-received by The School Committee and "kudos" were given by Ms. Newcomb and Ms. Santos!

3. Chelmsford High School Seal of Biliteracy

Jess Nollet, Coordinator for Languages and Exchange Programs, came to the table to present. In attendance tonight are students from CHS who have earned their Seal of Biliteracy. This year 20 CHS seniors received this seal. Sofia and Arina, who are present this evening earned the Seal of Biliteracy in two languages! Biliteracy student diplomas will have a special seal attached to indicate their trilateracy or biliteracy. The students introduced themselves to The Committee. Their names and languages in which they received the Seal are included in tonight's agenda packet. To be awarded this Seal "is a huge honor"!

4. MA DESE Approval of CHS Innovation Pathway Program

Dr. Lang shared that CHS has been awarded approval from the DESE to offer an Innovation Pathway in Life Science and Manufacturing. This ties in with the Dual Enrollment Program and the College and Career Readiness Program at CHS. Dr. Hirsch added these pathways are in addition to the Business and IT Pathways which were awarded previously.

5. Presentation – CPS School Nutrition Program Year-in-Review

Nancy Antolini, Director of School Nutrition, came to the table to give her annual update. Her complete slide show is included in tonight's agenda packet. She began by giving a "shout out" to the food service staff and all they have achieved during the past two years! She is proud of this "exceptional team"! Meals served so far this school year, exceed what was served in 2020/21. She is requesting an increase in pricing for next year for breakfast and lunch. It will not be known until July 1st, if the State Legislature will support free breakfast and lunch for the 2022/23 school year. To fully appreciate all the accomplishments of the School Nutrition Program this year and plans for the future, you may view Ms. Antolini's entire presentation on Chelmsford Telemedia You/Tube. This year Ms. Antolini was elected to be the President of the School Nutrition Association of Massachusetts for 2022-2023! She requested the addition of two positions to Food Service. One will be the School Nutrition Office Manager (update of the position role) and the second would be a Nutritional Operations Supervisor, whose salary and benefits will be paid through the Revolving Fund according to Dr. Lang. The Chair read a memorandum from Ms. Johnson-Collins praising the great work Ms. Antolini has done and continues to do for the Chelmsford Public Schools, as well as the wonderful work of her team!

6. 2022/23 Student Breakfast/Lunch Fees

Mr. King motioned to increase the Chelmsford Public Schools' breakfast and lunch prices to the following for the 2022-23 school year: breakfast at all schools \$1.75; lunch at the high school and middle schools to \$3.25; lunch at the elementary schools \$2.75. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Mr. King motioned to approve the updated job description for the Chelmsford Public Schools School Nutrition Officer as presented. Mr. Moses seconded. Motion carries 4-0.

Mr. King recommended a motion to approve the new position of Chelmsford Public Schools School Nutrition Operations Supervisor as presented. Mr. Moses seconded. Motion carries 4-0.

7. 2022/23 Student Transportation Program Registration Dates and Fees

Ms. Johnson-Collins has included a memorandum in tonight's agenda packet relative to transportation for the upcoming school year and related fees. She shared an overview with The Committee. All who ride the bus pay except K-6 who live over two miles from the school. There will be a flyer on registration and a new system to register through MYSCHOOLBUCKS. The number of riders is up to the norm from before the pandemic. The fee structure is the same as in the past. Everyone needs to register to ride the bus even if they do not pay a fee! The fees are discounted for those who register early. Registration will open on June 1st.

Mr. King motioned to adopt the bus fee structure for the 2022-23 school year and establish regular, early, late and half-year registration rates as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

8. 2022/23 School Committee Liaison Assignments

The Chair shared that the updated School Committee liaison assignments are included in tonight's packet.

9. McCarthy Middle School Tennis Courts Study Group

Dr. Lang shared a memorandum in tonight's packet concerning setting up a study/advisory group of The School Committee to plan for the future of the McCarthy tennis courts. Town Manager Cohen stated that since this is school property, it falls under the purview of The Committee. Dr. Lang has included two policies which may be considered as The Committee moves forward. Dr. Lang and The Chair will work on this together to set things in motion soon after Memorial Day. There will be more information on this at future meetings.

10. Acceptance of FY2021 MA DESE End-of-Year Financial Audit Report

Ms. Johnson-Collins shared information on the audit process with The Committee. Thanks to her department for all their hard work!

Mr. King motioned to accept the report of the FY2021 end of the year financial audit report as presented. Mr. Moses seconded. Motion carries 4-0.

11. MA DESE One-Time Chapter 70 Assistance for Pandemic-Related Enrollment Disruptions

Ms. Johnson-Collins included a memorandum in tonight's packet announcing that the State is providing \$86,606.43 to the Chelmsford Public Schools. The money is unrestricted and can carry over to FY2023. It is set up as a grant and will be used during FY2023. Dr. Lang and Ms. Johnson-Collins will make recommendations to The Committee on the best use of these funds.

12. 2022/23 Student Enrollment Update

Included in tonight's agenda packet is a memo from Dr. Lang updating student enrollment. These figures are important in determining how many classes at each grade level will be needed for the upcoming school year. Dr. Lang prefers that K, 1, and 2 enrollments are kept as close as possible to 20 students per class. Projections show that Byam will need a fifth kindergarten for next year. He also recommends a fifth first-grade at Byam, continuing with five at Center and maintaining four at both of the other two elementary schools. These numbers will be monitored as the summer progresses. Dr. Lang has also alerted families (K-12) that there will be meetings next Monday and Tuesday to talk about work being considered for the future of the middle schools.

13. Presentation – COVID 19 Update

Dr. Lang included slides with tonight's COVID 19 update. The vaccination rates are remaining stable. Pool testing continues weekly with about 1,700 students participating. More vaccination clinics may be scheduled when schools reopen in the fall. Pool testing is helpful in identifying students who are asymptomatic. At home testing participant numbers are increasing. The Dashboard continues to be updated weekly.

14. Appointment of Superintendent Lang to the Valley Collaborative Board of Directors

Mr. King motioned to appoint Superintendent Jay Lang as the Chelmsford representative of the Valley Collaborative Board of Directors for the 2022-23 school year. Mr. Moses seconded. Motion carries 4-0.

15. Valley Collaborative Spring 2022 Newsletter

The current edition of the newsletter is included in tonight's agenda packet.

16. Personnel Report: April 2022

No action required.

17. Approval of Field Trip Requests

Mr. King motioned to approve the Community Education field trips as presented. Mr. Moses seconded. Motion carries 4-0.

Liaison Reports

Ms. Santos shared that The Wellness Committee had a great meeting about compliance and setting the compliance program for the coming school year. McCarthy's Recycle Day was a huge success! Also, McCarthy Idol was terrific this year!

The Chair thanked the board members of the school PTO's for their work this year. She also welcomes the new PTO Board members for the upcoming year. The Chelmsford Friends of Music will have two people sharing the position of president for next year. Last night the Select Board held a listening session on how to be better allies to the LGBTQAI Plus Community. Good recommendations came from students for ways to be more supportive and welcomed. It is available for viewing online.

Action/New Items

None

Public Comments

Joseph Ready of 58 Bartlett Street spoke of having a high school student job shadow him today. He felt this provided great insight to what his organization does and might have opened some future career paths. He was impressed with the student's preparation and questions and feels this shows that the school district has done a great job! Regarding the tennis courts at McCarthy, he looks forward to the public input. His personal preference is that it remain a recreational option for kids. He will be happy to help with the project going forward. Additionally, he is in favor of a Committee member becoming involved in the Master Plan Implementation Committee.

Ms. Santos added that she had two students job shadow her today. It was a terrific experience and the students were incredible!

Adjournment (7:52 p.m.)

Mr. King motioned to adjourn. Mr. Moses seconded. Motion carries 4-0. S

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
June 7, 2022
Meeting Minutes**

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

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business and Finance).

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

“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 May 17, 2022**

(Deferred until next meeting.)

Good News

Dr. Hirsch announced that the graduation for the Class of 2022 was celebrated this past weekend. “It was a wonderful event!” Also, Dr. Linda Tanini, a biology teacher at CHS, has been named as the 2022 recipient of the Massachusetts Outstanding Biology Teacher Award by the National Association of Biology Teachers!

Mr. Moses added congratulations to Maria Santos on the graduation of her two daughters this past weekend!

Public Comments

None

New Business

1. Spotlight on the Schools: McCarthy Middle School

Dr. Lang invited Kurt McPhee, Principal of McCarthy, and Kerry Calobrisi, Assistant Principal, to the table to share updates on McCarthy and to hear highlights of this past school year. Mr. McPhee spoke of their goal for this year to bring everyone back in the school and to add as much “normalcy as possible”. They included a slide show which is in tonight’s agenda packet. He spoke of the SEL goals for this year: reconnect students and staff; rebuild and maintain meaningful relationships and reteach students their roles in the school community. He offered details on how these goals were achieved including resuming in-person after school clubs, the annual school musical production, athletics and outdoor social events like dances. Focus was placed on behavioral expectations and “Second Step” lessons were taught school-wide each week.

Ms. Calobrisi spoke about diversity and school-wide inclusivity and the staff’s focus through DEI work to reach out to be sure all students and their families felt connected and participated at McCarthy. Activities focused on celebrating diverse cultures and ethnicities. Global holidays were celebrated, and class activities supported Black History Month and Pride Month. A guide of teacher resources was created by the staff for each grade level. Student-driven charitable events were held. In upcoming years these acknowledgments and celebrations will be expanded upon. To fully appreciate the highlights from this year at McCarthy tune in to view this presentation on Chelmsford Telemedia You/Tube.

2. Spotlight on the Departments: Technology

Bill Silver, Director of Technology, came to the table to provide a review of projects completed during this school year and those scheduled for the next school year. Mr. Silver spoke highly of his staff who provide excellent customer service for technology. He shared information on the number of grants and their dollar values that were obtained this year. Several of the grants were the result of efforts by Dr. Sweeney. The grants provided PD, curriculum revisions, subscription internet and firewall services, hotspots and Chromebook devices. Additionally, a cybersecurity grant offered valuable PD for all staff. Updates scheduled for this summer include: updating the virtual environment; increasing bandwidth; Chromebooks for 1:1 and elementary carts; security upgrades; new furniture and signage for the CHS Learning Commons as well as the addition of Eports competition rooms. Additional updates will: improve classroom technology; ease the use of copiers and printers; a wireless school clock system district-wide and email archiver and email security enhancements. Also, many upgrades have been taken in technology integration and PLTW PD and the CHS business curriculum. Mr. Silver also included some “fun facts” which culminated in “9,215 tickets closed. Average response time less than 1 day, and average time to close 2.3 days.”

He is requesting The Committee approve a staff repurposing request for an ICTS Data Analyst and enhance the salary for this position to be competitive locally. The Committee expressed gratitude for all that Mr. Silver and his department have done and continue to do for the school district.

Mr. Doherty motioned for The Committee to approve the new title and job description as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

3. Presentation: DM Group - CPS Strategic Planning

The meeting was joined remotely by the District Management Group representatives Alex and Tess. This group began working for CPS just after the holidays on a new strategic plan. They are presenting an update tonight on the needs-assessment, initial findings and priority areas that have been identified.

There will be three sessions tomorrow sharing this information with the public. Their extensive presentation is detailed. Their many slides are included in tonight's agenda packet. They gathered feedback in multiple ways, then analyzed the data to design a plan. This was followed by community input which led to a proposed refined plan. Tonight's presentation includes many details on this process and what steps will be taken to arrive at a mutually agreeable final strategic plan for the district. The needs-assessment focused on: academic achievement; social-emotional supports; human capital (staff); operations and facilities and family and community engagement. Their recommendations which will guide the development of the strategic plan will: focus on "mathematical achievement"; providing strong relationships with staff and peers; retaining and attracting high quality teaching staff to meet the diverse needs of students; enhancement of facilities to provide safety as well as innovative learning; and providing equitable opportunities for all student to close achievement gaps. To fully appreciate all facets of this presentation, please view the entire hour-long presentation on Chelmsford Telemedia You/Tube.

4. Recognition of LGBTQ+ Pride Month – June 2022

Mr. Moses read the proclamation:

**Chelmsford Public Schools
PROCLAMATION
Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+)
Pride Month June 2022**

WHEREAS, the Chelmsford Public Schools is a welcoming learning community; and

WHEREAS, the Chelmsford Public Schools recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Chelmsford Public Schools' Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, The Chelmsford Public Schools is dedicated to fostering acceptance of all its members and preventing discrimination and bullying based on sexual orientation and gender identity; and WHEREAS, the Chelmsford Public Schools is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our system; and

WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBTQ + teens are at higher risk to be the victims of violence and have increased suicide rates; and WHEREAS, it is imperative that young people in the district, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and school leaders.

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2022 as Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ +) Pride Month in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTQ + community and to actively promote the principles of equality and liberty.

Mr. Doherty motioned for the School Committee vote to support and proclaim and recognize June 2022 as Lesbian, Gay, Bisexual, Transgender and Queer Plus Pride Month in the Chelmsford Public Schools. Mr. Moses seconded. Motion carries 4-0.

5. School Committee Warrant Signing Schedule

Ms. Johnson-Collins included an updated warrant signing schedule in tonight's packet.

6. FY2022 Recommended One-Time Purchases

Dr. Lang spoke of the stadium lights as the biggest item on this list. Installation is expected to be completed by mid-August. Other listed items include external doors, office renovation layouts at C. O., new windows for the Art Wing at CHS, new furniture for the Career and College Readiness Center at CHS, new science items for CHS and McCarthy, and update to the Teachers' Room at CHS.

Mr. Doherty motioned to approve the contract for Utilities Service and Assistance, Inc., for the installation of the lights at Simonian Stadium in the amount of \$135,380. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

Mr. Doherty motioned for the School Committee vote to approve the FY2022 local operating budget transfers totaling \$265,435 for the Chelmsford Public Schools as presented. The budget transfer is shifting from one DESE category that is favorable to four other DESE categories where the items should be purchased. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

7. FY2022 Recommended Budget Transfers

Mr. Doherty motioned for the School Committee approve these FY2022 local operating budget transfers totaling \$942,294 from 16 favorable DESE categories to the six DESE categories noted above, Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

8. Approval of Field Trip Requests

Mr. Doherty motioned for the School Committee approve the McCarthy Middle School eighth grade student field trip on June 15, 2022, to Canobie Lake Park in Salem, New Hampshire. Mr. Moses seconded. Motion carries 4-0.

Liaison Reports

Mr. Doherty expressed thanks from the CHS PTO and The After-Prom Committee for all the volunteers who put on a "fantastic" after-prom event! CHS PTO officers were elected for the 2022/23 school year. The Alumni Association will be sending out the scholarship checks soon. Mr. Simonian is seeking volunteers to help set up the booth on July 3rd.

Mr. King shared that Center School had their last PTO meeting and elected a new board with "co-positions" for most offices. They expressed thanks to The Committee for the new cafeteria tables and new art room furniture. They have many end-of-year events upcoming. The CHIPS board met and elected a new board. They look forward to returning to in-person meetings next year. They recently had a

photo booth, spirit week, and staff appreciation breakfast and lunches. Their upcoming events will include "Touch a Truck" and an August playdate before the start of the next school year. Mr. King thanked Dr. Lang for public sessions held to discuss the middle schools, as well as the retirement party held last week.

The Chair thanked the staff, Shelley Bethel and the members of the union executive board that put together the retirement party. Dr. Lang added that retirees from the past two years were also invited since parties could not be held during the pandemic.

The Byam BSA will meet tomorrow night.

Action/New Items

The next agenda will include the superintendent evaluation process as well as an update from the Tennis Court Committee. Dr. Lang will provide an update on the DESE COVID guidelines for the next school year.

Public Comments

None

Adjournment (8:12 p.m.)

Mr. Doherty moved to adjourn. Mr. Moses seconded. Motion carries 4-0.

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 17, 2022

Re: Vote to Approve Contracted Custodial Cleaning Service Contracts

I am pleased to report that seven (7) responses were received from custodial cleaning service providers in response to our recently advertised Request for Proposals (RFP #22-02). Each of the non-cost proposals were reviewed for compliance with the minimum specifications and further rated in accordance with the specified comparative criteria. Four (4) of the seven proposers were invited to make a presentation to the RFP review team. After the presentations, the RFP team reviewed the results to determine which proposers offered the most advantageous proposals and provided the best value to Chelmsford Public Schools.

Based upon the proposal review, I am recommending the following two (2) proposers be awarded one-year contracts for the 2022/2023 school year with two additional one-year contract extensions for the 2023/2024 and 2024/2025 school years exercised at the sole discretion of the Chelmsford School Committee as follows:

National Facility Services, Inc – Westford, Massachusetts

\$ 65,496	Byam Elementary School
\$ 57,000	Center Elementary School
\$ 65,496	Harrington Elementary School
\$ 43,784	South Row Elementary School
\$231,776	Total Contract Value

Dynamic Janitorial Services, Inc – Milford, Massachusetts

\$159,200	McCarthy Middle School
\$127,000	Parker Middle School
\$262,983	Chelmsford High School
\$ 38,314	Westlands / Community Ed
\$ 12,947	Central Administration Building
\$600,444	Total Contract Value

A line item of \$ 976,506 for contracted custodial cleaning services is included in the FY2023 budget document, with an offset to the Westlands / Community Education Building Contract of \$ 36,533 for the portion of the contract that will be allocated to the Community Education revolving fund (507). The value of the contracts recommended above totals \$832,220, which results in a net savings of \$ 144,286 from the budgeted amount.

CHELMSFORD PUBLIC SCHOOLS

Suggested Motion: I move to accept the base bids and award the Contracted Custodial Cleaning Services for Chelmsford Public Schools commencing on July 1, 2022 through June 30, 2023 to the following two vendors:

National Facility Services, Inc., 239 Littleton Rd, Suite 5A, Westford, MA 01886 for the four elementary schools in the amount of \$ 231,776.

Dynamic Janitorial Cleaning, Inc., 176 Main Street, Milford, MA 01757 for the two middle schools, Chelmsford High School, the Community Education Building, and the Central Administration Offices in the amount of \$600,444.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 17, 2022

Re: Vote to Approve FY2023 Non-Affiliated Staff Salary/Rate Increases

Attached please find a list of the non-affiliated employees of the Chelmsford Public Schools employed as of May 20, 2022. These employees are not part of a bargaining unit. I recommend the school committee vote to approve a 2.5% increase to the annual salary or hourly rate of pay as specified to these employees, effective July 1, 2022, at the regular meeting of the school committee on June 21, 2022.

Thank you for your consideration.

CHELMSFORD PUBLIC SCHOOLS

NON-AFFILIATED EMPLOYEES - PAY INCREASE

Emp #	Last Name	First Name	Job Class Description	Group / BU Description	Current Annual / Hourly Salary	2.5% COLA July 1, 2022
22451	ARGENZIANO	JEFFREY	TECHNICIANS	NON BARG	51,922.32	53,220.38
20282	BOSSI	MAUREEN	COMMIY EDUCATION HOURLY	NON BARG	17.58	18.02
24561	BRADSHAW	CHRISTINE	HR SYSTEMS SPECIALIST	NON BARG	58,000.00	59,450.00
23615	BREKALIS	PETER	TRANSPORTATION/RESIDENCY	NON BARG	48,709.45	49,927.19
24484	CAIN	ROBERT	COMPUTER TECHNICIAN	NON BARG	44,000.00	45,100.00
22096	CHAGNON	KATHARINE	ATHLETIC TRAINER	NON BARG	51,096.65	52,374.07
23940	CLARK	STEPHANIE	COMMUNITY EDUCATION SALARY	NON BARG	39,500.00	40,487.50
24323	CORBETT	ROBYN	ADMINISTRATIVE ASSISTANTS	NON BARG	57,000.00	58,425.00
24570	CUNNINGHAM	ALEXANDRA	CAREER AND COLLEGE READINESS	NON BARG	63,000.00	64,575.00
24015	DANTAS	DONNA	FINANCIAL ANALYST	NON BARG	59,000.00	60,475.00
24531	DEMARCO	JENNIFER	COMMUNITY EDUCATION SALARY	NON BARG	37,000.00	37,925.00
24654	DIFOLCO	KELLEY	COMMUNITY EDUCATION SALARY	NON BARG	61,000.00	62,525.00
24329	DREW	MICHAEL	ICTS ASST DATA ANALYST	NON BARG	65,280.00	66,912.00
24612	FREELove	BRIDGET	ADMINISTRATIVE ASSISTANTS	NON BARG	25,000.00	25,625.00
22844	GREEN	KIMARA	COMMUNITY EDUCATION SALARY	NON BARG	36,300.00	37,207.50
22000	GROVES	JEAN	COMMUNITY EDUCATION SALARY	NON BARG	39,490.61	40,477.88
23656	GUILLEMETTE	TRACY	SPECIAL ED SECRETARY	NON BARG	44,379.72	45,489.21
24462	GUNTER	JORDAN	COMPUTER TECHNICIAN	NON BARG	44,000.00	45,100.00
20215	HOEY	BETH	COMMUNITY EDUCATION SALARY	NON BARG	37,454.40	38,390.76
24529	HOOVER	MEGHAN	COMMIY EDUCATION HOURLY	NON BARG	16.30	16.71
21643	KALABOKIS	BETHANY	COMMUNITY EDUCATION SALARY	NON BARG	35,521.56	36,409.60
23920	LEHMANN	MAUREEN	CNA	NON BARG	20.17	20.67
24336	MARCOUX	JASON	ICTS SECURITY NETWORK OPS	NON BARG	65,280.00	66,912.00
23257	MATTSEN	PAULA	COMMIY EDUCATION HOURLY	NON BARG	16.89	17.31
20523	MCCARTIN	JANICE	COMMIY EDUCATION HOURLY	NON BARG	17.91	18.36
20673	MCDONALD	JANE	CENTRAL REGISTRAR	NON BARG	60,017.68	61,518.12
22450	MERCIER	KATHERINE	ADMINISTRATIVE ASSISTANTS	NON BARG	56,394.47	57,804.33
24483	NEHME	DAVID	DATA MANAGEMENT	NON BARG	89,500.00	91,737.50
22448	NORMANDIN	STEVEN	TECHNICIANS	NON BARG	46,371.39	47,530.67
24331	O'DONNELL	CHRISTOPHER	MEDIA DIRECTOR	NON BARG	61,200.00	62,730.00
23832	PACELLI	DONNA	ADMINISTRATIVE ASSISTANTS	NON BARG	41,132.42	42,160.73

24023	PAWL	JOHN	NUTRITION SERVICES DRIVER	NON BARG	16.98	17.40
22870	POISSON	RYAN	ATHLETIC STUDENT ASSISTANT	NON BARG	14.25	14.61
24540	POOLE	RHONDA	COMMIY EDUCATION HOURLY	NON BARG	17.00	17.43
23510	ROSE	WIOLETTKA	PAYROLL COORDINATOR	NON BARG	60,724.45	62,242.56
23812	SHAW	TRACY	COMMIY EDUCATION HOURLY	NON BARG	15.93	16.33
23823	SHIN	DONG	ICTS ASST DATA ANALYST	NON BARG	65,280.00	66,912.00
21345	SILVA	MARIE	COMMIY EDUCATION HOURLY	NON BARG	17.11	17.54
23981	SMITH	COLLEEN	COMMUNITY EDUCATION SALARY	NON BARG	46,818.00	47,988.45
24613	SOUSA	NANCY	HR COORDINATOR	NON BARG	53,500.00	54,837.50
23056	SPOONER	TRACEY	COMMIY EDUCATION HOURLY	NON BARG	16.89	17.31
23783	VALDEZ	EDGAR	HS DUTY SUPERVISOR	NON BARG	22,950.00	23,523.75
21536	WALSH	MICHELE	COMMUNITY EDUCATION SALARY	NON BARG	57,368.90	58,803.12
23114	WOODMAN	KAREN	CENT OFFICE ACCTS PAYABLE	NON BARG	41,132.42	42,160.73
24530	YADHAVAN	SATHYAPRIYA	COMMIY EDUCATION HOURLY	NON BARG	15.93	16.33

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: June 17, 2022

RE: Student Activity Accounts – Audit of Chelmsford High School Accounts

I am writing to update you on the final audit report of the Chelmsford High School (CHS) Activity Accounts. Attached please find the report.

Our external auditor, Powers and Sullivan, audited the CHS student activity accounts in the spring of 2022. As presented with the audit of the two middle school activity accounts last year, our plan is to request an audit of these accounts every other year. While the guideline is to audit the accounts once every three years, we recommend auditing the high school one year, both middle schools the following year, and then continue with this cycle. The audit will take place in the spring of each year, while the auditors are also on site for our annual end of year financial report audit.

While there were no findings, the auditors did have a couple comments on suggestions for procedures which we will review, as our goal is always to improve our processes and remain compliant with the guidelines.

I will continue to present the student activity balances for all three schools on a quarterly basis as part of the regular quarterly financial review of the local budget and grant and revolving fund summary.

I would like to thank our Business Office Financial Analyst Donna Dantas, as well as Principal Murray and his support team for their work with the audit and the day-to-day work with the student activity accounts. The Town Treasurer's office as well as the Town Accounting Department is also supportive with their work with the bank, statements, and general audit activity. I would also like to thank this same team as well as the advisors for each club and team for their continued compliance on following the guidelines and procedures.

I am available to address any questions. Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOL DISTRICT

***REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE CHELMSFORD HIGH SCHOOL
STUDENT ACTIVITY FUNDS***

YEAR ENDED JUNE 30, 2021

CHELMSFORD PUBLIC SCHOOL DISTRICT

REPORT ON APPLYING AGREED-UPON PROCEDURES
IN RELATION TO THE CHELMSFORD HIGH SCHOOL
STUDENT ACTIVITY FUNDS

JUNE 30, 2021

TABLE OF CONTENTS

Independent Accountants' Report on Applying Agreed-Upon Procedures	1
Student Activity Schedules	2
Schedule of Student Activity Balances – Cash Basis	3
Schedule of Activities – Cash Basis	5
Schedule of Receipts and Disbursements – Cash Basis	6
Schedule of Comments.....	8

**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING
AGREED-UPON PROCEDURES IN RELATION TO THE
CHELMSFORD HIGH SCHOOL STUDENT ACTIVITY FUNDS**

To the Honorable School Committee and
Management of the Chelmsford Public School District
Chelmsford, Massachusetts

We have performed the procedures enumerated in the Massachusetts Department of Elementary and Secondary Education's (DESE) "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds", which were agreed to by the Chelmsford Public School District (District), solely to assist the District with an evaluation of the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter 71, Section 47) as related to the Chelmsford High School student activity funds for the period July 1, 2020, through June 30, 2021. The District is responsible for the administration and system of internal controls surrounding the student activity funds. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the Massachusetts Department of Elementary and Secondary Education's "Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds" either for the purpose for which this report has been requested or for any other purpose.

We have listed our comments and the corresponding agreed-upon procedures in the accompanying Schedule of Comments.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on cash and student activity balances. 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 District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Chelmsford Public School District 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.



June 7, 2022

Student Activity Schedules

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

June 30, 2021

ASSETS

Cash and cash equivalents..... \$ 252,563

STUDENT ACTIVITY BALANCES

Athletics.....	\$	386
ATWE.....		2,480
Badminton.....		1
Band.....		1,156
Basketball - Girls.....		2,073
Best Buddies.....		87
Career Center.....		1,423
Cheerleading.....		555
Chorus.....		2,019
Class of 2020.....		56,328
Class of 2021.....		18,519
Class of 2022.....		10,858
Class of 2023.....		1,500
Class of 2024.....		601
Cross Country.....		1,150
Dance Team.....		2,601
DECA.....		3,368
ECO Club.....		871
Field Hockey.....		2,708
Field Trips.....		3,208
Fine Arts.....		5,934
Football.....		19,549
French Enrichment.....		3,291
General Student Body Fund.....		2,542
Golf.....		447
Ice Hockey - Boys.....		2,123
Ice Hockey - Girls.....		441
International Relations.....		444
Key Club.....		1,859
Lacrosse - Boys.....		1,037
Lacrosse - Girls.....		1,566
LIME.....		393
Lion Yearbook.....		3,983
Melting Pot Club.....		506
Mme Queenan Boutique.....		387
Mock Trial.....		256
National Business HS.....		437
National Honors Society.....		1,163
National Science HS.....		2,577
NEHS.....		1,149
Orchestra.....		655
PAVE Program.....		584
Reality Check.....		698
SAGA.....		857
Ski Team.....		1,063
Soccer - Boys.....		2,375
Soccer - Girls.....		4,872

(Continued)

SCHEDULE OF STUDENT ACTIVITY BALANCES - CASH BASIS

June 30, 2021

Softball.....	4,057
Speech and Debate Team.....	525
Student Council.....	3,440
Student Trainers.....	404
Swim Team - Boys.....	1,655
Swim Team - Girls.....	502
Tennis - Boys.....	416
Tennis - Girls.....	909
Theater Guild.....	59,371
Thomas Jefferson Forum.....	662
Track.....	85
Tri-M.....	89
Voice Student News.....	365
Volleyball - Boys.....	826
Volleyball - Girls.....	4,713
World Language HS - LFS.....	989
Wrestling.....	475
TOTAL STUDENT ACTIVITY BALANCES.....	\$ <u>252,563</u>

(Concluded)

SCHEDULE OF ACTIVITIES - CASH BASIS

June 30, 2021

Receipts:	
Student activities.....	\$ <u>173,727</u>
Disbursements:	
Student activities.....	<u>165,667</u>
Increase (decrease) in student activity balances.....	8,060
STUDENT ACTIVITY BALANCES AT BEGINNING OF YEAR.....	<u>244,503</u>
STUDENT ACTIVITY BALANCES AT END OF YEAR.....	\$ <u><u>252,563</u></u>

SCHEDULE OF RECEIPTS AND DISBURSEMENTS - CASH BASIS

June 30, 2021

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
Athletics.....	\$ 4,402	\$ -	\$ 3,916	\$ (100)	\$ (4,016)	\$ 386
ATWE.....	2,480	-	-	-	-	2,480
Badminton.....	1	-	-	-	-	1
Band.....	1,394	320	558	-	(238)	1,156
Basketball - Girls.....	2,311	4,170	4,408	-	(238)	2,073
Best Buddies.....	447	340	700	-	(360)	87
Career Center.....	1,423	-	-	-	-	1,423
Cheerleading.....	555	-	-	-	-	555
Chorus.....	1,944	100	25	-	75	2,019
Class of 2020.....	40,773	27,261	11,706	-	15,555	56,328
Class of 2021.....	3,888	58,956	49,325	5,000	14,631	18,519
Class of 2022.....	1,035	11,689	1,866	-	9,823	10,858
Class of 2023.....	2,005	1,109	1,614	-	(505)	1,500
Class of 2024.....	-	601	-	-	601	601
Cross Country.....	1,150	-	-	-	-	1,150
Dance Team.....	2,742	340	481	-	(141)	2,601
DECA.....	3,826	12,426	12,884	-	(458)	3,368
ECO Club.....	871	-	-	-	-	871
Field Hockey.....	3,208	-	500	-	(500)	2,708
Field Trips.....	8,316	-	5,108	-	(5,108)	3,208
Fine Arts.....	4,684	1,250	-	-	1,250	5,934
Football.....	22,012	16,970	19,433	-	(2,463)	19,549
French Enrichment Club.....	3,291	-	-	-	-	3,291
General Student Body Fund.....	7,539	1,139	1,136	(5,000)	(4,997)	2,542
Golf.....	447	-	-	-	-	447
Ice Hockey - Boys.....	2,903	4,650	5,430	-	(780)	2,123
Ice Hockey - Girls.....	441	-	-	-	-	441
International Relations.....	444	-	-	-	-	444
Key Club.....	629	1,230	-	-	1,230	1,859
Lacrosse - Boys.....	317	720	-	-	720	1,037
Lacrosse - Girls.....	1,566	-	-	-	-	1,566
LIME.....	530	1,359	1,496	-	(137)	393
Lion Yearbook.....	4,283	4,495	4,795	-	(300)	3,983
Melting Pot Club.....	384	122	-	-	122	506
Mme Queenan Boutique.....	387	-	-	-	-	387
Mock Trial.....	256	280	280	-	-	256
National Business HS.....	437	-	-	-	-	437
National Honors Society.....	1,163	-	-	-	-	1,163
National Science HS.....	1,445	1,425	293	-	1,132	2,577
NEHS.....	1,155	1,005	1,011	-	(6)	1,149
Orchestra.....	735	-	80	-	(80)	655
PAVE Program.....	584	-	-	-	-	584
Reality Check.....	698	-	-	-	-	698
SAGA.....	857	-	-	-	-	857
Ski Team.....	1,063	-	-	-	-	1,063
Soccer - Boys.....	3,694	-	1,319	-	(1,319)	2,375
Soccer - Girls.....	7,073	-	2,201	-	(2,201)	4,872
Softball.....	6,171	-	2,114	-	(2,114)	4,057
Speech and Debate Team.....	1,041	3,548	4,064	-	(516)	525
Student Council.....	1,645	1,795	-	-	1,795	3,440
Student Trainers.....	404	-	-	-	-	404
Swim Team - Boys.....	791	2,196	1,332	-	864	1,655
Swim Team - Girls.....	287	8,191	7,976	-	215	502
Tennis - Boys.....	416	-	-	-	-	416
Tennis - Girls.....	909	-	-	-	-	909
Theater Guild.....	67,812	5,740	14,181	-	(8,441)	59,371
Thomas Jefferson Forum.....	662	-	-	-	-	662
Track.....	1,300	-	1,315	100	(1,215)	85

(Continued)

SCHEDULE OF RECEIPTS AND DISBURSEMENTS - CASH BASIS

June 30, 2021

	Beginning Balances	Receipts	Disbursements	Transfers In (Out)	Receipts Over (Under) Disbursements	Ending Balances
Tri-M.....	89	-	-	-	-	89
Voice Student News.....	365	-	-	-	-	365
Volleyball - Boys.....	826	-	-	-	-	826
Volleyball - Girls.....	7,713	-	3,000	-	(3,000)	4,713
World Language HS - LFS.....	1,189	-	200	-	(200)	989
Wrestling.....	1,095	300	920	-	(620)	475
Totals.....	\$ 244,503	\$ 173,727	\$ 165,667	\$ -	\$ 8,060	\$ 252,563

(Concluded)

SECTION IV. – REVENUE, RECEIPTS AND DEPOSITS**School Deposits**DESE Guideline

The receipts process is most susceptible to theft and abuse since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling.

Agreed Upon Procedures

Make a selection of receipts to test. This sample population should be a representative sample of receipts that are made from the school deposit slips. Upon determination of the samples to be tested, perform the following procedures on each sample:

1. Determine if pre-numbered receipts are used.
2. Determine if funds are remitted within twenty-four hours or within the next business day (if a weekend day) to the principal's office.
3. Determine if the receipt is accompanied by a school deposit slip.

Comments

We noted that all transactions selected for testing did not have pre-numbered receipts or tickets, student listings, and/or any supporting documentation that indicated who collected the funds and when the funds were collected. Because information regarding the collection of funds was not maintained, we were unable to determine the timing between when the monies were collected and when they were turned over to the principal's office for deposit.

We noted that for 3 out of the 25 selections, the Principal's signature on the school deposit slip was dated nearly a month after the date of the staff advisor's signature.

We recommend that the District implement procedures that provide an audit trail for the funds collected by the advisor prior to turning the funds over to the Principal's office.

SECTION VI. – CLASS, INACTIVE ACCOUNTS AND DEFICITS**Inactive Accounts**DESE Guideline

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall be closed by taking the following actions:

- Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be by vote of the School Committee.
- All assets of the recognized student activity shall be identified and stated in writing.

- Any disposition of assets of an inactive recognized student activity shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals.
- Such policy will be communicated to the students who contribute to the accounts, when possible.

Agreed Upon Procedures

Obtain listing of all individually listed student activity accounts. Scan the listing for class accounts that do not have any activity and review prior years' activity for those accounts to determine if they are inactive. Determine if disposition is in accordance with School Committee policies.

Comment

We reviewed each of the District's student activity accounts and noted eight individual activities that maintain cash balances, but have been inactive for three or more years.

We recommend that the District close the inactive student activity account in accordance with School Committee Policy. We also recommend that the district review each individual student activity at the end of each school year to ensure that inactive accounts are closed in a timely manner.

SECTION VII. – STUDENT TRAVEL

Enhance Student Travel Policy

DESE Guideline

The School Committee should adopt policies and procedures for student travel related to student activities (i.e. field trips, overnight, and abroad). The policy should address how travel is to be authorized, the method or methods of paying travel expenditures, and final accountability for all travel costs associated with a trip. The following should be included in the policy:

- A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

Agreed Upon Procedure

Through review of School Committee policies, determine if the policy for student travel is adequate.

Comment

The District's student travel policy does not require that a statement of final accountability be submitted by the authorized trip sponsor promptly after the completion of the trip. We recommend that the School Committee policy be revised to require a statement of final accountability to be submitted at the completion of a trip.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 21, 2022

Re: FY2022 Recommended Budget Transfers

I am writing to update the school committee on the Special Education Out of District (OOD) Tuitions Category of the FY22 local operating budget. The DESE category is favorable by \$ 1,802,369.16 after the journal entry to reflect the special education circuit breaker offset of \$ 2,330,272 (crediting special education OOD tuitions in the local operating budget and debiting the circuit breaker revolving fund). This action maintains the maximum reserve amount of \$ 2,525,420 in the circuit breaker revolving fund (one year of circuit breaker revenue). Since this DESE category remains favorable, the recommendation is to prepay Special Education OOD Tuitions up to \$ 1,802.369.

From DESE Code		To DESE Code		Amount
9300	OOD Tuitions	9300	Prepaid OOD Tuitions (separate account # with the category)	1,802,369

Suggested Motion:

I recommend the school committee vote at the regular school committee meeting on June 21, 2022 to approve an FY2022 local operating budget transfer totaling up to \$ 1,802,369 to fund Prepaid OOD tuitions for the Chelmsford Public Schools.

Thank you for your consideration.

06/21/2022 14:55
525jjohn

TOWN OF CHELMSFORD
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2022 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0001 GENERAL FUND							
000 UNDEFINED							
9300 TUITION NON-PUBLIC SCHOOLS							
19300076 53990 TUITIONS	3,180,112	0	3,180,112	978,418.94	399,323.90	1,802,369.16	43.3%
TOTAL TUITION NON-PUBLIC SCHOOLS	3,180,112	0	3,180,112	978,418.94	399,323.90	1,802,369.16	43.3%
TOTAL UNDEFINED	3,180,112	0	3,180,112	978,418.94	399,323.90	1,802,369.16	43.3%
GRAND TOTAL	3,180,112	0	3,180,112	978,418.94	399,323.90	1,802,369.16	43.3%

** END OF REPORT - Generated by Joanna Johnson-Collins **

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 21, 2022
Re: Middle School Reconfiguration Follow-Up

I'm writing with an update on the potential middle school grade level reconfiguration discussed this year. Earlier this spring, a representative group of staff from McCarthy and Parker convened to discuss and provide me with feedback on the potential merger of our two middle school student populations and resulting different middle school grade level configuration for all students in the Town of Chelmsford. Under consideration is Parker becoming a grade 5/6 school and McCarthy becoming a grade 7/8 school. I appreciate the time provided by members of the working group, the conversations, feedback, and input was very informative and helpful in my review of the matter.

I want to share some documents that have been compiled during the review and consideration of this reconfiguration. I held an in-person public input session on Monday May 23, 2022 and virtual public input session on Tuesday May 24, 2022. A link to the recorded session is below. I have also attached a copy of the PowerPoint presentation I shared during the recorded virtual session on May 24, 2022.

I had planned and will still ask the members of the working group to convene one again and speak with a few districts in our area that have a separate grade 5/6 and 7/8 grade level configuration. It proved harder than I anticipated trying to coordinate schedules with outside districts at the end of the year. Many of the questions the working group sought feedback on from districts with a separate 5/6 and 7/8 grade level configuration pertained to operational logistics and implementation of such a reconfiguration.

Attachments:

- 1.) [Recorded Middle School Grade Reconfiguration Meeting on May 24, 2022.](#)
- 2.) [PowerPoint Presentation from May 24, 2022 Public Input meeting.](#)

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 20, 2022
Re: 2021/2022 Superintendent's Evaluation Process

Below is a proposed timeline and process for conducting my evaluation for the 2021/2022 school year. This is in-line with previous evaluations conducted.

Superintendent Evaluation Process

1. The superintendent submits a Year-in-Review Report at the July 19, 2022 regular school committee meeting and presents the highlights to the school committee. The school committee members will have an opportunity to ask clarifying questions or request additional evidence/information for use in completing the superintendent's evaluation.
2. Each school committee member prepares an End-of-Cycle Summative Evaluation Report by July 26, 2022 taking into consideration the Year-in-Review Report submitted by the superintendent as well as any other relevant evidence/information for the purpose of arriving at:
 - An assessment of progress on goals;
 - A rating of the superintendent's performance on the Standards;
 - An overall rating of the superintendent's performance.

Members will electronically submit their evaluation reports to Chair Newcomb, copied to the superintendent, by July 26, 2022.

3. Chair Newcomb drafts an End-of-Cycle Summative Evaluation Report of the superintendent for the committee. The Chair will:
 - Prepare a single summative evaluation based upon the preponderance of individual ratings;
 - The Chair sends the summative evaluation to committee members by July 29, 2022;
 - The school committee adopts a final End-of-Cycle Summative Evaluation Report (on agenda for August 2, 2022).

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

This timeline will allow us to review the current year and move the discussion to the next (2022/23) school year at our August school committee meeting dates. To aid in your review and evaluation of my work, I have attached an evaluation rubric taken from MA DESE for the superintendent's evaluation. This rubric is to be completed by each individual member and then submitted individually to Chair Newcomb for compilation. The individual evaluations *are not public record* and *are not shared with the public*. The cumulative summative document (ratings and comments) that Chair Newcomb will compile based upon individual member ratings will become public record and will be shared with the public.

I have colored coded the rubric for you. Each box that is colored (yellow and green) requires a rating. It is recommended that you complete the yellow sections first, review the ratings, and go back and complete the green sections. The green sections are overall summative ratings for each area included in the yellow sections. I hope this make sense, please feel free to let me know if there is anything I can provide to help in your review.

I am also available/willing to meet individually with any committee member that desires to review the work of this past year and assist in providing additional evidence of practice where it may be helpful. If you would like to schedule a time to meet, please reach out and we will get together.

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Indicators	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of <i>Needs Improvement</i> , or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.				
Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.				
Proficient = Proficient practice is understood to be fully satisfactory. This is the rigorous expected level of performance.				
Exemplary = A rating of <i>Exemplary</i> indicates that practice significantly exceeds <i>Proficient</i> and could serve as a model of practice regionally or statewide.				
Standard I: Instructional Leadership				
Standard II: Management and Operations				
Standard III: Family and Community Engagement				
Standard IV: Professional Culture				
Rate Overall Summative Performance				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard I: Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measureable outcomes.				
I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.				
I-C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.				
I-D. Evaluation: Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.				
I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning—including state, district, and school assessment results and growth data—to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.				
<i>Overall Rating for Standard I</i>				
The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard II: Management and Operations

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.				
II-B. Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.				
II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.				
II-D. Law, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.				
II-E. Fiscal Systems: Develops a budget that supports the district’s vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.				
<i>Overall Rating for Standard II</i>				
The education leader promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard III: Family and Community Engagement

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.				
III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.				
III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.				
III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.				
<i>Overall Rating for Standard III</i>				
The education leader promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the district and its schools.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Superintendent’s Performance Rating for Standard IV: Professional Culture

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.				
IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students’ backgrounds, identities, strengths, and challenges are respected.				
IV-C. Communication: Demonstrates strong interpersonal, written, and verbal communication skills.				
IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.				
IV-E. Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.				
IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.				
<i>Overall Rating for Standard IV</i>				
The education leader promotes the learning and growth of all students and the success of all staff by nurturing and sustaining a districtwide culture of reflective practice, high expectations, and continuous learning for staff.				

Comments:

**End-of-Cycle Summative Evaluation Report: Superintendent
2021 - 2022 School Year**

**Jay Lang, Ed.D.
Superintendent of Schools**

Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of *Exemplary*, *Needs Improvement* or *Unsatisfactory*.

NOTES:

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

Chelmsford Public Schools

June 21, 2022

Massachusetts COVID-19 Vaccination Data

Date Published: Thursday June 16, 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	2,046	74%	1,835	66%
12 - 15 Years	1,812	1,602	88%	1,476	81%
16 - 19 Years	1,721	1,623	94%	1,525	89%

School Level Student Vaccination Status

Chelmsford Public Schools			
School Level Vaccination Data			
	Enrollment	Fully Vaccinated	% of School
Chelmsford High School	1,351	1,160	86 %
McCarthy Middle School	839	619	74 %
Parker Middle School	723	508	70 %
Byam Elementary School	509	363	71 %
Center Elementary School	501	333	66 %
Harrington Elementary School	470	252	54 %
South Row Elementary School	447	272	61 %

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	1,351		276	20%
McCarthy Middle School	839		311	37%
Parker Middle School	723		268	37%
Byam Elementary School	509		179	35%
Center Elementary School	501		276	55%
Harrington Elementary School	470		197	42%
South Row Elementary School	447		231	52%
Consents Provided as of 6.20.2022:			1,738	

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%
30	5.16.2022	1,234	24	1,210	1.94%
31	5.23.2022	1,193	8	1,185	0.67%
32	5.31.2022	1,159	11	1,148	0.95%
33	6.6.2022	1,153	10	1,143	0.87%
TOTALS:		40,145	283	39,862	0.70%

Chelmsford Public Schools

COVID-19 Pool Testing Dashboard

Chelmsford Public Schools

At-Home Rapid Antigen Test Kit Participation

School	Students	Staff	Total Registrations (6.20.2022)
Byam Elementary School	289	81	370
Center Elementary School	310	89	399
Harrington Elementary School	258	76	334
South Row Elementary School	267	71	338
McCarthy Middle School	404	106	510
Parker Middle School	337	91	428
Chelmsford High School	467	160	627
Westlands School	154	58	212
Central Office		19	19
TOTAL:	2,486	751	3,237

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

Looking Ahead: 2022/23 School Year

- The state will no longer supply self-tests or other COVID testing services to schools and districts beginning in the fall.
- For school year 2022/23, DESE and DPH strongly recommend that schools and districts interested in implementing their own testing program limit that program to symptomatic rapid testing only.
- Schools and districts may purchase self-tests through the statewide contract.
- The state will not provide funding for COVID testing services for school year 2022/23.

CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: June 8, 2022

Re: Personnel Report – May 2022

Please see the attached Personnel Report which includes retirements, resignations, new hires and assignment changes. Thank you for sharing this report with the members of the Chelmsford School Committee.

Personnel Report – May 2022

New Hires

Ghafourian, Faranak

Paraprofessional

CHS

Effective date: 5/9/22

Keane, Mary-Jane

Lunch/Recess Aide

Byam Elementary School

Effective date: 5/2/22

Resignations:

Anderson, Elizabeth

Lunch/Recess Aide

Center Elementary School

Effective date: 6/30/22

Ayotte, Jennifer

Grade 3 Teacher

Center Elementary School

Effective date: 6/30/22

Beato, Eduardo

Math Teacher

CHS

Effective date: 6/30/22

Blake, Arlene

Lunch/Recess Aide

Center Elementary School

Effective date: 6/30/22

Gill, Christine

Spanish Teacher

CHS

Effective date: 6/30/22

Grundy, Zachary
ABA Paraprofessional
South Row Elementary School
Effective date: 6/30/22

Hemenway, Diane
Lunch/Recess Aide
Harrington Elementary School
Effective date: 5/13/22

Juhola, Paige
Lunch/Recess Aide
South Row Elementary School
Effective date: 6/30/22

Kehoe, Terry
Paraprofessional
Byam Elementary School
Effective date: 6/17/22

Martin-Carracedo, Carlos
Spanish Teacher
CHS
Effective date: 6/30/22

McCarthy, Jacqueline
Science Teacher
McCarthy Middle School
Effective date: 6/17/22

McGuire, Julia
Paraprofessional
Harrington Elementary School
Effective date: 6/30/22

Nixon, Madeline
Special Education Teacher
Harrington Elementary School
Effective date: 6/17/22

Perez Quiroz, Leire

Spanish Teacher

CHS

Effective date: 6/30/22

Watts, Catherine

Paraprofessional

Harrington Elementary School

Effective date: 6/30/22

Retirements:

Assignment Changes:

Buckley, Denise (formerly Technology Teacher at Harrington Elementary School)

Kindergarten Teacher

Harrington Elementary School

Effective date: 8/29/22

Kimsoung, Pauline (formerly Technology Teacher at Parker Middle School)

Technology Integration Specialist

District

Effective date: 8/27/22

Panneton, Sherrie (formerly Technology Teacher at McCarthy Middle School)

Technology Integration Specialist

Parker Middle School

Effective date: 8/2/22