



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 August 16, 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 August 16, 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 August 2, 2022
2. Approval of the minutes of the regular school committee meeting of August 9, 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. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments when the item is reached on the agenda.

NEW BUSINESS

1. 2021/22 End-of-Year School Committee Goals Progress Review
2. 2021/22 End-of-Year Superintendent Goals Progress Review

3. 2022/23 School Nutrition Update
4. 2022/23 Return to School Update
5. Personnel Report - July, 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. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments at future meetings.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 2, 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), Ms. Joanna Johnson-Collins (Director of Business and Finance), and Mr. Paul Cohen, Chelmsford Town Manager.

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 July 19, 2022

Mr. Doherty motioned to approve the minutes from the regular meeting on July 19th. Mr. Moses seconded. Motion carries 4-0 with Mr. King abstaining.

Good News

Ms. Newcomb shared that John Morris had put out the “wildlife cameras” he had obtained funding for from a grant. There have been visits from deer, coyotes, porcupines and bobcats recorded. The cameras are located at CHS, both middle schools, and Harrington. The students are able to logon to the website and observe the numbers of animals seen, their patterns and what they are feeding on. According to Dr. Hirsch students are using this data in summer science classes.

Public Comments

None

New Business

1. Ratification of MOA: Chelmsford Schools' Food Service Association

Dr. Lang shared highlights of this agreement which will be in effect from July 1, 2022 through June 30, 2025. Committee members expressed thanks to the food service workers for all of their hard work, especially during COVID.

(Town Manager Cohen participates in votes on MOAs)

Mr. Doherty moved that The Committee vote on the ratification of the MOA between the Chelmsford Public Schools and the Chelmsford School Food Service Association. Mr. Moses seconded. A roll call vote was taken. Motion carries 6-0.

- 2. FY2022 End of Year Budget Report – Final**
- 3. FY2022 Recommended Budget Transfers**

Ms. Johnson-Collins included a detailed memorandum with supporting spread sheets addressing these financial matters. Additionally, she provided updates on how ESSER funds were being allocated.

Mr. Doherty moved that The School Committee vote to approve the FY2022 local operating budget transfer totaling \$2,002 from the DESE category noted above for the Chelmsford Public Schools. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

4. 2021/22 End-of-Year Academic Update

Dr. Hirsch offered a slide show and spoke about how academic data is used to assess K-8 students in ELA and mathematics. The building teams were able to meet with the i-Ready consultants at the end of the past school year. This included PD for the building principals. District wide evaluative meetings were also held to examine growth during the year. To fully appreciate this relevant and detailed presentation, you should view Dr. Hirsch's slide show and detailed discussion with The Committee on Chelmsford Telemedia You/Tube of tonight's meeting. Dr. Hirsch concluded by showing a graph indicating that all students K – 8 showed significant growth this past school year! She expressed gratitude to all staff for their diligence during our "return to in-person learning year". Members of The Committee echoed her praise of all staff.

5. 2021/22 Superintendent's Performance Evaluation

The Chair thanked The Committee for their thoughtful evaluations including scores and narratives to support their choices. It is important to remember that this includes the full body of work for an entire school year. Ms. Newcomb, as Chair, was responsible for collating the evaluations. She shared evaluations for each of the four standards, which culminated with the overall summative score. The standards are: Instructional Leadership; Management and Operations; Family and Community Engagement; and Professional Culture. Dr. Lang received an "exemplary summative performance score" for this past school year! To fully appreciate Dr. Lang's evaluation by The Committee during this extraordinarily challenging year in education, it would be best to watch this portion of tonight's meeting on Chelmsford Telemedia You/Tube.

Mr. Doherty moved that The Committee votes to approve the superintendent's evaluation and ratings for his performance for the 2021/2022 school as presented. Mr. Moses seconded. Motion carries 5-0.

Mr. Doherty motioned to recess for two minutes. Mr. King seconded. Motion carries 4-0 (Mr. Moses was not present during this vote). The meeting resumed at 7:35 p.m.

6. Vote on Middle School Grade Level Reconfiguration

Dr. Lang included memoranda and a slide show concerning the proposed middle school configuration in tonight's agenda packet. He had included summaries of all the meetings, parent sessions both remote and in-person at the last meeting in July. He recommends moving forward with combining the student population from both middle schools and have grades 5-6 at Parker and grades 7-8 at McCarthy. He would want to begin the work on this project when school opens this fall. If approved the plan would be implemented at the beginning of the 2023/2024 school year. The Committee took time to discuss the potential pros and cons of this reconfiguration.

Mr. Doherty moved for The School Committee to vote to approve the middle school grade level reconfiguration plan as presented. Mr. Moses seconded. Motion carries 5-0.

7. Care Solace Mental Health and Substance Abuse Support Service Update

A memorandum is included tonight's agenda packet from Shannon Bischoff, Coordinator of Counseling and Social Emotional Learning, with an update on Care Solace and the services they provide. The Chelmsford Public Schools and the Town of Chelmsford have decided to move forward to continue their partnership with Care Solace for the upcoming school year and will no longer maintain a contract with William James Interface Referral Service effective July 1, 2022. The Care Solace contract will support all students and staff for the upcoming school year, including staff who do not reside in Chelmsford. The links for services through Care Solace will appear on the web site, while the links to William James will be removed. Ms. Bischoff will provide updates on Care Solace throughout the school year. Their services to our school populations were well-received when they stepped up to help out this past year, at a time when William James was no longer able to fulfill their commitment to us.

8. Approval of 2022/23 Student Handbook & Addendum Updates

Tonight's agenda packet includes the entire handbook as well as addendum updates for CHS. The Committee's attorney has reviewed the changes (indicated in red) and approves them. Dr. Lang recommends that The Committee votes in approval.

Mr. Doherty moved that The School Committee approve the updated K-12 policy handbook. Mr. Moses seconded. Motion carries 5-0.

Mr. Doherty moved that The School Committee approve the updated version of the Chelmsford High School Student Handbook. Mr. Moses seconded. Motion carries 5-0.

9. Approval of 2022/23 Employee Handbook Updates

Tonight's agenda packet includes the 2022/23 Employee Handbook with updates indicated in red ink. The changes have been reviewed by The Committee's attorney. This is presented tonight for approval.

Mr. Doherty moved that The School Committee approve the updated version of the 2022/23 Staff Employee Handbook. Mr. Moses seconded. Motion carries 5-0.

10. Bullying Prevention and Intervention Plan Updates

The District is required to have a Bullying Prevention and Intervention Plan which is updated every two years and was updated this summer. Suggested changes were made by the attorney. It is presented tonight to The Committee and will be found on the District's website in many locations by the end of the week. The updated plan needs to simply be acknowledged by The Committee tonight.

Mr. Doherty moved that The School Committee acknowledges that we have a bullying prevention and intervention plan. Mr. Moses seconded. Motion carries 5-0.

11. Approval of Field Trip and Travel Requests

Mr. Doherty motioned that The School Committee approve the three field trips presented this evening. Mr. Moses seconded. Motion carries 5-0.

Liaison Reports

Mr. Doherty shared that The Booster's Club Golf Tournament will be held on Monday, August 15th at Four Oaks Country Club in Dracut.

Action/New Items

The Chair requests that a folder be put in the "Drop Box" for all documents from which The Committee is working.

There will be an Executive Session next Tuesday at 4:00 p.m. The Chair proposed The Committee meet for about an hour after this ends to review The Strategic Plan and start discussing goals to be worked on in the upcoming school year. This met with members approval.

Public Comments

None

Adjournment (8:06 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
August 9, 2022
Meeting Minutes

Members Present: Ms. Donna Newcomb (Chair), Mr. Jeffery Doherty (Vice Chair), Mr. Dennis King (Secretary), Mr. John Moses and Ms. Maria Santos. Mr. Moses arrived at 5:54 p.m.

Also present: Dr. Jay Lang (Superintendent), and Dr. Linda Hirsch (Assistant Superintendent).

Call to Order

5:32 p.m.

Pledge of Allegiance

Chair Opening Statement

Chair Newcomb noted there are no public speakers registered to provide comment under public participation. Ms. Newcomb moved to begin new business with the sole item being to discuss the school committee goals for the 2022/23 school year.

New Business

1. Workshop: 2022/23 School Committee Goals

Ms. Newcomb indicated she was compiling a review of the progress toward the established 2021/22 school committee goals and will present the review at the next meeting on August 16, 2022. A discussion entailed around establishing goals, or interim goals, for the start of the 2022/23 school year while initiatives and metrics for growth and progress monitoring are established as a result of the recent strategic plan development. Committee members expressed interest in continuing the work with District Management Group (DMGroup) through the implementation in operationalization phase of the strategic plan over the next five years. Members felt it prudent to take the lead from DMGroup on the strategic plan with regard to the establishment of school committee goals for the coming year so they are in alignment with the district, school and department goals. The school committee will work with DMGroup to review potential interim goals for the fall of 2022 while the final five-year goals are being established.

Mr. King motioned to adjourn at 6:10 p.m. The motion was seconded by Mr. Moses. Approved.

Respectfully Submitted,

Jay Lang, Ed.D.
Superintendent of Schools

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: August 16, 2022

Re: School Committee Goals: 2021-22 – End-of-Year Progress

Attached please find a copy of the school committee goals for the 2021/22 school year. Chair Newcomb made comments throughout the document updating each area with accomplishments and progress through June, 2022. This is a final yearend document 2021/22.

Chelmsford School Committee Goals 2021-22

Mission Statement

To support the mission of the Chelmsford Public Schools to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the school committee and superintendent propose the following goals for the 2021-2022 school year.

District Wide Goals

The following goals for the 2021-2022 school year are intended to support and reinforce the districtwide goals outlined in the strategic plan.

School Committee Goals and Action Steps Final Report

□ Supporting Academic Programs

During the 2021-22 school year, the school committee will support the district plans to provide educational programming in such a way as to re-establish traditional school and classroom climates and norms, while providing the safest and most appropriate learning environment given available health metrics and guidance from state and local agencies. This goal will be measured by successful implementation of traditional scheduling, classroom and school configurations, academic pacing guides and assessments to monitor student progress and remediate deficiencies due to learning loss in previous years, as well as established safety guidelines and protocols that maintain a learning environment in which the health and safety of students and staff are prioritized.

ACTION STEPS:

1. Communicate with stakeholders including faculty, administration, parents, and student's elements of the learning schedules, classroom and school procedures and safety protocols being implemented to minimize disruption to traditional school climates while maintaining a safe learning environment.
 - Return to school guidance and planning/curriculum and instruction – August 9th and 24th
 - Report on school opening – September 7th and 21st, October 5th
 - Enrollment updates/class size reports – October 5th, December 7th
 - Close contact definition change – January 4th
 - In-school COVID testing/close contact change – February 1st
 - Masking Policy – February 17th
 - Work with local and state health and education agencies to monitor and evaluate up-to-date health metrics in making decisions about whether to modify learning models and/or safety protocols
 - Final report on case count, pool testing, at home testing participation vaccination status – June 21st

2. Adjustments made in school schedules to accommodate all academic and non-academic needs (i.e., MS and HS changes)
 - Report on Health and Safety Protocols for school year 2021-22 – August 21st
 - COVID Updates (testing, case incidence) – October 19th, November 16th, December 21st, January 18th, and February 8th
 - Close contact definition change – January 4th
 - In-school COVID testing/close contact change – February 1st
 - Masking Policy – February 17th

3. Evaluate reports of academic progress generated from district wide testing instruments to determine the effects of past and present changes to academic programs necessitated by the ongoing COVID-19 pandemic and allocate funding for the implementation of additional supports when deemed necessary.
 - Academic update – October 15th
 - Report on Paper Tutoring Service – October 15th, December 21st
 - MCAS schedule Spring 2022 – February 8th
 - Substitute Rate Increases – April 26th
 - DESE Approval of CHS Innovation Pathway – May 17th
 - Technology Update on 1:1 initiative, etc. – June 7th
 - I Ready Update 8/2



School Committee Goals and Action Steps Final Report

Maintaining a Positive, Inclusive, Prosocial Learning Environment

During the 2021-22 school year, the school committee in collaboration with the superintendent, assistant superintendent, director of student support services, and other stakeholders, will monitor programming that promotes the social emotional well-being and mental health of all students and staff and assist in cultivating positive, inclusive, safe learning environments for all. This goal will be measured through reports to the committee on established SEL programming, guidance and counseling services, special education and ELL programming and service updates, and programs offered to promote equitable and inclusive environments within the Chelmsford Public Schools.

ACTION STEPS:

1. Receive updates on current social emotional programming, along with guidance and counseling services, to evaluate recommended changes or additional supports for students and staff throughout the school year.
 - South Row Elementary School Presentation – February 1st
 - SEL/Guidance Presentation – February 8th
 - Byam Elementary School Presentation – March 1st
 - Parker School Presentation- May 3rd
 - Harrington School Presentation – May 17th
 - McCarthy School – June 7th
2. Monitor the progress of students in specialized educational programs, such as special education and ELL, to make sure that allocated resources are available and utilized that specifically address these subgroups when deemed necessary.
 - TFI and ELL Review In progress with DESE
3. Inform and engage the school and broader community regarding the vision of the school district in the areas of diversity, equity, and inclusivity of all groups by reviewing policies and allocating resources for educational programming and professional development for students, staff, and parents to increase awareness of these issues.
 - Discussion on proposed DEI professional development 2021/22 – August 8th
 - School Committee DEI training sessions – October 26th, November 23rd, December 14th
 - Update on Districtwide DEI initiatives – January 4th
 - Chelmsford Land Acknowledgement Proclamation- April 26th
 - Recognition of LGBTQ+ Pride Month – June 7th



School Committee Goals and Action Steps Final Report

Maintaining Aligned Financial and Facility Resources

During the 2021-22 school year, the school committee will work with the superintendent, school personnel, and town officials, to develop an aligned, sustainable financial foundation that supports the needs of the district including current and future budget requirements, and current and future facility needs, and will clearly communicate these with all stakeholders in the district. This goal will be measured by financial reports, budget documents, capital plans, and reports from consultants on facility needs within the district.

ACTION STEPS:

1. Work with the superintendent and business administrator to monitor the current year budget, including all grants from federal, state, and local agencies related to the COVID-19 pandemic, and make necessary adjustments as needed, and to develop a budget for the 2022-23 school year considering current and future financial needs within the district.
 - Quarterly Budget Updates – October 19th, January 18th
 - Discussion on Capital Plan Prioritization for 2022/23 – November 2nd and 16th, December 21st
 - Budget Calendar Established – December 7th
 - Triboard Meeting – December 13th
 - Discussion on ARPA funds – January 18th
 - FY2022/23 Budget Presentation – February 1st
 - Budget Q + A – February 8th
 - FY2023 Public Budget Hearing – March 1st
 - Special Education Reserve Fund (MGL Chapter 40, Section 13E)- March 15th
 - Food Service/Nutrition Program Review – May 17th
 - Transportation Fees/Timelines – May 17th
 - Audit Report Update (Powers and Sullivan) – May 17th
 - One Time Budget Expenditures – June 7th

2. Collaborate with and review reports from Dore and Whittier Architects to assess progress in addressing previous capital plan recommendations, analyze enrollment projections and possible grade level realignments, guide future prioritization of capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of the town's financial realities.
 - Approval of Contract/Overview of scope of work to be performed by Dore and Whittier – August 24th
 - Presentations by Dore and Whittier – September 21st, November 16th, December 21st, January 4th, February 1st
 - Public Visioning Sessions on Facilities – October 7th, November 9th
 - MSBA SOI Submission (Middle School) – April 26th
 - McCarthy Tennis Court study Group – May 17th

3. Work with the superintendent, director of personnel, legal counsel, and labor unions on new labor agreements that align with the needs and desires of both the staff and the district.
- Triboard Meeting – December 13th
 - School Committee Negotiations Workshop – January 11th
 - Union/School Committee working session – March 7th
 - Review and Approval of CAA contract – March 15th
Approval of Non-Affiliated Staff Contract – June 21st
Approval of Custodial Contract – June 21st
Approval of Food Service Contract
Approval of Teacher Contract



School Committee's Professional Practice Goals Final Report

Mission Statement

The following school committee professional practice goals for the 2021-22 school year are intended to improve communication and functioning among and between the members of the school committee, superintendent, and Chelmsford community.

Communication Strategy

During the 2021-22 school year, the school committee will continue to discuss ways to improve communication with all stakeholders. Said strategy may include but is not limited to monitoring the district website to make sure it provides the most up-to-date information and resources for parents, students, and staff, continuing to solicit public input on school related topics through the public input portion of school committee agendas, public forums, workshops, or surveys, and improving protocols and procedures for responding to information and/or questions from the public.

- School Committee Professional Practice Workshop – October 14th
- Public Visioning Sessions on Facilities – October 7th, November 9th
- FY2023 Public Budget Hearing – March 1st
- SC Policy Update (BEDH -Public comments at SC Meetings) – April 12th
- SC Policy Update (BEDH-E- Guidelines for public comment) – April 12th
- Middle School Realignment Input Sessions – In Person May 23rd, Virtual May 24th

Committee Involvement in Strategic Plan Development

During the 2021-22 school year, the school committee will continue to work with all stakeholders to help to develop a district wide strategic plan to guide the work of the committee, administration, faculty, and staff for the 2022-23 academic year and beyond. The committee will consider the merits of soliciting an outside contractor to help direct and guide this process and, if deemed appropriate, contract with such an organization. Successful completion of this goal will be evidenced by the finalization and approval of a multi-year strategic plan aligned to the approved district budget.

- Discussion of Strategic Planning Process – August 9th
- Introduction of District Management Group/Overview of scope of work – November 16th
- Presentation by District Management Group – January 4th
- Interviews of School Committee Members by DMG – February 7th, 8th, 9th
- Held three public input sessions both virtual and in-person. 3/9
- Community Input session by DM Group
- Family Engagement Survey by DM Group
- School Climate Survey by DM Group
- Presentation by DM Group- June 7th

Establishment of an advisory committee to examine and report on school climate

During the 2021-22 school year, the school committee will discuss the merits of establishing an advisory committee to gather and review information and data on the diversity, equity, and inclusivity (DEI) practices within the district and make recommendations for positive changes to adopt. If the committee decides that such an advisory committee may be beneficial to the continued success of the district, it will agree-upon the goals of such committee work, the scope of the work, the timeline of the work, the makeup of the committee, and how the committee may gather information and data about school climate pertaining to DEI within the schools. Should the committee decide to create such an advisory committee, successful completion of this goal would be evidenced by the establishment of such a committee to begin work during the 2022-23 school year.

- Review work towards this goal will start when all surveys are completed and analyzed at the conclusion of the strategic plan.



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: August 15, 2022

Re: Superintendent Goals: 2021-22 – End-of-Year Progress

Attached please find a copy of the superintendent goals for the 2021/22 school year. I made comments throughout the document updating each area with accomplishments and progress through June, 2022. This is a final yearend document for 2021/22.

Superintendent Goals 2021-22

Mission Statement

To support the mission of the Chelmsford Public Schools to cultivate inspired, creative, and well-rounded lifelong learners who possess the integrity and self-direction necessary to be contributing community members, the superintendent proposes the following goals for the 2021-2022 school year.

District Wide Goals

The following goals for the 2021-2022 school year are intended to support and reinforce the districtwide goals outlined in the strategic plan.

Superintendent Goals and Action Steps End-of-Year Progress Toward Goals

Every Student Achieving Academically

By June 2022, the superintendent will execute the reopening of in-person learning for the Chelmsford Public Schools that incorporates reestablishing school schedules for academics and extracurricular activities that are in alignment with statewide safety requirements outlined by the Massachusetts Department of Elementary and Secondary Education (DESE) and Massachusetts Department of Public Health (MADPH) to allow for the academic acceleration of all students that addresses learning loss from the onset of the pandemic to now, as measured by the our internal academic benchmarks, additional programming to support students' identified academic needs, the monitoring of safety protocols in place for schools to mitigate the spread of COVID-19, and data from pool testing and confirmed cases of COVID-19 in the schools.

ACTION STEPS:

1. Review current schedules and learning models with school administrators and make necessary adjustments to meet students' needs.
 - Adjustments made to all school schedules to return all students to in-person learning for the 2021-2022 school year (August - October). **End-of-Year Update: Completed.**
 - Continuation of mask breaks in the schedule until the end of mask mandate (September - February). **End-of-Year Update: Completed.**
 - SEL lessons added to all schedules Elem-High School (September - June). **End-of-Year Update: Completed.**
 - Review of schedules to make necessary changes after the first term of year (September - November). **End-of-Year Update: Completed.**

2. Review and report on academic programming based on internal benchmarks and diagnostics and make necessary adjustments to meet students' needs.
 - Data meetings for all benchmarks and comparison to prior years to assess learning loss (As designated by assessment calendars). 10/19 SC Presentation. 8/2 SC Presentation. **End-of-Year Update: Completed.**
 - Scheduled meetings for principals and district leaders with iReady data specialist to review individual school and district results (8/16, 10/13, 10/14, 1/20, 1/26, 1/27, 2/10, 6/14, 6/15, 6/16). **End-of-Year Update: Completed.**
 - Review of Spring 2021 MCAS and Comparison to pre-COVID years. Faculty and department meetings (October - November). **End-of-Year Update: Completed.**
 - Pilot of iReady in Grs. 9-11 in ELA and math (Fall and Spring). **End-of-Year Update: High School Council Meeting to review results and next steps scheduled for first Building Leadership Team meeting in August.**
 - Review of enrollment and attendance reports to identify specific students and populations to create intervention plans to increase school attendance (at End of Terms 1 and 2). **End-of-Year Update: Final review of attendance reports. Schools to develop intervention plans for at-risk students for 2022/23 school year.**

- Hiring of additional interventionists and tutors to target specific schools and grade levels (Fall - Winter). **End-of-Year Update: Continuation of interventionist and tutors for the 2022/23 school year through grant and operating budget funding.**
 - Expansion of interventionists at the middle school level (Math and Reading at each MS). **End-of-Year Update: Continuation of interventionist and tutors for the 2022/23 school year through grant funding.**
 - Build out data dashboards on *Google Analytics Platform* to identify student needs and to make comparisons against benchmarks and grades. **End-of-Year Update: Continuation of Google Analytic Platform for the 2022/23 school year to compare data to identify at-risk students.**
 - Monthly meetings with data expert for Google Analytics Data Dashboard build out (7/22, 8/24, 9/14, 10/5, 12/7, 2/15, 3/29, 6/16). **End-of-Year Update: Continuation of dashboards for the 2022/23 school year.**
3. Continue with the curriculum adoption implementation of a new literacy program K-8.
- Implementation of Foundations in Gr. 3 (Fall - Spring). **End-of-Year Update: Full adoption completed.**
 - Implementation of Fountas and Pinnell Classroom in Grs. 5 & 6 (Fall - Spring). **End-of-Year Update: Full adoption completed for reading component and writing Grades K-I. Completing writing resource adoption during the 2022/23 school as published grades become available (grs. 2 & 3 on order July – Grades 3-6 as they become available).**
 - Continuation of professional development in Foundations for Gr. 3 (with Wilson Reading – 9/30, 10/28, 1/20, 2/17, 3/31) and Fountas and Pinnell Classroom K-6 (Lesley University – 10/19, 11/18, 1/11, 4/5) and Benchmark Assessment System Training (9/27). **End-of-Year Update: Continuation of professional development with Wilson Language and Lesley University for the 2022/23 school year.**
4. Continue to assess the technology needs of the district to support in-person learning access and delivery of curriculum.
- Weekly professional development through TIS on Google Suite products. **End-of-Year Update: Continuation of weekly technology professional development as needed for the 2022/23 school year.**
5. Provide additional academic supports outside of the traditional school day through on-line tutoring programs.
- Implementation of PAPER online/24-hour tutoring product. 10/19 and 2/21 SC Presentations. **End-of-Year Update: Student survey administered in May and reviewed for results on May 18th. Continuation of the program for the 2022/23 school year.**
 - Monthly committee meetings with PAPER specialist team to assist with implementation (8/19, 9/14, 10/4, 10/6, 11/17, 12/15, 2/2, 3/25, 5/4 6/8). **End-of-Year Update: Completed.**
6. Monitor and report to the school community, state and local health data of COVID-19 in the Chelmsford Public Schools for all levels (elementary, middle and high school) and make necessary adjustments for continued mitigation.
- Continuation of COVID Dashboard. Updated through June 2022 - Superintendent's Update and Website. **End-of-Year Update: Completed.**
 - Creation of Pool Testing Dashboard. Updated through June 2022 - Superintendent's Update and Website. **End-of-Year Update: Completed**
 - Continued monitoring of State and DESE correspondences and changes. No changes since February. **End-of-Year Update: Completed**
 - Regular meetings with Chelmsford Board of Health, School Nursing Coordinator and School Committee public meeting updates (September - June). **End-of-Year Update: Completed.**



Superintendent Goals and Action Steps Midyear Progress Toward Goals

Every Student Supported in a Positive, Prosocial Learning Environment

By June 2022, the superintendent will establish a system of supports that ensures students' social and emotional learning needs are addressed, and examines issues surrounding diversity, equity, and inclusion (DEI) so all school community members feel welcomed, respected, and safe, as measured by providing professional development for school staff in the area of (DEI), the administration and review of school culture surveys, and continued implementation of tiered systems and practices established by the school-based MTSS teams.

ACTION STEPS:

1. Provide professional development in DEI for staff as designated by the professional development calendar.
 - School Committee Updates: 10/17, 1/4. **End-of-Year Update: Completed.**
 - School Committee: 10/26, 11/23, 12/14. Planning for 2022/23 professional development for the committee. **End-of-Year Update: Completed.**
 - All Staff:
 - Elementary and Middle Schools: 9/22, 11/2, 2/9
 - High School: 10/19, 11/2, 3/3
 - Planning for 2022/23 professional development for staff. **End-of-Year Update: Completed.**
2. Engage administrative staff in a year-long graduate level course on DEI.
 - Graduate Level Course IDEAS I – Anti-Racist School Practices to Support the Success of All Students Monthly 3-hour sessions October – May
 - Planning for 2022/23 professional development for administration. **End-of-Year Update: Completed.**
3. Identify and support a sub-group to train (train-the-trainer model) in DEI work to establish a foundation for continued in-house professional development in DEI.
 - Groups to be identified spring, 2022. MTSS teams to identify potential staff members for 2022/23.
4. Utilize Tier I, II, III MTSS teams to provide necessary recommendations and procedures at the school level to address the reengagement of students to in-person learning and support students and families in crisis.
 - Monthly meetings for MTSS committee members to address student population and professional development for school staff (Meeting dates as set by building principals and designated building PD days - Elem, MS, HS - 9/22, 10/19, 11/22, 12/1, 1/11, 2/9, 3/3, 4/5). MTSS Teams meeting over the summer to plan professional development.
5. Continue to support family's nutritional needs through our school nutrition program. School Nutrition Update 5/17. **End-of-Year Update: Completed.**



Superintendent Goals and Action Steps Midyear Progress Toward Goals

Aligned Financial and Facility Resources in Support of the Schools

By June 2022, the superintendent will develop an aligned sustainable financial foundation that is adequately funded and addresses the future needs of the district's goals to incorporate impacts and changes stemming from the COVID-19 pandemic that supports the resource needs of the district, and ensures that students, families, and educators are supported, as measured by the completed FY23 school budget.

ACTION STEPS:

1. Assess all financial lines of the budget impacted by the COVID-19 pandemic and address the needs for a continued return to in-person learning for students.
 - Provided quarterly budget reports 10/19, 1/18, 3/15, 6/21. **End-of-Year Update: Completed.**
 - Created budget calendar 12/7. Approval of FY23 budget at Town Meeting 4/25. **End-of-Year Update: Completed.**
 - Meet to discuss budget impacts at Tri-Board Meeting on 12/13.
 - Budget meetings 2/8, 3/1. **End-of-Year Update: Completed.**
2. Review and allocate awarded ESSER grant funds to provide for the educational needs of students as allowed by grant parameters.
 - Provided grant use for ESSER fund 10/19, 1/18.
3. Engage in the facilities review process with Dore and Whittier Architects to provide sustainable facilities and operations for educational programming conducive to present and future student learning needs.
 - Contracted with Dore and Whittier 8/24. **End-of-Year Update: Completed.**
 - Dore and Whittier presentations on 9/21, 11/16, 12/21, 1/4, 2/1.
 - Held two public visioning sessions on 10/7, 11/9.
4. Review and amend the 10-year capital improvement plan that addresses current and future facility needs including the prioritization of capital needs in our current facilities, as well as continuing to pursue new facility options to meet projected future needs within the confines of the town's financial realities.
 - Scheduled capital plan meetings on 11/2, 11/16, 12/21. **End-of-Year Update: Completed.**
5. Initiate a strategic planning process to establish a multi-year plan that addresses the academic, social-emotional, and facilities needs of the district.
 - Review of strategic planning process 11/16. **End-of-Year Update: Completed.**
 - District Management Group Presentation 1/4, 6/7. **End-of-Year Update: Completed.**
 - Scheduled and conducted stakeholder input meetings (End of January and February). **End-of-Year Update: Completed.**
 - Held three public input sessions both virtual and in-person 3/9, 6/8. **End-of-Year Update: Completed.**



Superintendent's Professional Practice Goals Midyear Progress Toward Goals

Mission Statement

The following superintendent professional practice goals for the 2020-21 school year are intended to improve communication and functioning among and between the superintendent, members of the school committee, and Chelmsford community.

Comprehensive Communication Strategy

By June 2022, the superintendent will meet with stakeholders to discuss ways to improve communication with all district stakeholders as it pertains to general announcements, school and district achievements, and matters of informational importance. This includes a review of the communication practices and methods currently in place (i.e. Aspen X2, BlackBoard ConnectEd, FaceBook, Newsletters, Twitter, CPS website, etc.) to determine if they are appropriate and/or should be modified to improve and streamline communication with stakeholders.

- Continued distribution of weekly newsletter updates about COVID and happenings of the district i.e. SMORE (August - June). **End-of-Year Update: Completed.**
- Continued transition to a new website and updates as needed (Summer - June). Ongoing work for any updates and changes through Director of Communications. **End-of-Year Update: Completed.**
- Individual schools and departments updated sites (Fall - Winter). Ongoing work for any updates and changes through Director of Communications. **End-of-Year Update: Completed.**
- Survey to stakeholders on communication needs through strategic planning 3/10. Ongoing work for any updates and changes through Director of Communications. **End-of-Year Update: Completed.**

Budget Planning and Presentation

By June 2022, the superintendent will continue to refine financial reporting practices and procedures and develop a FY23 budget that serves as an informational document accurately reflecting the priorities of the district given the realities of the COVID-19 pandemic. The recommended budget document will incorporate additional information on grant, revolving, and student activity funds. Further, efforts to include information from each schools' parent teacher organization will be sought to provide a comprehensive picture of the various funding sources that support our school programming.

- Prepared recommended budget to support 2022-2023 - 2/8, 3/1. Approval of FY23 budget at Town Meeting 4/25. **End-of-Year Update: Completed.**
- Provided public hearing on FY2023 budget 3/1. **End-of-Year Update: Completed.**
- Class size committee created for middle school 3/14. **End-of-Year Update: Completed.**

Engagement with State Level Organizations

By June 2022, the superintendent will attend state and national conferences and meetings to maintain his knowledge/learning with regard to the most educationally appropriate practices involving 1) school safety, security and emergency planning preparedness for our schools, 2) the integration of technology initiatives in elementary, middle and high schools, as we launch our 1:1 Chromebook initiative and focus on the meaningful integration of technology in our curriculum and learning practices, and 3) district administration and leadership.

- Past President and Advisor - Merrimack Valley Superintendents Association for 2021/22. **End-of-Year Update: Completed.**
- Nominated to the Massachusetts Association of School Superintendents Executive Board for 2021/22. **End-of-Year Update: Completed.**
- MASS Summer Institute – July 2021. **End-of-Year Update: Completed.**
- MASC/MASS Executive Institute November 2021. **End-of-Year Update: Completed.**
- AASA National Superintendent Conference – February 2022. **End-of-Year Update: Completed.**



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

cc: Nancy Antolini, Director of School Nutrition

Date: August 12, 2022

Re: 2022/23 School Nutrition Services Update

I'm writing to update the school committee on the cost of breakfast and lunch to students for the 2022/2023 school year. There will be **no cost** to the students for breakfast and lunch as the cost will be funded by the USDA and the Commonwealth of Massachusetts for one (1) more year.

For the past two years, there was no cost to the students for breakfast and lunch as this was funded 100% by the USDA (federal funding). At the May 17, 2022 school committee meeting, the Director of School Nutrition, Mrs. Nancy Antolini, addressed the committee with various updates, and at that time the USDA reported they would not continue the 100% funding level for breakfast and lunch for all students in the 2022/2023 school year, and the free, reduced and paid meal model would return. While the USDA component of the funding will return to the free, reduced and paid meal model, state level funding has been approved in Massachusetts in the FY2023 budget to make up the difference so breakfast and lunch will be provided at **no cost** to **all** students for the 2022/2023 school year.

Families should still consider filling out the free and reduced lunch application as this information is also used at the state level to determine if a family may be eligible for other benefits. Locally in the Chelmsford Public Schools, families eligible for free and reduced lunch are eligible to have the bus transportation fee waived.

Thank you.



Chelmsford Public Schools
Return to School Plan
Fall 2022

CIA Roadmap

Chelmsford Public School

2022-2023





Continued Plan

- Students and Family Connections
- Prior Student Information
- Data Collection Dates and Progress Monitoring
- New Curriculum and PD

Student and Family Connections

- Grade Level Meet and Greets
- Student Tours
- Mentoring Programs
- Student Visits
- Play Dates and Gatherings





Prior Student Information

- Review Benchmark Data
 - iReady
 - IXL
 - DIBELS
 - RAN
 - Common Assessments
 - Teacher Assessments/Anecdotal Records
 - Grading Practices
 - ***Attendance***

Curriculum Adjustments & PD

Update and adjust pacing guides – based on data results

SEL Curriculum Implementation K-12

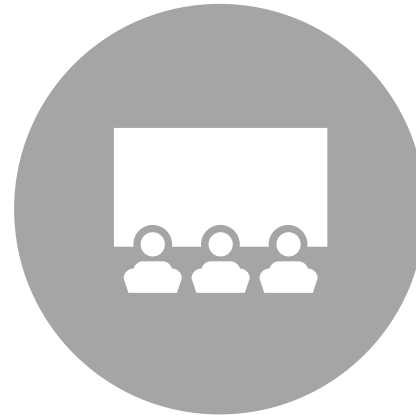
Continuation of District-wide PD on DEI

Continuation of Curriculum Adoption Support and Pilot Programs - Mathematics

Additional Supports



***CONTINUATION OF INTERVENTIONISTS
AT MIDDLE SCHOOL LEVEL***



***CONTINUATION OF ON-DEMAND
TUTORING SERVICES***



IN-HOUSE SPECIALIZED PROGRAMS



School Health and Safety Information

DESE COVID PROTOCOLS



Based upon guidance from the Department of Elementary and Secondary Education (DESE) and the Department of Public Health (DPH).

DESE and DPH issued a joint memo advising districts to minimize the need for more restrictive districtwide COVID policies.

COVID-19 Protocol Updates

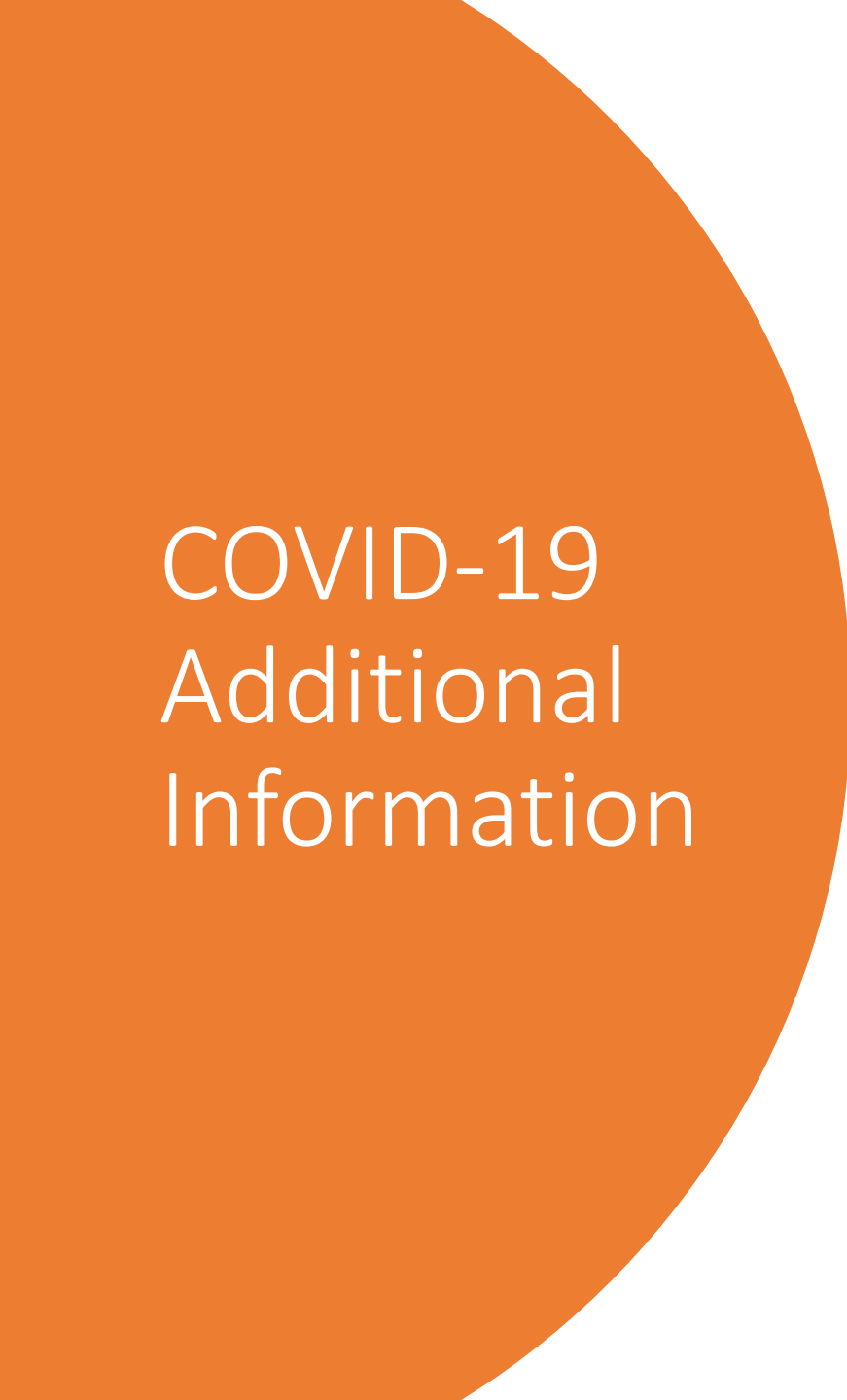
Discontinued Mask Requirements – Exception School Health Office

Individuals who wish to continue to mask may do so and will be supported


Discontinued Pool Testing, At-Home Test Kits, Contact Tracing, Test to Stay

Effective August 15th – All positive COVID-19 individuals must isolate for 5 days. May return to school days 6-10 with a mask if symptoms have improved and are fever free for 24-hours. No mask required days 6-10 if the individual tests negative on day 5 or after.

Quarantine for close contact is no longer required for children or staff, regardless of vaccination status or where the exposure occurred. All exposed individuals may attend school as long they remain symptom free.



COVID-19 Additional Information

- For More Information
 - [DESE COVID-19 Guidance/On the Desktop Messages](#)
 - [MA GOV – COVID-19 Mask Requirement](#)
 - [MA GOV – COVID-19 Vaccination Locations](#)
 - [MA GOV – Prepare for Back-To-School](#)
 - [CPS Health Services](#)
- 

Questions



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

Date: August 4, 2022

Re: Personnel Report: July 2022

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

Personnel Report – July 2022

New Hires

Ayoub, Erica

Interim Paraprofessional

Parker Middle School

Effective date: 8/29/22

Bellissimo, Jennifer

Clinical Psychologist

Chelmsford Public Schools

Effective date: 8/29/22

Chase, Timothy

ABA Paraprofessional

Parker Middle School

Effective date: 8/29/22

Ciampa, Jamie

Lunch/Recess Aide

Byam Elementary School

Effective date: 8/29/22

Giannotti, Alicia

Integrated Preschool Special Education Teacher

CHIPS

Effective date: 8/22/22

Heslin, Jackelyn

Grade 7 Math Teacher

Parker Middle School

Effective date: 8/29/22

Karpe, Aparna

Paraprofessional

McCarthy Middle School

Effective date: 8/29/22

Lebel, Linda

Interim Paraprofessional

CHIPS

Effective date: 8/29/22

Lemay, Lauren
Paraprofessional
McCarthy Middle School
Effective date: 8/29/22

Loring, Elizabeth
Spanish Teacher
Chelmsford High School
Effective date: 8/29/22

Mangiarratti, Catherine
Special Education Teacher
Parker Middle School
Effective date: 8/29/22

O'Grady, Desmond
ABA Paraprofessional
McCarthy Middle School
Effective date: 8/29/22

Proia, Jocelyne
Interim Paraprofessional
Harrington Elementary School
Effective date: 8/29/22

Ready, Holley
School Nutrition Office Manager
Chelmsford Public Schools
Effective date: 8/16/22

Senkal, Caroline
Interim Paraprofessional
Parker Middle School
Effective date: 8/29/22

Shin, Dong
ICTS Data Analyst
Central Administration
Effective date: 7/1/22

Sigman, Karina
Lunch/Recess Aide
Center Elementary School
Effective date: 8/29/22

Souza, Allison
Interim Paraprofessional
Center Elementary School
Effective date: 8/29/22

Resignations:

Guerra, Mary
Grade 4 Teacher
Center Elementary School
Effective date: 7/6/22

Kaikai, Moijue
Physics Teacher
Chelmsford High School
Effective date: 7/11/22

Leary, Vanessa
School Psychologist
Chelmsford High School
Effective date: 7/5/22

Retirements:

Assignment Changes:

Dube, Robyn (formerly Kindergarten Teacher @ Harrington Elementary School)
Grade 3 Teacher
Harrington Elementary School
Effective date: 8/29/22

Holland, Kelley (formerly Paraprofessional @ McCarthy Middle School)
Main Office Clerk
McCarthy Middle School
Effective date: 8/23/22

Macallister, Marybeth (formerly Grade 3 Teacher @ Harrington Elementary School)
Grade 5 Math/Science Teacher
Parker Middle School
Effective date: 8/29/22