



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Tuesday September 20, 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 September 20, 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 September 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. 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. Announcement: Chelmsford High School Alumni Association 2022 Hall of Fame Inductees
2. DMGroup Presentation: Special Education Opportunities Review

3. FY2023 Budget Report: 1st Quarter Financials
4. Recommended FY2023 Budget Transfers
5. Personnel Report: August 2022
6. Approval of Field Trip & Travel Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest. 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
September 7, 2022
Meeting Minutes**

Members Present: Ms. Donna Newcomb (Chair), Mr. Jeff Doherty (Vice Chair), Mr. Dennis King (Secretary), and Ms. Maria Santos. Mr. Moses was not in attendance 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 (Mr. Jeff Doherty)

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 also 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 August 16, 2022

Mr. King moved to approve the minutes from the meeting on August 16, 2022. Ms. Santos seconded. Motion carries 4-0.

Good News

Dr. Hirsch announced that school has opened! This week the district will welcome 11 students and two teachers from San Estalo de Costa School from Malaga, Spain. The CHS exchange students will be staying with Chelmsford host families during their visit. They will arrive on Thursday night. Our students will travel to their school in Spain in 2023. Amy Brown, the art teacher from Byam Elementary has been named the 2023 Elementary Art Teacher of the Year by The Massachusetts Art Education Association and will be recognized in November!

Public Comments

None

New Business

1. Update on McCarthy Middle School Tennis Court Study Group

Dr. Lang shared that the group has met three times to discuss the future of the site of the current McCarthy tennis courts. After data gathering and doing a community survey to look at options, the Study Group will summarize the notes and share the report at either the next meeting or the first meeting in October. After that the recommendations will be shared with the Town Manager and the Select Board for further planning of the project. Mr. Doherty (a member of the group) shared that the multi-use idea for the site was well received.

2. Report on the Opening of Schools for the 2022/23 School Year

Dr. Lang stated that the school year is off to a great start! The staff got to meet together on August 29th for first day orientation at The Performing Arts Center. Dr. Adolph Brown spoke to the staff and supported the SEL and DEI work already taking place in the district. His message was both practical and charismatic and staff feedback was very positive. The next day Kindergarten to ninth grade students returned. CHS freshmen met with their mentors and the upperclassmen returned on Wednesday. That week went well and ended with a four-day weekend for Labor Day. Transportation is going well as is food service. The number of students using the busses has grown to pre-pandemic numbers.

Summer projects included completion of the Center School playground and the new stadium lighting at CHS in time for Friday night's home opening football game. Projects still in progress include: Center School gym floor replacement; Westlands School kitchen renovation and an exterior lift at Parker which should be completed by the middle of October. Mr. Doherty added that the previous stadium lights were salvaged and will be used for the tennis and basketball courts in the future.

Looking ahead there will be work with the District Management Group on implementing the Strategic Plan. This will help to meet priorities when working on the FY2023/24 budget. The DM Group will be sharing a proposal for Special Education opportunities at the next Committee meeting which will align with the Strategic Plan. Additionally, Dr. Lang has been seeking proposals from firms to do a safety audit review to assure all schools are as safe as possible. The Commonwealth may be offering grants to assist with upgrades in school safety.

3. School Committee Policy Updates

Dr. Lang would like to do a complete update of policies to see if the districts are matching those of MASC. The SC Sub-Committee on Policy consists of Mr. King and Ms. Santos.

Liaison Reports

Ms. Santos will attend the PTO meeting at Harrington tomorrow night. Chelmsford Friends of Music will have a bottle and can drive this coming weekend. South Row's PTO will meet on Monday night. The alumni Association will meet next Wednesday. The Hall of Fame Dinner will be held on October 15th. The Boosters' Club will have a tent set up to meet with freshman parents prior to Friday night's football game and will have games for the children.

Action/New Items

Ms. Newcomb would like to discuss at future meetings: safety; special education and policy. She would also like to discuss current goals with regard to actions to be accomplished by the Committee members.

Public Comments

None

Adjournment (6:38 p.m.)

Mr. King motioned to adjourn at 6:38 p.m. Ms. Santos seconded. Motion carries 4-0.

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: September 17, 2022
Re: DMGroup: Special Education Opportunities Review

Attached please find a presentation representatives of District Management Group (DMGroup) will share with the school committee. DMGroup is our contractor assisting the Chelmsford Public Schools with strategic plan development and implementation work. I have been speaking with DMGroup about additional services to be performed for a special education opportunities review. DMGroup representatives will attend the meeting remotely to share their presentation.



Special Education Opportunity Review

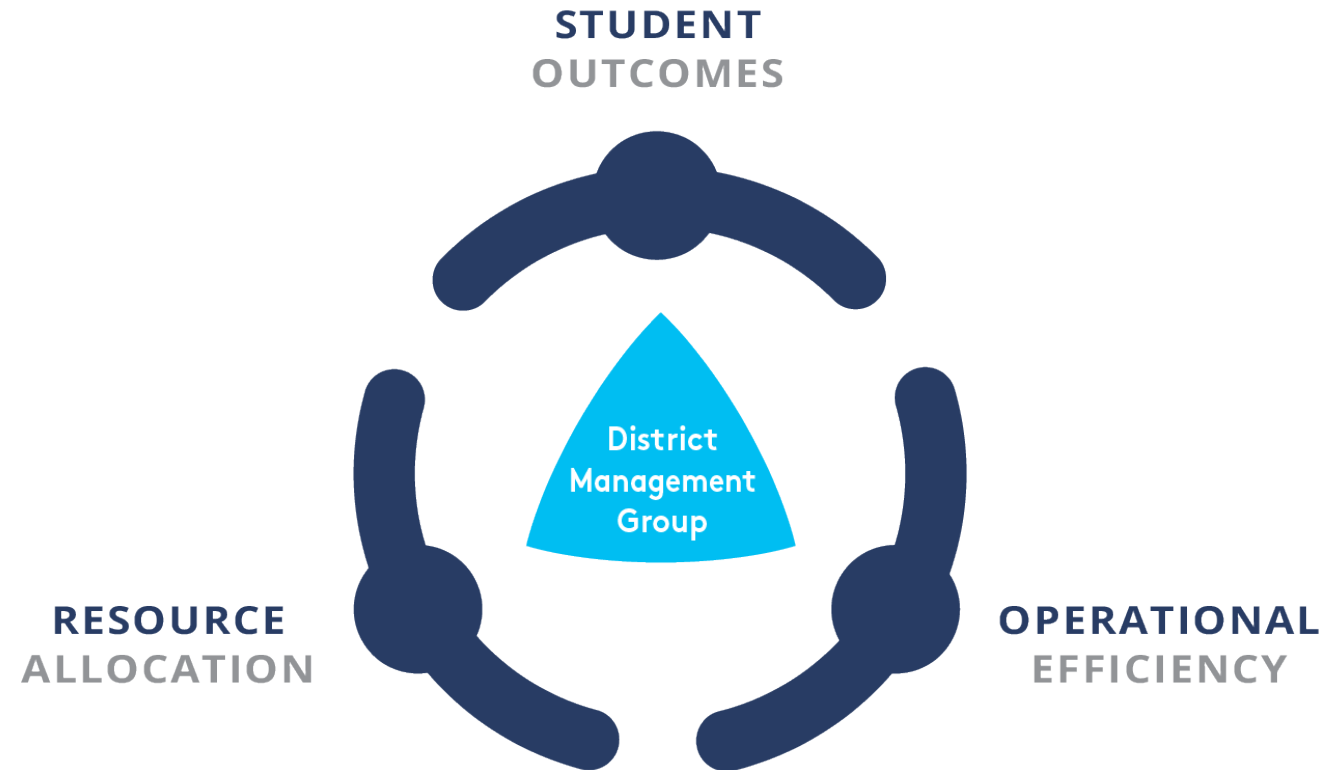
Chelmsford Public Schools

September 2022



District Management Group | Helping Schools and Students Thrive

Our mission is to achieve systemic improvement in public education by combining management techniques and education best practices.



We believe that a district must focus on meeting all three of these objectives to achieve lasting results for students.

Founded in 2004, DMGroup has partnered with hundreds of school districts across the US, helping them address their most pressing needs.

All Sizes of Districts



1,700 students
Rural



5,000
Suburban



6,800
Suburban



10,600
Gateway



55,000
Urban



100,000
Urban

Nationwide Experience



California



Minnesota



Texas



South Dakota

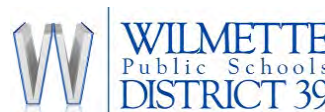


Maryland



Illinois






All Types of Districts



Selected DMGroup Partner Districts

DMGroup believes that a well-coordinated system can raise achievement for students with IEPs, while managing resources effectively.

DMGroup's Philosophy

-  It is possible for school districts to raise achievement for students with IEPs and manage resources at the same time.
-  In order to accomplish this, school districts need an integrated set of services and tools:
 - Better information (what do staff do?)
 - Best practices (what should staff do?)
 - Staffing guidelines (how should staff implement best practices?)
-  General education is a big part of the answer.
-  Every district is different; culture and context matter.
-  No student ever benefited from a consultant's report. They benefit from meaningful changes in the classroom, which take sustained efforts over multiple years.

Our work focuses on several key components to help the district refine and strengthen supports for students with IEPs.

Proposed Project Goals

- ✓ Develop an understanding of **current practice related to special education and intervention** in the district.
- ✓ Explore **alignment of current practice with best practice research** in order to raise achievement of students with disabilities.
- ✓ Identify opportunities to **align staff practices with best practices and effectively manage staffing** in order to create sustained change in schools and classrooms and improve the work life of teachers.

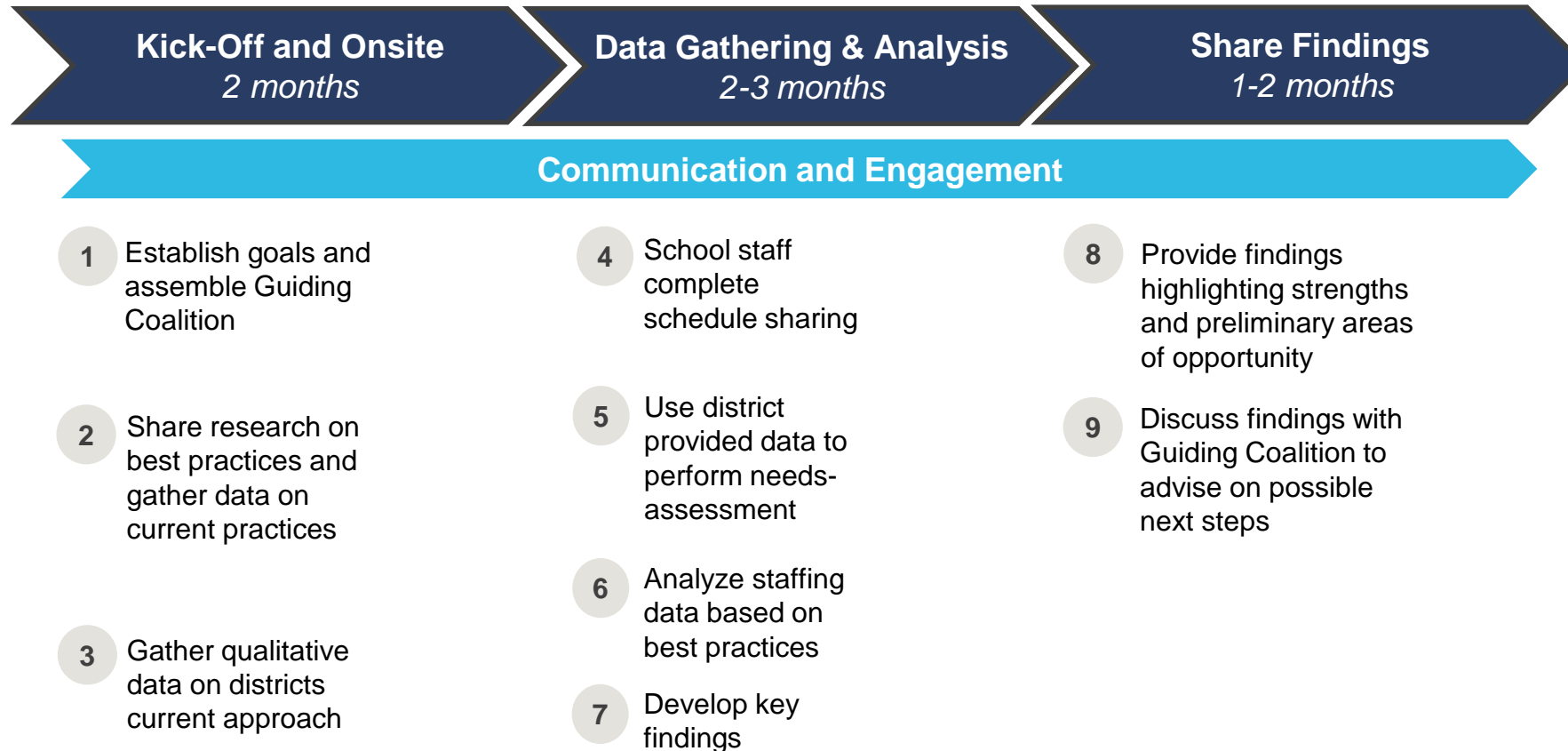
DMGroup has developed a comprehensive approach for identifying high-impact opportunities to improve services and equity for students with IEPs.

The Work to Come



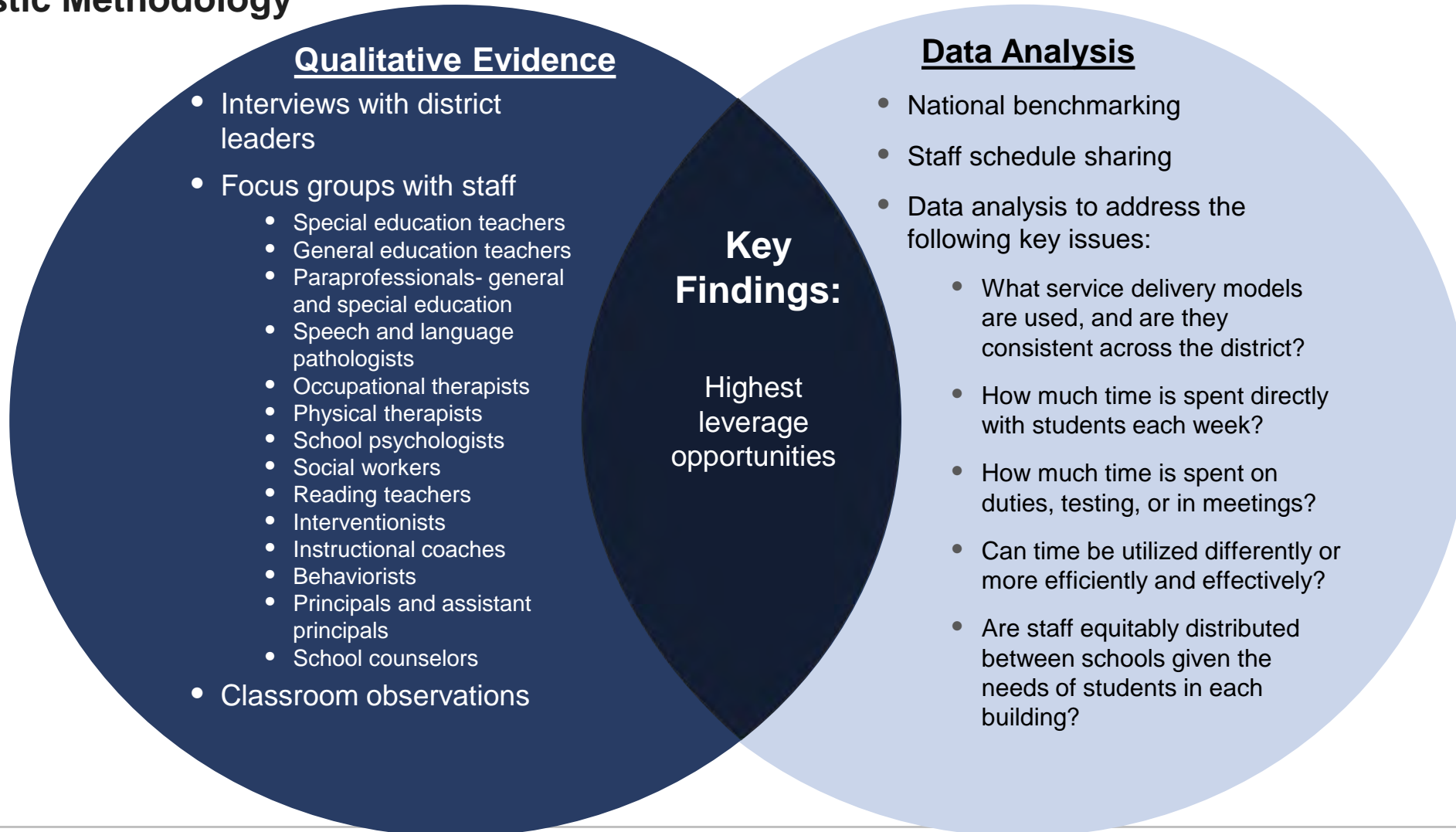
Our work together would span about 6 months across three phases.

Project Overview



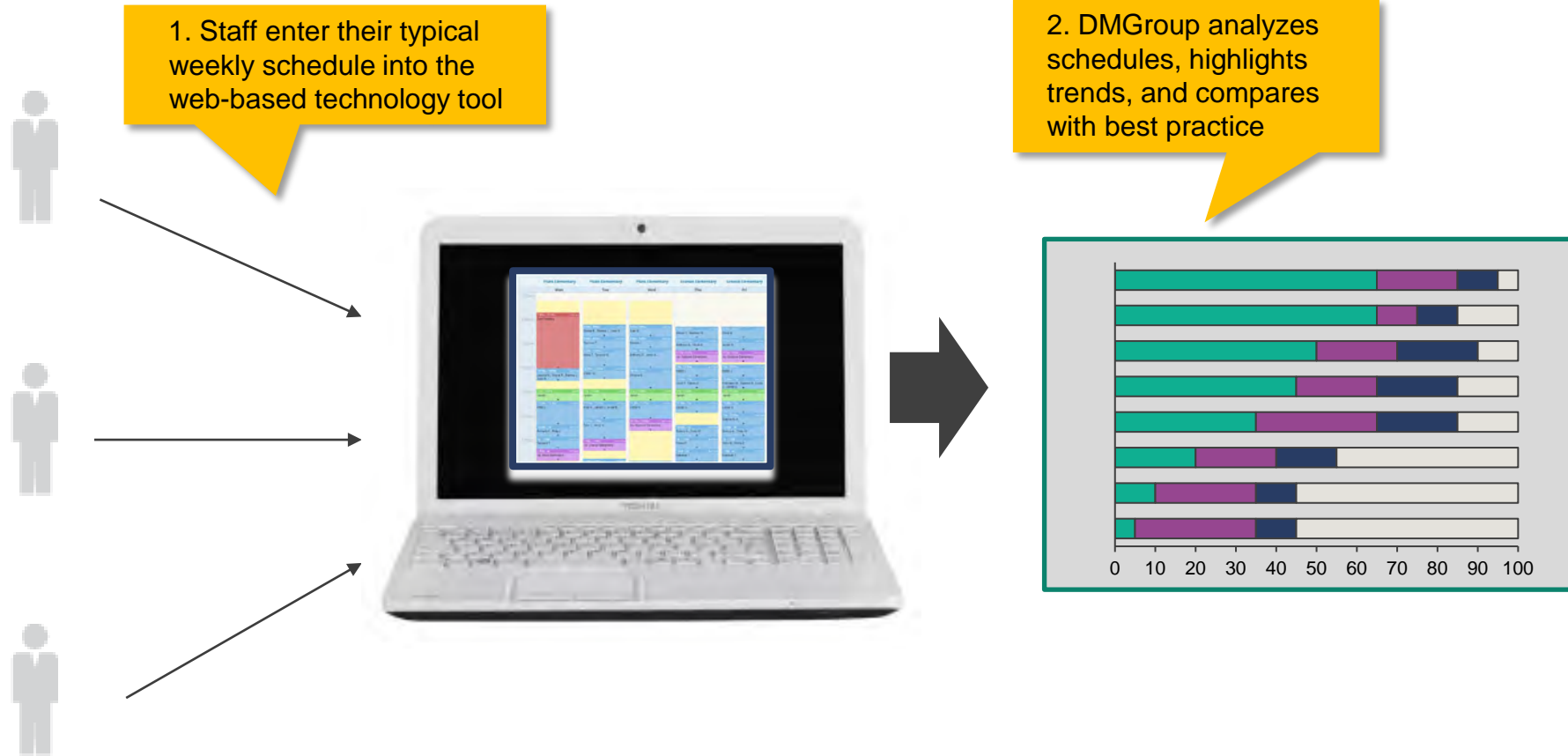
Our diagnostic combines significant qualitative evidence and robust data analysis to build an understanding of current service delivery models.

Diagnostic Methodology



Through DMGroup's online tool, schedules for a typical week will be collected from staff members to understand how students are supported.

Diagnostic- Staff Schedule Sharing



The technology provides insight into the service delivery models being used in the district to support students with IEPs.

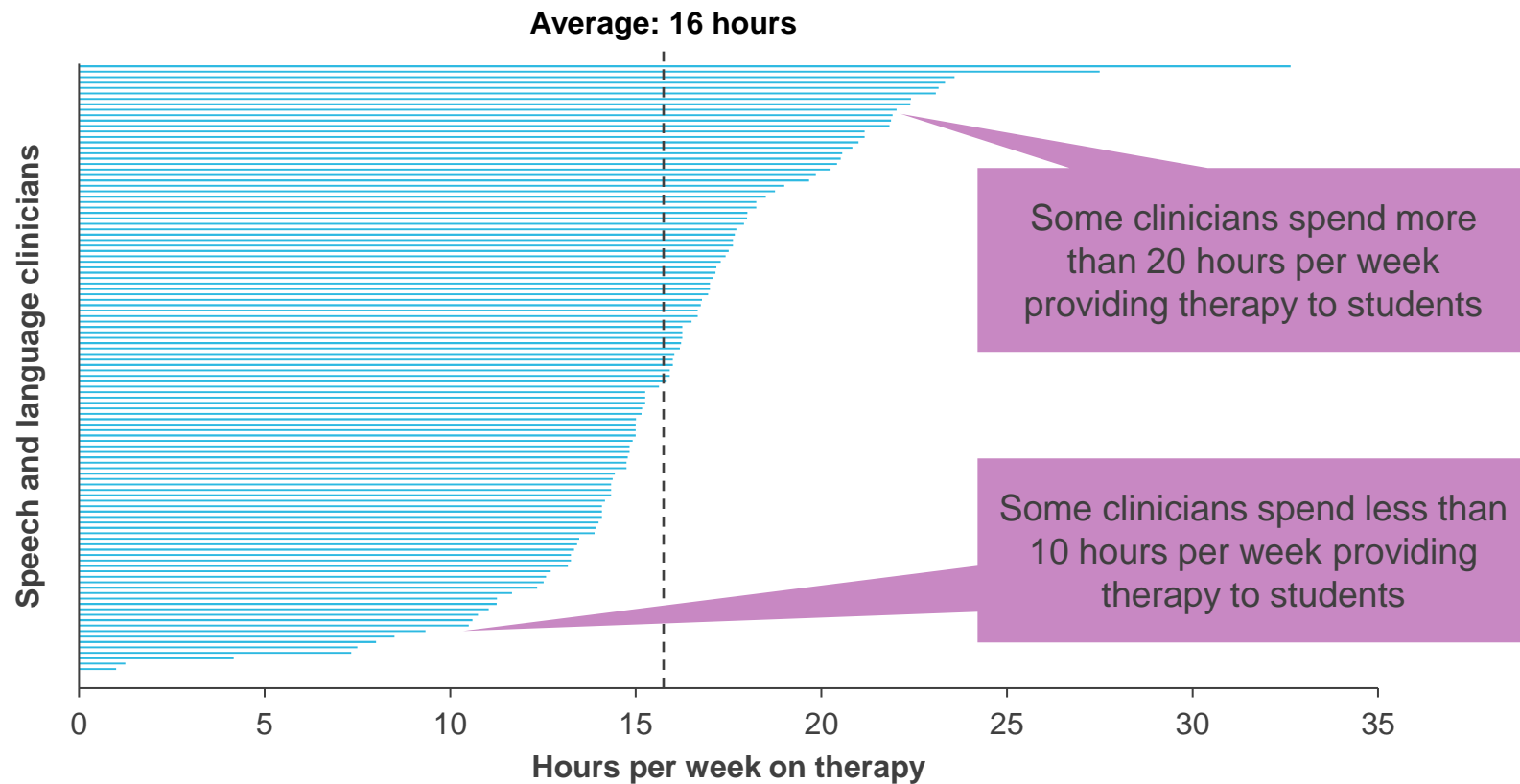
Analysis of Role of Paraprofessional for Students with IEPs

Many paraprofessionals spend more than half their time providing academic support

	Students with mild learning disabilities	Students with severe cognitive disabilities
Reading support	40%	10%
Math support	21%	2%
Other academic support	8%	3%
Subtotal academic support	69%	15%
Inclusion support	5%	45%
Behavior support	10%	15%
Medical monitoring	0%	5%
Total Direct Service:	84%	80%
School duties	4%	0%
Planning	2%	2%
Lunch	8%	8%
Parent communication	2%	6%
Other	0%	4%
Total Indirect Service:	16%	20%

Districts receive insight into numerous aspects of how they currently serve students with IEPs and recommendations to consider going forward.

Speech and Language Therapists Time with Students Each Week



As a final step, DMGroup will facilitate a prioritization workshop with the Guiding Coalition to determine which areas the district should implement.

Prioritization Workshop and the Guiding Coalition



The Prioritization Workshop will help to ensure all stakeholders understand, focus, and align on objectives to pursue towards improving outcomes for students with IEPs.

What our clients are saying....



“The DMGroup Opportunity Review affirmed our strategic direction for increasing achievement for students with disabilities and gave us the benefit of their national corporate knowledge regarding SPED efficiencies and improved effectiveness.”

Dr. John Barry, Former Superintendent
Aurora Public Schools, CO (~39,000 students)

“District Management Group was able to balance the need for change while at the same time talking about the advocacy for children with disabilities and doing it better, and we are in the process of implementing those recommendations.”

Dr. Pia Durkin, Former Superintendent
New Bedford Public Schools, MA (~13,000 students)

“One of the projects that District Management Group worked with us on was a special education review and I think framing the problem in that way... was very effective for shifting the mindset for me and the rest of my staff.”

Dr. Kevin Smith, Superintendent
Wilton Public Schools, CT (~4,000 students)



District Management Group

Helping Schools and
Students Thrive

If you have any comments or questions about the contents of this document, please contact District Management Group:

Tel: (877) 362-3500

Email: info@dmgroupK12.com

Fax: (617) 491-5266

Web: www.dmgroupK12.com

Mail: 133 Federal Street, Boston, MA 02110

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: September 16, 2022

RE: FY2023 Recommended Budget Transfers – local budget capital account

I am writing to request one budget transfer at this time for FY2023.

The budget transfer request is shifting budget funds from the Employee Separation cost account to the Capital Land & Building account in the amount of \$ 29,795 to fund additional bookcases for the CHS Learning Commons project, additional rubber surfaces at the Center School Playground, and additional labor and materials needed for the new stadium lighting.

From		To			Amount
15150000-51140	Employee Separation Costs	17200000	57800	Capital Land & Buildings Other	29,795

I recommend the school committee vote at the regular school committee meeting on September 20, 2022 to approve the FY2023 local operating budget transfers for the Chelmsford Public Schools as presented.

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: September 16, 2022

RE: FY2023 Recommended Budget Transfers – COLA % - CFT Teachers and Nurses, CAA and Non-Affiliated

I am writing to request three budget transfers for FY2023 at this time.

The first budget transfer of \$ 1,027,314 is shifting budget funds from the salary reserve COLA account to the various labor accounts where CFT Teachers and Nurses labor is recorded. The new three-year CFT contract was settled in June 2022 for this school year. The new contract includes a 2.5% Cost of Living Adjustment (COLA) increase to each step and a new step 13 which is 1% above step 12 for the 2022/2023 school year. The employee's new salary was reflected on their first pay date of the school year.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE - COLA	12305102	51050	SAL/CHS/ART	8,508
		12305106	51050	SAL/CHS/BUS.	6,218
		12305124	51050	SAL/CHS/ ENGLISH	40,859
		12305128	51050	SAL/CHS/F.LANG.	15,234
		12305134	51050	SAL/CHS/HLTH. ED.	7,866
		12305136	51050	SAL/CHS/FAM.SCI.	3,109
		12305139	51050	SAL/CHS/TECH. ED.	8,095
		12305156	51050	SAL/CHS/MATH	47,194
		12305158	51050	SAL/CHS/MUSIC	11,296
		12305174	51050	SAL/CHS/PHYS. ED	11,412
		12305178	51050	SAL/CHS/SCIENCE	37,423
		12305184	51050	SAL/CHS/SOC.ST.	39,851
		12305202	51050	SAL/McCARTHY/ART	4,054
		12305224	51050	SAL/McCARTHY/ENGLISH	9,977
		12305228	51050	SAL/McCARTHY/F.LANG.	8,300
		12305234	51050	SAL/McCARTHY/HLTH. ED.	6,421
		12305239	51050	SAL/McCARTHY/TECH. ED.	4,286
		12305256	51050	SAL/McCARTHY/MATH	9,452

		12305258	51050	SAL/McCARTHY/MUSIC	7,939
		12305274	51050	SAL/McCARTHY/PHYS. ED	9,500
		12305278	51050	SAL/McCARTHY/SCIENCE	5,067
		12305284	51050	SAL/McCARTHY/SOC.ST.	10,446
		12305296	51050	SAL/McCARTHY/GRADE5	23,787
		12305297	51050	SAL/McCARTHY/GRADE6	26,393
		12305302	51050	SAL/PARKER/ART	4,317
		12305324	51050	SAL/PARKER/ENGLISH	10,529
		12305328	51050	SAL/PARKER/F. LANG.	4,445
		12305334	51050	SAL/PARKER/HLTH.ED.	4,533
		12305339	51050	SAL/PARKER/TECH. ED.	2,128
		12305356	51050	SAL/PARKER/MATH	8,651
		12305358	51050	SAL/PARKER/MUSIC	7,539
		12305374	51050	SAL/PARKER/PHYS. ED	7,358
		12305378	51050	SAL/PARKER/SCIENCE	8,233
		12305384	51050	SAL/PARKER/SOC.ST.	8,090
		12305396	51050	SAL/PARKER/GRADE5	22,527
		12305397	51050	SAL/PARKER/GRADE6	16,000
		12305400	51050	SAL/BYAM/CLASSROOMTEACHERS	47,140
		12305402	51050	SAL/BYAM/ART	1,754
		12305458	51050	SAL/BYAM/MUSIC	2,128
		12305491	51050	SAL/BYAM/KINDERGARTEN	11,489
		12305500	51050	SAL/CENTER/CLASSROOMTEACHERS	35,619
		12305500	51460	LONG TEAC/CENTER/GENERAL	3,109
		12305502	51050	SAL/CENTER/ART	1,648
		12305558	51050	SAL/CENTER/MUSIC	1,351
		12305574	51050	SAL/CENTER/PHYS. ED	3,312
		12305591	51050	SAL/CENTER/KINDERGARTEN	6,760
		12305600	51050	SAL/HARR./CLASSROOMTEACHERS	40,555
		12305602	51050	SAL/HARR./ART	1,652
		12305658	51050	SAL/HARR./MUSIC	1,648
		12305674	51050	SAL/HARR./PHYS. ED	3,109
		12305691	51050	SAL/HARR./KINDERGARTEN	8,372
		12305700	51050	SAL/SO. ROW/CLASSROOMTEACHERS	38,872
		12305702	51050	SAL/SO. ROW/ART	3,109

CHELMSFORD PUBLIC SCHOOLS

		12305744	51110	SALARIES - FULL TIME	2,087
		12305774	51050	SAL/SO. ROW/PHYS. ED	2,023
		12305791	51050	SAL/SO. ROW/KINDERGARTEN	7,197
		12310076	51054	SALARIES SPECIALISTS	60,995
		12310076	51110	BOARD CERTIFIED BEHAVIOR ANALY	11,523
		12310123	51050	SAL/CHS/ELL	1,801
		12310176	51054	SALARIES SPECIALISTS/CHS	11,754
		12310177	51050	SAL/CHS/READING	3,282
		12310223	51050	SAL/McCARTHY/ELL	1,801
		12310276	51054	SALARIES SPECIALISTS/MCC	14,580
		12310277	51050	SAL/McCARTHY/READING	3,312
		12310323	51050	SAL/PARKER/ELL	1,877
		12310376	51054	SALARIES SPECIALISTS/PARKER	11,908
		12310377	51050	SAL/PARKER/READING	6,421
		12310423	51050	SAL/BYAM/ELL	2,162
		12310476	51054	SALARIES SPECIALISTS/BYAM	15,018
		12310477	51050	SAL/BYAM/READING	6,421
		12310523	51050	SAL/CENTER/ELL	3,109
		12310576	51054	SALARIES SPECIALISTS/CENTER	12,765
		12310577	51050	SAL/CENTER/READING	6,391
		12310623	51050	SAL/HARR./ELL	3,109
		12310676	51054	SALARIES SPECIALISTS/HARR	7,287
		12310677	51050	SAL/HARR./READING	5,351
		12310723	51050	SAL/SO.ROW/ELL	1,495
		12310776	51054	SALARIES SPECIALISTS/SO ROW	8,430
		12310777	51050	SAL/SO.ROW/READING	6,218
		12310976	51054	SALARIES- SPECIALIST TEACHERS	19,007
		12320076	51053	SAL MEDICAL/THERAPEUTIC	8,101
		12320076	51054	SALARIES- PHYSICAL THERAPISTS	3,040
		12340200	51050	SAL/McCARTHY/LIBRARY	2,023
		12340300	51050	SAL/PARKER/LIBRARY	3,109
		12340400	51051	TECHNOLOGY ASSISTANT - BYAM	1,081
		12340400	51060	SAL/BYAM/PSP/LIBRARYAIDES	1,081

		12340500	51051	TECHNOLOGY ASSISTANTS - CENTER	1,139
		12340500	51060	SAL/CENTER/PSP/LIBRARYAIDES	1,891
		12340600	51060	SAL/HARR./PSP/LIBRARYAIDES	1,891
		12340700	51050	SAL/SO.ROW/LIBRARY	1,081
		12340700	51051	TECHNOLOGY ASSISTANT-SOUTH ROW	1,891
		12710100	51050	GUID SALARIES /CHS	15,886
		12710200	51050	GUID SALARIES /McC	7,200
		12710300	51050	GUID SALARIES /PARKER	5,474
		12710327	51050	SAL/PARKER/S.W.	1,648
		12710400	51050	GUID SALARIES/BYAM	1,725
		12710500	51050	GUID SALARIES /CENTER	3,109
		12710600	51050	GUID SALARIES /HARR	1,495
		12800100	51050	SAL/CHS/PSYCH	5,938
		12800200	51050	SAL/McCARTHY/PSYCH	5,180
		12800300	51050	SAL/PARKER/PSYCH	5,589
		12800500	51050	SAL/CENTER/PSYCH	2,115
		12800600	51050	SAL/HARR./PSYCH	1,706
		12800700	51050	SAL/SO.ROW/PSYCH	3,474
		13200100	51050	SAL/CHS/NURSE	4,659
		13200163	51050	SAL/CHS/NURSE	756
		13200200	51050	SAL/McCARTHY/NURSE	3,109
		13200263	51050	SAL/McCARTHY/NURSE	756
		13200300	51050	SAL/PARKER/NURSE	4,433
		13200400	51050	SAL/BYAM/NURSE	3,109
		13200500	51050	SAL/CENTER/NURSE	2,858
		13200700	51050	SAL/SO.ROW/NURSE	1,648
		13200976	51050	SAL/CHIPS/NURSE	910
		13600100	51060	STCH SCHOOL SECURITY	1,139
		13600300	51060	PARKER - PSP-SECURITY OFFICE	1,081
			Total		1,027,314

I recommend the school committee vote to approve the FY2023 local operating budget transfer of \$ 1,027,314 from the salary reserve COLA account to the various labor accounts as presented.

CHELMSFORD PUBLIC SCHOOLS

The second budget transfer of \$ 88,227 is shifting budget funds from the salary reserve COLA account to the various labor accounts where Chelmsford Administrators Association (CAA) labor is recorded. The new three-year CAA contract was settled in March 2022 for this school year. The new contract includes a 2.5% Cost of Living Adjustment (COLA) increase to each step for the 2022/2023 school year. The employee's new salary was reflected on their first pay date of the fiscal year.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE – COLA	12110000	51050	SAL/SYS/CURR	38,576
		12110176	51050	SALARIES PROFESSIONAL	9,449
		12110976	51050	SAL/CHIPS/SUPERVISOR	2,983
		12210100	51003	DEANS	11,115
		12210200	51003	ASSISTANT PRINCIPALS	3,331
		12210300	51003	ASSISTANT PRINCIPALS	3,441
		12210400	51003	ASSISTANT PRINCIPALS	4,331
		12210500	51003	ASSISTANT PRINCIPALS	2,983
		12210600	51003	ASSISTANT PRINCIPALS	3,983
		12210700	51003	ASSISTANT PRINCIPALS	4,331
		13510100	51050	SAL/CHS/AD/TRAINER	3,704
			Total		88,227

I recommend the school committee vote to approve the FY2023 local operating budget transfer of \$ 88,227 from the salary reserve COLA account to the various labor accounts as presented.

The third budget transfer of \$ 5,932 is shifting budget funds from the salary reserve COLA account to the various labor accounts where Chelmsford non-affiliated employee labor is recorded. The school committee voted at the June 21, 2022 school committee meeting for a 2.5% Cost of Living Adjustment (COLA) increase for non-affiliated employees for the 2022/2023 school year. The FY2023 budget included a 2% COLA increase for this set of employees within the individual labor lines of the budget and this budget transfer is to shift the additional 0.5% into the individual labor accounts. The employee's new salary was reflected on their first pay date of the fiscal year.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE - COLA	11210000	51060	COMMUNICATIONS-MEDIA DIRECTOR	306
		11210000	51070	SUPT SECRETARY SALARY	285
		11220000	51070	ASST. SUPT. SEC. SALARY	282
		11410000	51070	BUS OFFICE- SECRETARY	1,310
		11420000	51060	H/R SUBSTITUTES COORDINATOR	125

		11420000	51070	HR SEC SALARY	558
		11450000	51060	SALARIES	326
		12110176	51070	SALARIES SECRETARIES	222
		12710100	51060	CAREER ED/CHS	315
		13300000	51070	SALARIES -TRANSPORTATION COORD	243
		13510100	51060	SAL/ATHLETICTRAINER	255
		14400000	51056	SAL/NETWORK	1,705
			Total		5,932

I recommend the school committee vote to approve the FY2023 local operating budget transfer of \$ 5,932 from the salary reserve COLA account to the various labor accounts as presented.

Upon approval of the three budget transfers, the salary reserve COLA labor account will still have a favorable variance of \$ 231,049.

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: September 16, 2022

RE: FY2023 Recommended Budget Transfers – Lane Changes

I am writing to request one budget transfer at this time for FY2023. This budget transfer request is shifting budget funds from the salary reserve lane change account.

The FY2023 local budget had one line item for \$ 106,657 to account for the lane changes for employees who achieved a higher degree (i.e. Bachelors to Masters). This budget transfer is to move funds from the one line (account) into the various labor account numbers associated with the employees who received their lane change increase. The employee's new salary was reflected on their first pay date of the school year.

From		To		Amount
12305000-51460	SALARY RESERVE LANE CHANGE	12305124	51050	5,052
		12305400	51050	4,240
		12305384	51050	5,052
		12305397	51050	5,917
		12310976	51054	5,052
		12310477	51050	5,052
		12305134	51050	5,052
		12305178	51050	6,118
		12305591	51050	6,393
		12310577	51050	5,052
		12305691	51050	6,393
		12305378	51050	6,076
		12305274	51050	5,052
		12305700	51050	5,052
		12310276	51054	6,118
		12710327	51050	4,339
		Total		86,010

I recommend the school committee vote to approve the FY2023 local operating budget transfer of \$ 86,010 from the salary reserve lane change account to the various labor accounts as presented.

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: September 13, 2022

Re: Personnel Report – August 2022

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

Personnel Report – August 2022

New Hires

Alavalappil, Anupama

Lunch/Recess Aide

Parker Middle School

Effective date: 8/29/22

Avila, Leo

Lunch/Recess Aide

Parker Middle School

Effective date: 9/12/22

Bendetti, Claudia

Lunch/Recess Aide

Center Elementary School

Effective date: 8/29/22

Bennett,Carolynn

Interim ABA Paraprofessional

McCarthy Middle School

Effective date: 8/29/22

Beauregard, Olivia

Grade 4 Teacher

Center Elementary School

Effective date: 8/29/22

Bharti, Preeti

Paraprofessional

Parker Middle School

Effective date: 8/29/22

Callahan, Delana

Secretary to the High School Office - Vestibule

Chelmsford High School

Effective date: 8/29/22

Carresi, Ashley

Kindergarten Teacher

Harrington Elementary School

Effective date: 8/29/22

Caruso, Christina

Special Education Teacher

Parker Middle School

Effective date: 8/29/22

Cifuentes, Ada

ABA Paraprofessional -NECC Program

Parker Middle School

Effective date: 8/29/22

Cohen-Laffont, Caroline

Paraprofessional

Harrington Elementary School

Effective date: 8/29/22

Conatser, Christine

Lunch/Recess Aide

Center Elementary School

Effective date: 8/29/22

DiCarlo, Christopher

Physics Teacher

Chelmsford High School

Effective date: 8/29/22

Doolin, Emily

ABA Paraprofessional

South Row Elementary School

Effective date: 8/29/22

Exarchos, Amanda

Paraprofessional

Center Elementary School

Effective date: 8/23/22

Gadiri, Meriem

Paraprofessional

Chelmsford High School

Effective date: 8/29/22

Heald, Anne

Interim Grade 5&6 ELA/SS Teacher

McCarthy Middle School

Effective date: 8/29/22

Hiltz, Eric

.8 Adapted Physical Education Teacher

Byam and Center Elementary Schools

Effective date: 8/29/22

Houreas, Danielle

Lunch/Recess Aide

South Row Elementary School

Effective date: 9/6/22

Joacine, Chrystelle

Paraprofessional

Harrington Elementary School

Effective date: 8/29/22

Khare, Anjali

Paraprofessional

McCarthy Middle School

Effective date: 8/29/22

McCarty, Sarah

Interim Special Education Teacher

Parker Middle School

Effective date: 8/30/22

Meier, Lindsay

Lunch/Recess Aide

Harrington Elementary School

Effective date: 8/29/22

Monahan, Meagan

Special Education Teacher

South Row Elementary School

Effective date: 8/29/22

Panniello, Christine
Lunch/Recess Aide
Center Elementary School
Effective date: 9/12/22

Plourde, Jennifer
Lunch/Recess Aide
Harrington Elementary School
Effective date: 8/29/22

Pulley, Martha
Lunch/Recess Aide
Center Elementary School
Effective date: 8/29/22

Ramu, Krithka
Paraprofessional
McCarthy Middle School
Effective date: 8/29/22

Rau, Sarah
Paraprofessional
CHIPS
Effective date: 8/29/22

Rippetoe, Kristen
1:1 LPN Nurse
South Row Elementary School
Effective date: 8/29/22

Roche, Courtney
High School Substitute Coordinator
Chelmsford High School
Effective date: 8/29/22

Saart, Kim
Main Office Clerk
Harrington Elementary School
Effective date: 8/22/22

Santhanakrishnan, Hema
Interim ABA Paraprofessional
Byam Elementary School
Effective date: 9/12/22

Sidelinger, Gloria
Lunch/Recess Aide
Parker Middle School
Effective date: 8/29/22

Smith, Marissa
Interim Grade 5/6 Math and Science Teacher
McCarthy Middle School
Effective date: 8/29/22

Stanley, Mackenzie
Paraprofessional
South Row Elementary School
Effective date: 8/29/22

Wells, Heather
Grade 3 Teacher
Center Elementary School
Effective date: 8/29/22

Zaim, Erica
Lunch/Recess Aide
Harrington Elementary School
Effective date: 8/29/22

Zilka, Courtney
Speech Language Pathologist
Harrington Elementary School
Effective date: 8/29/22

Resignations:

Adley, Hannah
ABA Paraprofessional
Parker Middle School
Effective date: 8/29/22

Alvelo, Jessica
Paraprofessional
Center Elementary School
Effective date: 8/26/22

Borletto, Tracy
Paraprofessional
Byam Elementary School
Effective date: 8/22/22

Cook, Harrison
Lunch/Recess Aide
South Row Elementary School
Effective date: 8/31/22

Dedinsky, Elaine
Paraprofessional
Parker Middle School
Effective date: 8/22/22

Downey, Nicole
Administrative Assistant Student Support Services
Chelmsford Public Schools
Effective date: 8/26/22

Flores, Nicole
Paraprofessional
Chelmsford High School
Effective date: 8/19/22

Fredericks, Georgia
Team Lead School Nutrition
Chelmsford Public Schools
Effective date: 9/8/22

Gerardi, Stasia
Paraprofessional
CHIPS
Effective date: 8/13/22

Ghobrial, Mary
Lunch/Recess Aide
Center Elementary School
Effective date: 8/8/22

Hopkins, Jessica
Paraprofessional
CHIPS
Effective date: 8/29/22

Luby, Paul
Paraprofessional
Chelmsford High School
Effective date: 8/22/22

McLean, Deborah
Registered Dietician
District
Effective date: 8/26/22

Mitra, Jalpa
Paraprofessional
Parker Middle School
Effective date: 9/9/22

O'Toole, Debbie
ABA Paraprofessional
Chelmsford High School
Effective date: 8/24/22

Pontes, Tanya
ABA Paraprofessional
CHIPS
Effective date: 8/4/22

Rios, Sandy
Paraprofessional
Chelmsford High School
Effective date: 8/24/22

Salmon, Jennifer

Grade 6 Teacher

Parker Middle School

Effective date: 8/26/22

Simon, Steve

Special Education Teacher

Parker Middle School

Effective date: 8/25/22

Van Gelder, Joseph

Paraprofessional

Chelmsford High School

Effective date: 8/23/22

Vasquez (Fofe), Ruth

ABA Paraprofessional

Byam Elementary School

Effective date: 8/25/22

Retirements:

Assignment Changes:

Abbasciano, Michelle (formerly Grade 4 Teacher @ Byam Elementary School)

Grade 6 ELA/ Social Studies Teacher

McCarthy Middle School

Effective date: 8/29/22

DiStasi, Rebecca (formerly Emerson House Secretary @ Chelmsford High School)

Athletic Department Secretary

Chelmsford High School

Effective date: 8/16/22

El-Haddad, Rima (formerly Paraprofessional @ Parker Middle School)

.8 FTE World Language (French) Teacher

Parker Middle School

Effective date: 8/29/22

Goff, Michael (formerly ABA Paraprofessional @ Byam Elementary School)
Paraprofessional
Byam Elementary School
Effective date: 8/29/22

Hughes, Angela (formerly Secretary to the High Office - Vestibule)
Secretary to Whittier House Dean
Chelmsford High School
Effective date: 8/16/22

Kivlan, Sarah (formerly .5 ABA Paraprofessional @ Byam Elementary School)
Paraprofessional
CHIPS
Effective date: 8/29/22

Lambert, Donna (formerly ABA Paraprofessional @ Byam Elementary School)
Paraprofessional
Byam Elementary School
Effective date: 8/29/22

Martin, Sandra (formerly Lunch/Recess Aide @ McCarthy Middle School)
Lunch/Recess Aide
South Row Elementary School
Effective date: 8/23/22

McCarthy, Kristin (formerly Lunch/Recess Aide @ Center Elementary School)
Interim ABA Paraprofessional
Parker Middle School
Effective date: 8/29/22

McHugh, Lauren (formerly Paraprofessional @ Byam Elementary School)
Paraprofessional
Center Elementary School
Effective date: 8/29/22

Ortiz, Matara (formerly Lunch/Recess Aide @ Center Elementary School)
Paraprofessional
Parker Middle School
Effective date: 8/29/22

Travers, Gwen (formerly Library/Media Clerk @ Chelmsford High School)
Secretary to Emerson House Dean
Chelmsford High School
Effective date: 8/16/22

Approval of Field Trip & Travel Requests

1.) Chelmsford High School

CHS Band Members

Western International Band Clinic

Seattle, Washington

November 18 – 22, 2022

RECEIVED
9-8-22

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:

YES ☒ NO ☐

☒ Full-Day Sub(s)

☐ Half Day Sub(s)
needed for: AM / PM

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

School Requesting Permission: ☒ CHS ☐ PARKER ☐ McCARTHY ☐

☐ BYAM ☐ CENTER ☐ HARRINGTON ☐ SOUTH ROW

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

Trip Date: 11 / 18 / 22 If Overnight Trip, Return Date: 11 / 22 / 22

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

Faculty Trip Sponsor: Matt Sexauer Cell Phone: 978-930-1874

Grade, Group, Class(es) or Course(es): CHS Band members, grades 9-12

Total Number of Students: TBD Number of Male Number of Female

Number of Students Assigned Per Chaperone: TBD

Total Number of Chaperones: TBD Number of Male Number of Female

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

Faculty/Chaperones (Names): Matt Sexauer

Cell Phone #: 978-930-1874

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

If applicable

Is a Nurse Needed? Yes ☐ No ☒

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

Reviewed by:

Laura Sullivan

Signature of School Nurse

9-8-22

Date

Event/Purpose of the Trip: Western International Band Clinic

Curriculum Standard Addressed by Trip (Reason for the Trip)

Music Performance and Enrichment

Number of students attending and chaperones needed will be determined after an audition process on Oct. 7, 2022

cc: Danielle Collins, Food Service Director

Student List to be
provided to Nurses
after auditions in october

01/16

