



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 November 1, 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 November 1, 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 October 18, 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. Spotlight on the Schools: Byam Elementary School
2. Spring 2022 MCAS Assessment Report
3. FY2024 Capital Planning

4. Rate Increase: School Nutrition Services Driver
5. 2023/24 Middle School Realignment Working Timeline
6. Fall Student Transportation Update
7. Approval of Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest. 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
October 18, 2022
Meeting Minutes**

Members Present: Ms. Donna Newcomb (Chair), Mr. Dennis King (Secretary), Mr. John Moses, and Ms. Maria Santos.

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

Call to Order

6:00 p.m.

Pledge of Allegiance

Chair Opening Statement

“This meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. In-person public participation will be taking place tonight in accordance with the Chelmsford School Committee Public Participation Guidelines. Anyone speaking tonight during the public input portion of the meeting has notified the superintendent’s office of their desire to speak and has been provided with these guidelines. Upon request, written comments received no later than 12:00 p.m. on the day of this meeting will also be read and made part of the record of the meeting during the second public input session.”

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of October 4, 2022

Mr. King moved to approve the minutes from October 4, 2022. Ms. Santos seconded. Motion carries 3-1 with Mr. Moses abstaining.

CHS Students Representative Announcements

None

Good News

Mr. King and Dr. Lang attended the CHS Alumni Hall of Fame Induction Ceremony on Saturday, October 15, 2022. Nine (9) individuals were inducted including Ms. Daniel Hart, current CHS Athletic Director and Mr. John Sousa, Town Finance Director. Congratulations to all honorees. Thank you to Mr. George Simonian and Mr. Terry McSheehy for all their years of service to the alumni association.

Public Comments

None

New Business

1. The French exchange students arrived October 14th, there was a gathering held on Friday, October 16th at the Establishment. The students are enjoying their time at school and the event was enjoyed by all that attended. There will be a follow-up video to share at a future meeting and our CHS students are looking forward to their trip to France in February 2023.
2. Spotlight – As mentioned previously, the first meeting of the month we will a spotlight on one of our schools and the second meeting of the month we will be a spotlight one of our departments. Tonight, we are hearing from Ms. Shannon Bischoff, Coordinator of Social Emotional Learning & Counseling Services. Accompanying Ms. Bischoff are two of the three new Social Workers: Ms. Jaelithe Brodeur and Ms. Shaun Dutcher. Jaelithe works with South Row, Center, and McCarthy Schools. Shaun works with Byam, Harrington, and Parker Schools. Ms. Samantha Campbell, the third new social worker unable to be in attendance this evening works with Chelmsford High School. All three new social workers have hit the ground running, supporting, and meeting with families, and supporting staff with community resources and their mental health needs. They have been working collaboratively, going on home visits, and working with families and schools on attendance. Resources are being added to the CPS website to access at any time.

Diversity, Equity and Inclusion – a district wide group has been formed of 15 people, with representatives from every building in the district. Goal – define the DEI work that Chelmsford Public Schools will prioritizing not only this year but also in the coming years, starting with four topics:

- ❖ Partnership with stakeholders to drive our work
- ❖ Diversity, Equity and Inclusion in the classroom and curriculum
- ❖ Ongoing Professional Development
- ❖ Policies/Protocols/Handbooks/Resources/Human Resources & Hiring

Ms. Bischoff thanked Dr. Lang and Dr. Hirsch for applying for CPS to be part of the REDI statewide partnership with the Massachusetts Department of Elementary and Secondary Education and Massachusetts Association of School Superintendents. The partnership has been in place since 2020. The REDI statewide partnership consists of four (4) full day collaborative trainings and work in-person on PD days between Chelmsford and other districts as well as

consults from the team. Attendees of these meetings are Dr. Lang, Dr. Hirsch, Ms. Bischoff and Mr. Jayson Ramalho, Assistant Principal at South Row Elementary School. Participants will bring the work back to help guide and sculpt DEI in Chelmsford moving forward.

Mental Health – 30 members of the counseling, psychology, and the social work team in the district launched a video for Chelmsford High School students on the district website. Resource packets were sent home to families and a QR code was created and is available every day in every classroom which can be accessed any time during the school day if a student feels they need the help.

STEP Program – The program is up and running. The numbers are up from last year for the need for this program.

Bryt Program – We continue to be members of the Bryt Program. This program helps students transition back to school who have been absent due to hospitalization for health or mental health reasons.

Suicide Prevention and Mental Health – Ongoing trainings being offered to colleagues, teachers, and administrators around mental health. Ongoing collaboration with SCL coordinators and directors statewide which meet monthly. PD is planned for December.

Care Solace – Guidance for students, staff, and families 365 days a year, 24 hours a day.
88 cases open
38 accessed portal anonymously

Cartwheel – New Program
Working with students in grades 5 - 12 to access licensed child psychiatrists for students with a higher immediate need.

Social Emotional Learning - Panorama – Collecting SEL and behavior data for students. Entire Panorama dashboard looking at whole child and their needs. Dashboard will be up and running early November. There will be training with leadership and school teams.

Second Step – Continues to be implemented at the elementary and middle school levels.

3. 2022/23 School Committee Bridge Goals

Establishment of an advisory committee to examine a report on school climate. Roll that into the work of the Steering Committee is going to be doing on the strategic plan. In-depth look at their academic programming that will fall under what is going to be happening with the DMGroup. These goals are to get us through the next couple of months while we wait for the DMGroup and the Steering Committee to be able to show us how we are going to implement their suggestions.

Mr. King moved that the School Committee accept the School Committee bridge goals for the FY2022-2023 school year as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

4. FY2023 Financial Report - 1st Quarter (July – September 2023)

Ms. Johnson-Collins shared first quarter financial report with the school committee members with the following highlights:

- Favorable variances in operating budget, grants, and revolving funds.
- Student activity accounts at high school and middle schools
- COLA included for two contracts
- Lane changes are favorable \$20K
- Still need to settle the Support Staff Contract
- Employee separation costs – paid in June 2022 last fiscal year resulting in favorable variance of \$170K
- Teachers are in place – favorable variance \$140K
- Specialists are in place – favorable variance \$451K
- Special education tuition costs are favorable now but early in the year. Budgeted \$5.4M for SPED out of district tuition. Off set that with the circuit breaker funding. Going to transfer \$2.5M at end of the year over to that fund with a cap at that fund. Can only carry one year's worth of revenue.
- No School Choice off set or Valley credit
- School Choice Fund – Currently \$2.3M in fund. Used to offset our 1:1 Chromebook device expenditures. Anticipated to end FY23 with fund at 2.4M.
- Grant and Revolving Fund Summary – No deficit balances for revolving funds. Some have very good reserves - some are breaking even.
- Student Activity Accounts
 - Chelmsford High School Balance – \$203K
 - McCarthy Middle School Balance – \$21K
 - Parker Middle School Balance – \$55K
- Money not used for CHS classes of 2020 and 2021 due to the pandemic was given to the alumni association and will be used for future class reunions for those classes.

Mr. King moved that the School Committee accept the report as a report of progress. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

5. Federal CARES Act (ESSER) Grant Update

ESSER Grants – Received three grants in 2021 and 2022 from the Federal Cares Act Grant. Two grants encumbered all funds. One grant goes until September 2024 which is in FY25, still funds available.

ESSER I Grant - \$311,545 – Three categories – Spent funds over three years 2021, 2022 and 2022.

Internal hourly labor - \$34,385 extra nursing hours (contact tracing) and custodial hours.

Contracted services - \$95,909 facilities assessment and master plan work. When Dore Whittier came in to help. Piloted an analytic study of the student data study dashboard. PD for teachers in reading and writing.

Supplies - \$185,251 classroom technology such as the clear touch, touch view panel, interactive panel and the classroom monitors.

ESSER II Grant - \$645,438 – Spent funds over past two years. Majority spent. Open encumbrance balance \$6,000, invoice due next couple weeks.

Internal hourly labor - \$21,173 extra nursing hours (contact tracing) and custodial hours.

Contracted services - \$482,402 extra custodial cleaning with extra custodial contracted service provider, therapy dog visits, PD in areas of culturally proficient schools, reading and writing, analytics platform for student data, initial strategic plan with DM Group.

Supplies - \$141,863 funding cleaning supplies during the pandemic, PPE for students and staff, hand sanitizer, air purifiers, filters, sanitizer cabinets for the science class equipment and nursing privacy screens. No more funds available.

ESSER III Grant - FY2022 ends September 2024 - \$1,428,108 – Spent 311,000. Encumbered \$227,000.

Funds still available in grant \$889,529

Internal hourly labor – currently small amount spent on custodial cleaning.

Contracted services - \$553,425 actual and encumbrances combined in number. Paper platform for on-line tutoring is funded from this account for last year and this year. Phase 2 of strategic plan implementation, new SPED opportunities review and more PD in areas of equity and achievement.

Supplies – no supplies purchased yet on this grant. When Dr. Hirsch wrote the grant, it was earmarked for sanitation of the schools and instruction technology for online learning. Will likely need to be amended, grant was written November 2021 different from where we are today.

Some areas we know we will be using the grant for this fiscal year into 2024 will support what we are learning in the strategic plan and implementation. School safety audit under review \$65K under contracted services. Hiring two additional custodians is also being considered \$53,900 this year and \$85,325 next year. Hiring instruction specialist in mathematics for this year and next year align with the strategic plan.

6. Request for rate increase for hearing and vision screeners in the district.

Request from Ms. Peggy Gump, Coordinator for School Nursing Services. Each year the district employes part-time technicians to help with K-12 vision and hearing screening services. Our hourly rate that we pay has not moved. Not keeping up with our neighboring communities, historically paid \$15.00/hour recommendation on the request to double that amount to \$30.00/hour. Total hours of work add up to 135 hours of work. Previous paid \$2,036, if rate is doubled, we will pay \$4,000. There is a grant that will pay for this, no impact on local budget.

Mr. King moved that the School Committee approve the rate increase for the hearing and vision screeners to \$30.00/hour. Mr. Moses seconded. A roll call vote was taken. Motion carries 4-0.

7. MSBA Site Visit: Parker & McCarthy Middle Schools

MSBA Application – MSBA came out for site visit, had walk through of Parker and McCarthy Middle Schools. Reviewed the SOI and talked about why this is a viable project. Meeting went very well, will find out in December if we will be invited to the next step. Attendees of the meeting/site visit were Dr.

Lang, Town Manager Paul Cohen, CPS Director of Facilities Brian Curley, DPW Kathleen Canavan, Parker Principal Jeffery Parks, and McCarthy Principal Kurt McPhee.

8. Personnel Report: September 2022 – No action required.

9. Approval of Field Trip & Travel Requests

Mr. King moved that the School Committee approve the field trip of the Parker Middle School to attend the Student Leadership Conference at Southern New Hampshire University in Manchester, New Hampshire on November 17, 2022. Mr. Moses seconded. Motion carries 4-0.

Liaison Reports

Ms. Santos shared Saturday, October 22nd Center School will be hosting Trunk or Treat, Harrington/Parker will host the “Battle of the Boos,” and Byam will be hosting their Boo Bash. The theater group is hard at work rehearsing for the performance of Legally Blonde. Tickets will be going on sale November 15th. The tickets will be available on our website. McCarthy Middle School and Center Elementary School are holding their Electronics & Metal Recycling Fundraiser on Saturday, November 5th from 8:00 a.m. – 12:00 p.m. at the CPS Administration Offices.

Ms. Santos would like to thank the PTO and all involved in the Grab & Go at CHS, it is going very well.

Mr. King and Dr. Lang attended the virtual SEPAC meeting on October 6th. It was well attended, a lot of middle school parents attended. A survey will be sent out to see if people prefer live or virtual meetings and what topics they would like to discuss over the course of year. Ms. Amy Reese, Director of Student Support Services led the meeting and Dr. Lang answered questions. Parents were interested in what is going to happen with the special education students for the next year with the transition. Mr. King shared he received an e-mail from the Governor’s Office declaring November 2022 SEPAC awareness month.

Mr. Moses will be attending the Veterans Panel at Chelmsford High School on Thursday, November 10th.

Ms. Newcomb attended the South Row Pumpkin Fair on October 15th, the weather was beautiful and very well attended.

Ms. Newcomb attended the Council of Schools meeting last week and there was quite a bit of discussion around school pictures as well as transportation. What are the parameters around the PTO paying for transportation for field trips and trying to find a system that is fair and equitable to everyone in the school.

Action/New Items

Transportation for after school and extra curriculum activities

MASC Policy Review/Handbook

Public Comments

None

Adjournment (7:55 p.m.)

Mr. King moved to adjourn at 7:55 p.m. Mr. Moses seconded. Motion carries 4-0.

Respectfully submitted,

**Robyn Corbett
Executive Assistant to the Superintendent**



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*

Date: November 1, 2022

RE: Spring MCAS 2022

Attached you will find a presentation on the 2022 Spring MCAS results for the Chelmsford Public Schools that assess ELA, mathematics, and science in grades 3-12. I will provide a district, school, and subgroup overview of performance for each subject tested.

If you have any questions, please feel free to contact me.





Academic Update

Chelmsford Public Schools
MCAS – Spring 2022

MCAS Data



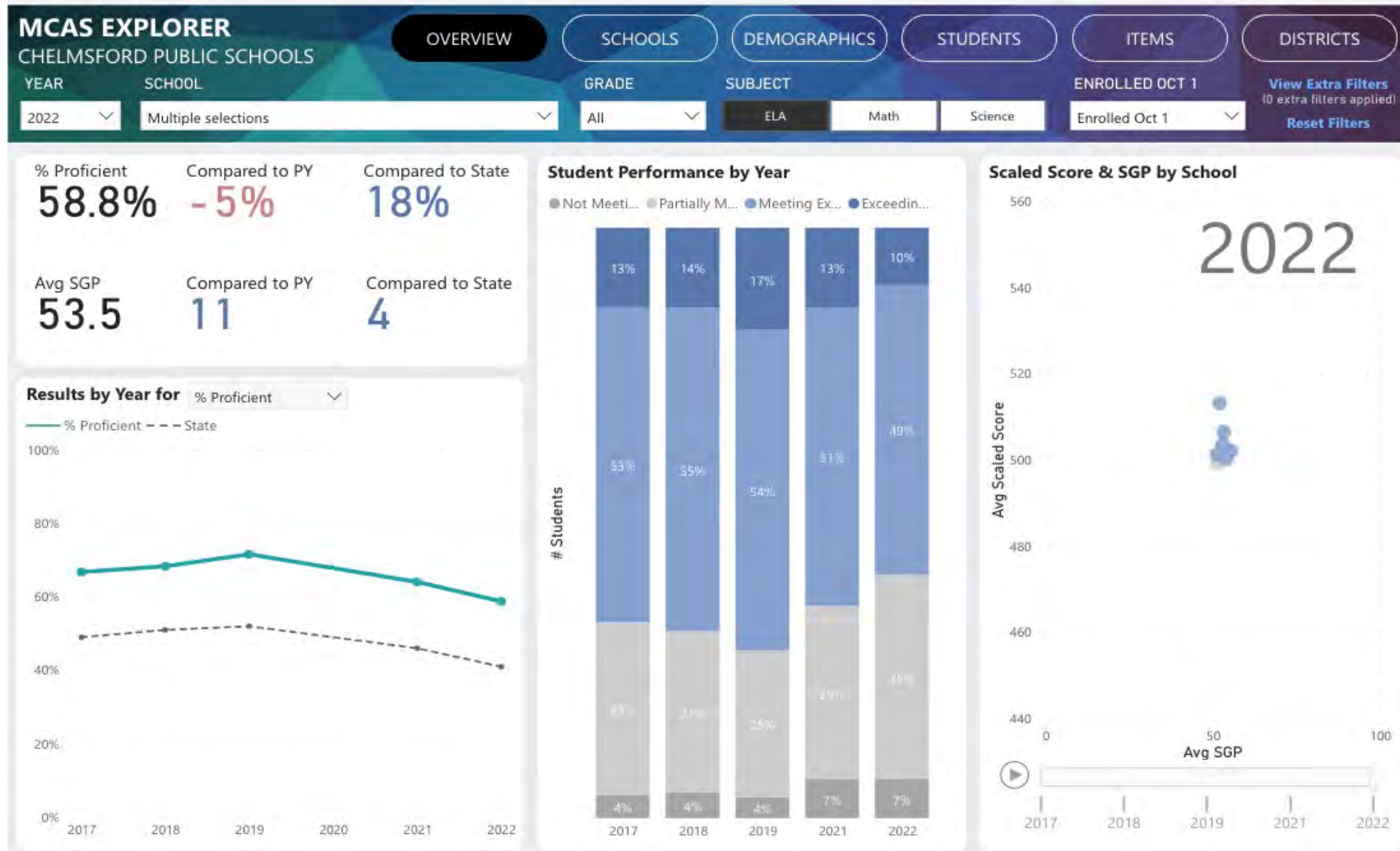
MASSACHUSETTS

Department of Elementary
and Secondary Education

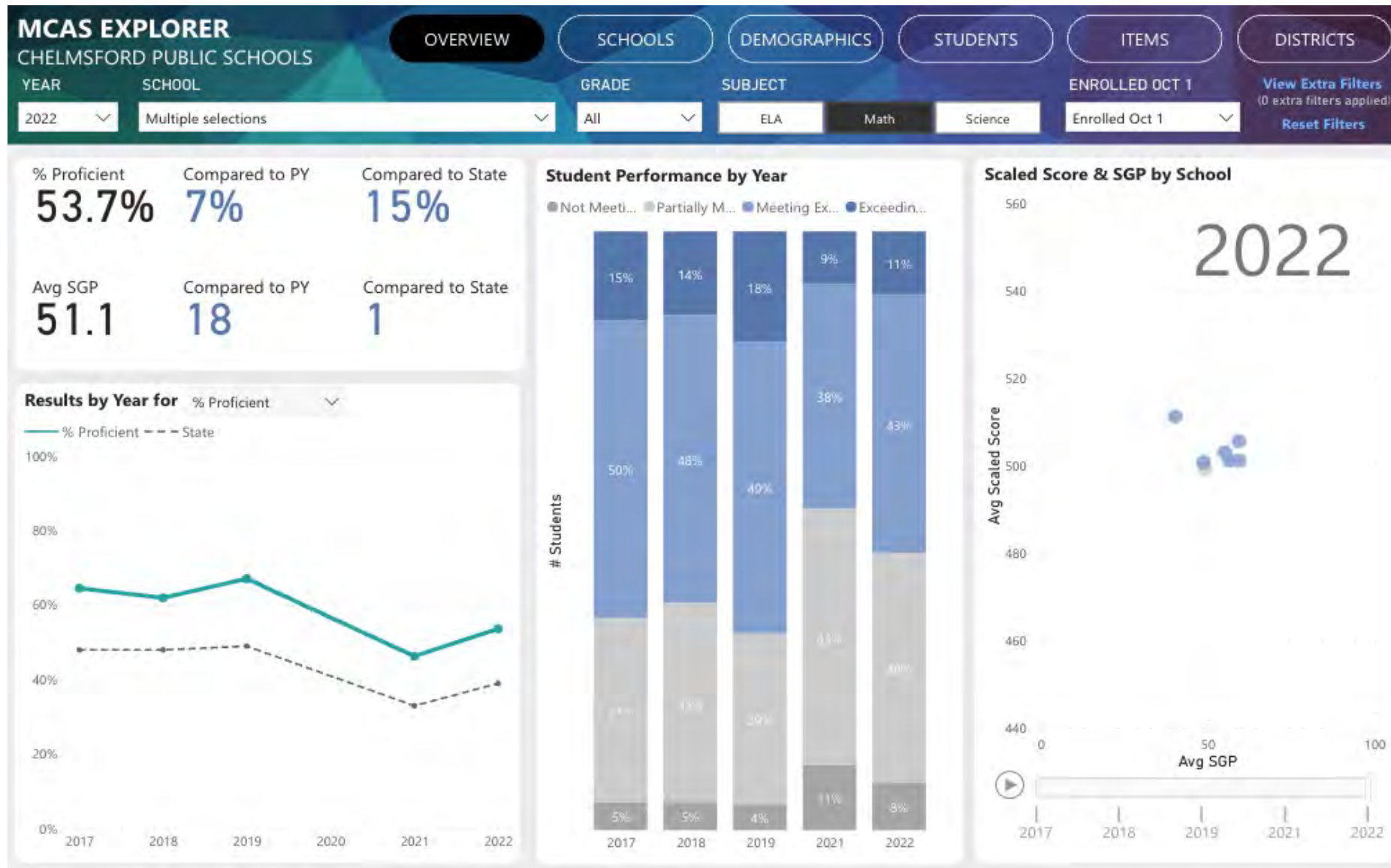
School Accountability Data

School	School Accountability Percentile
Chelmsford High School	83
Parker Middle School	81
McCarthy Middle School	80
Byam Elementary School	67
Center Elementary School	81
Harrington Elementary School	70
South Row Elementary School	84

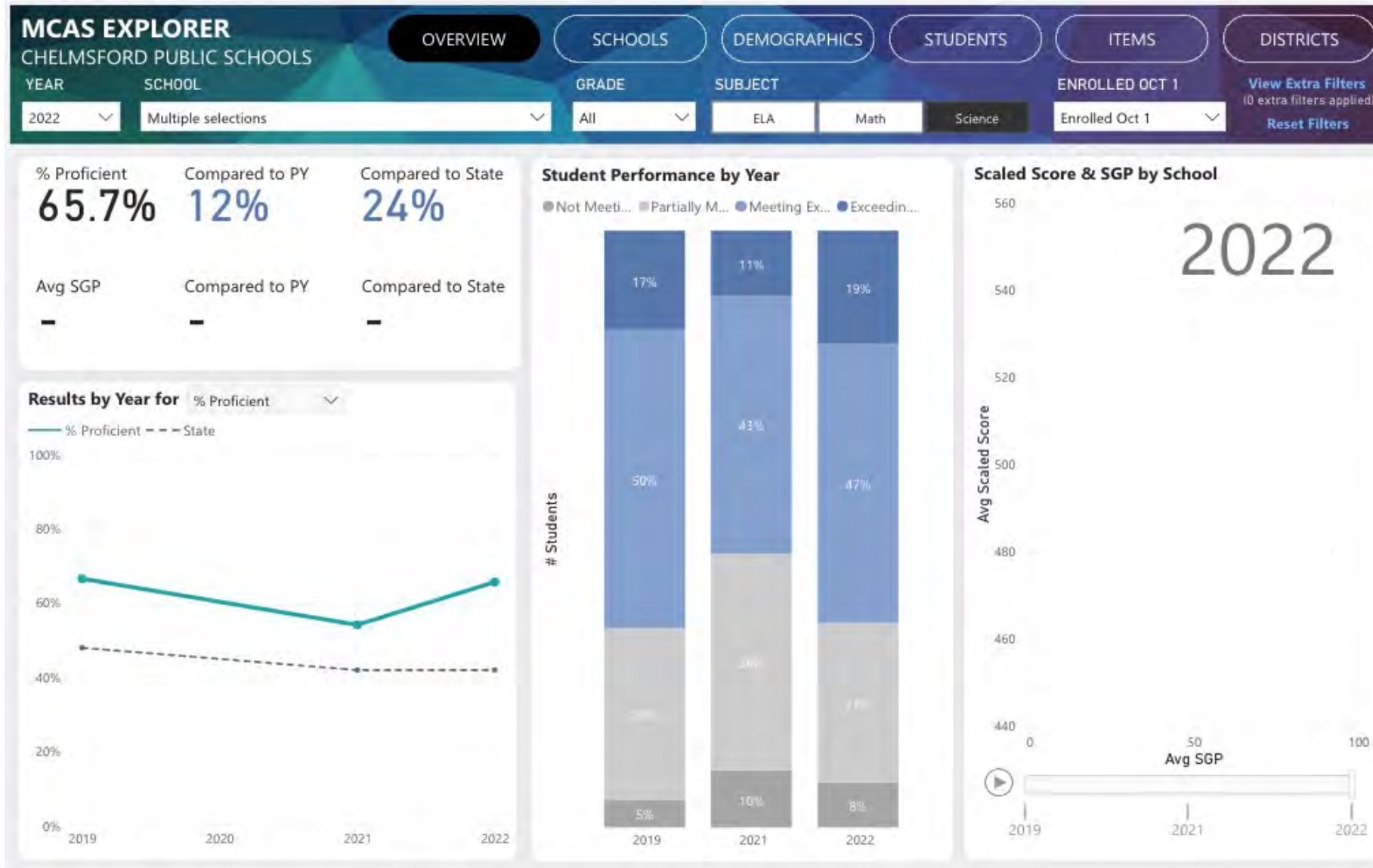
District Overview of Performance - ELA



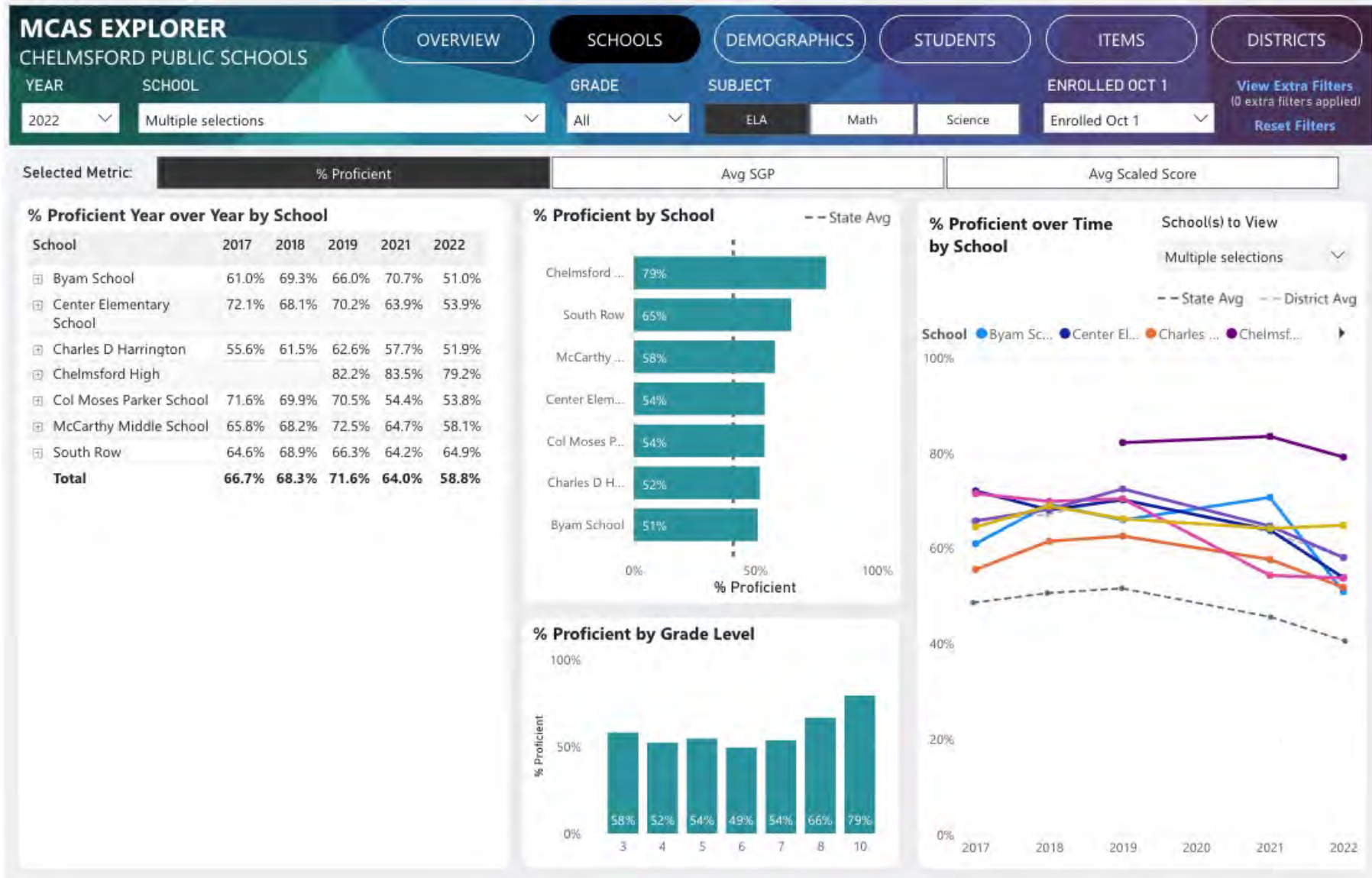
District Overview of Performance - Mathematics



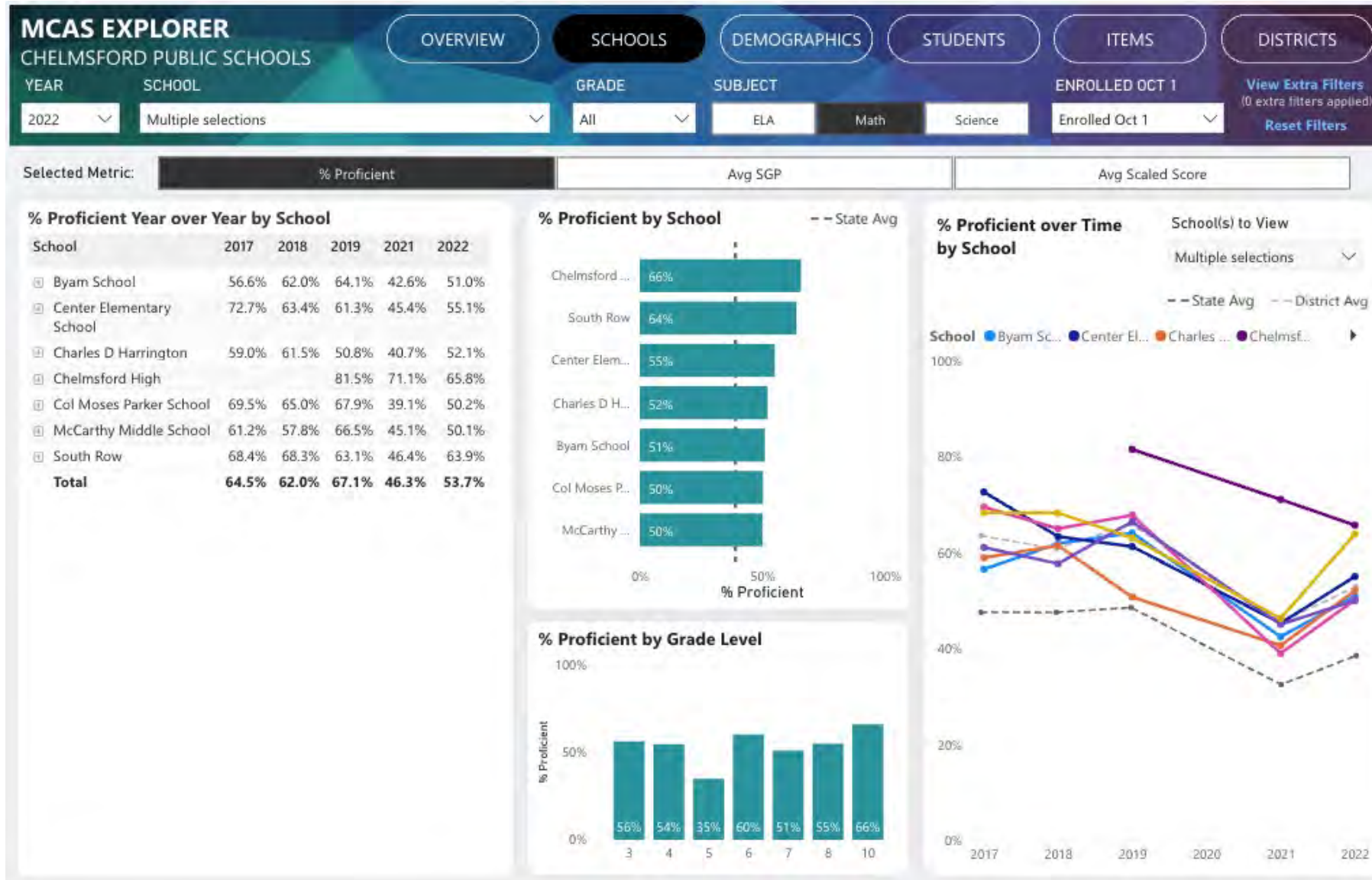
District Overview of Performance - Science



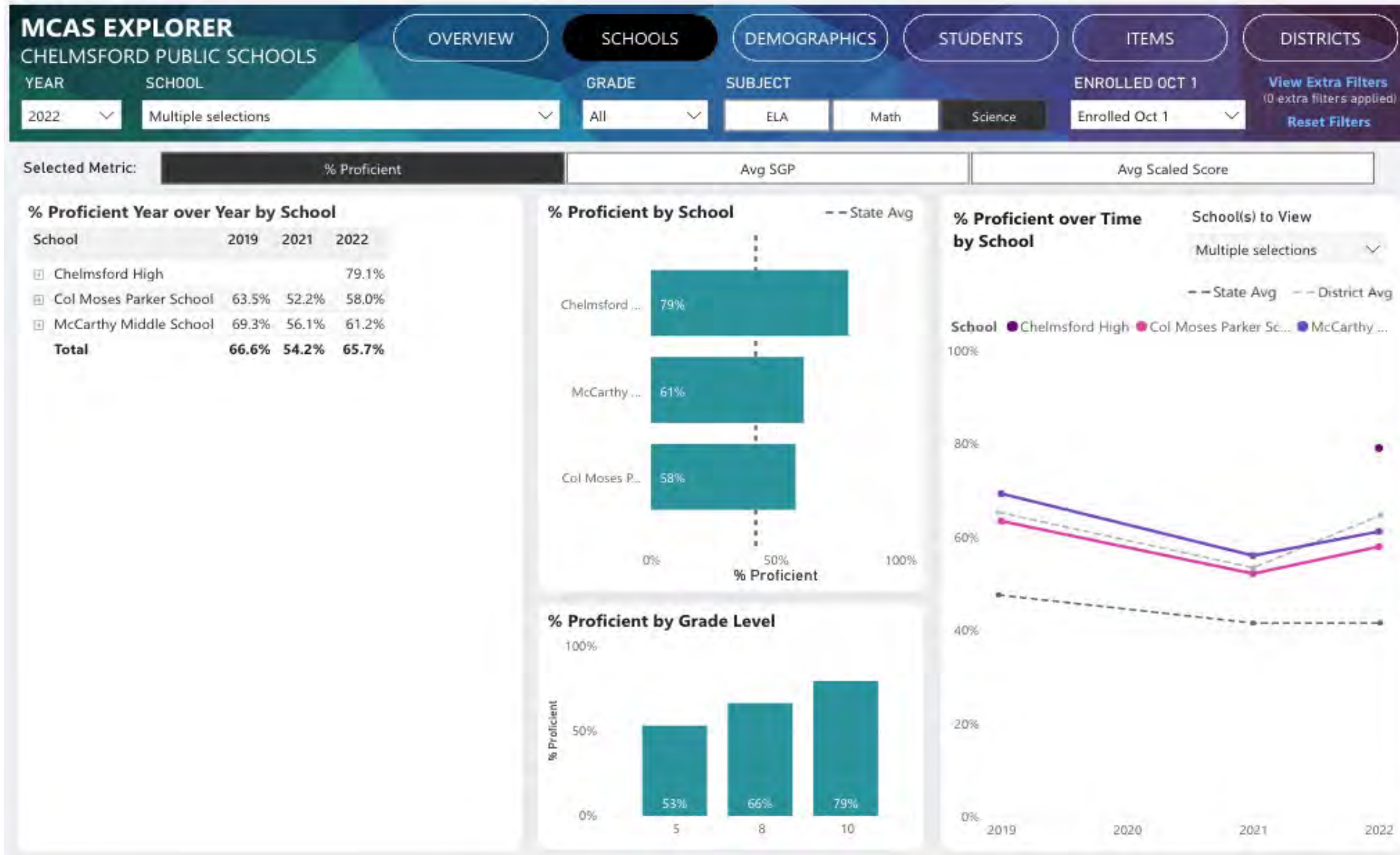
School Level Overview of Performance - ELA



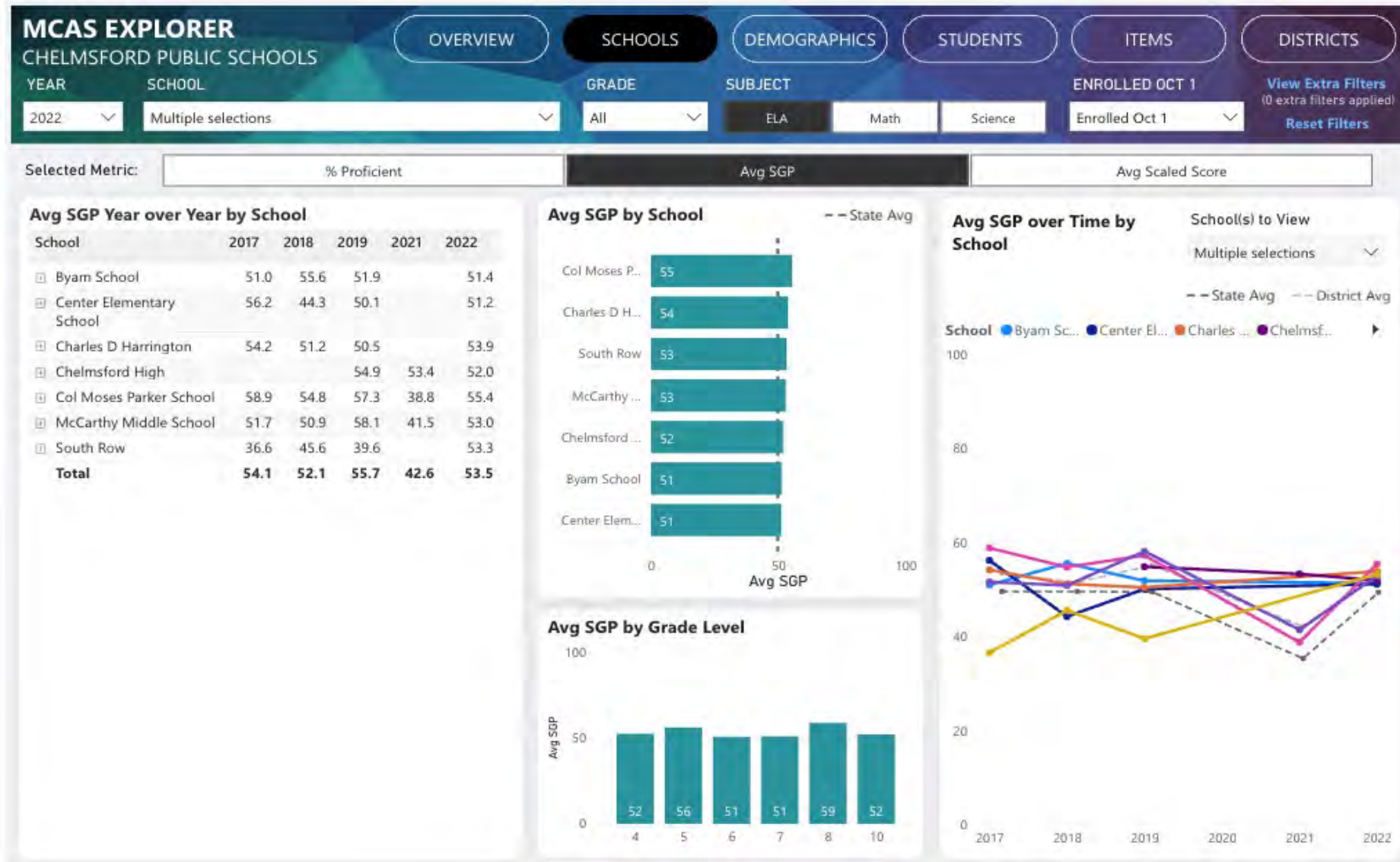
School Level Overview of Performance - Mathematics



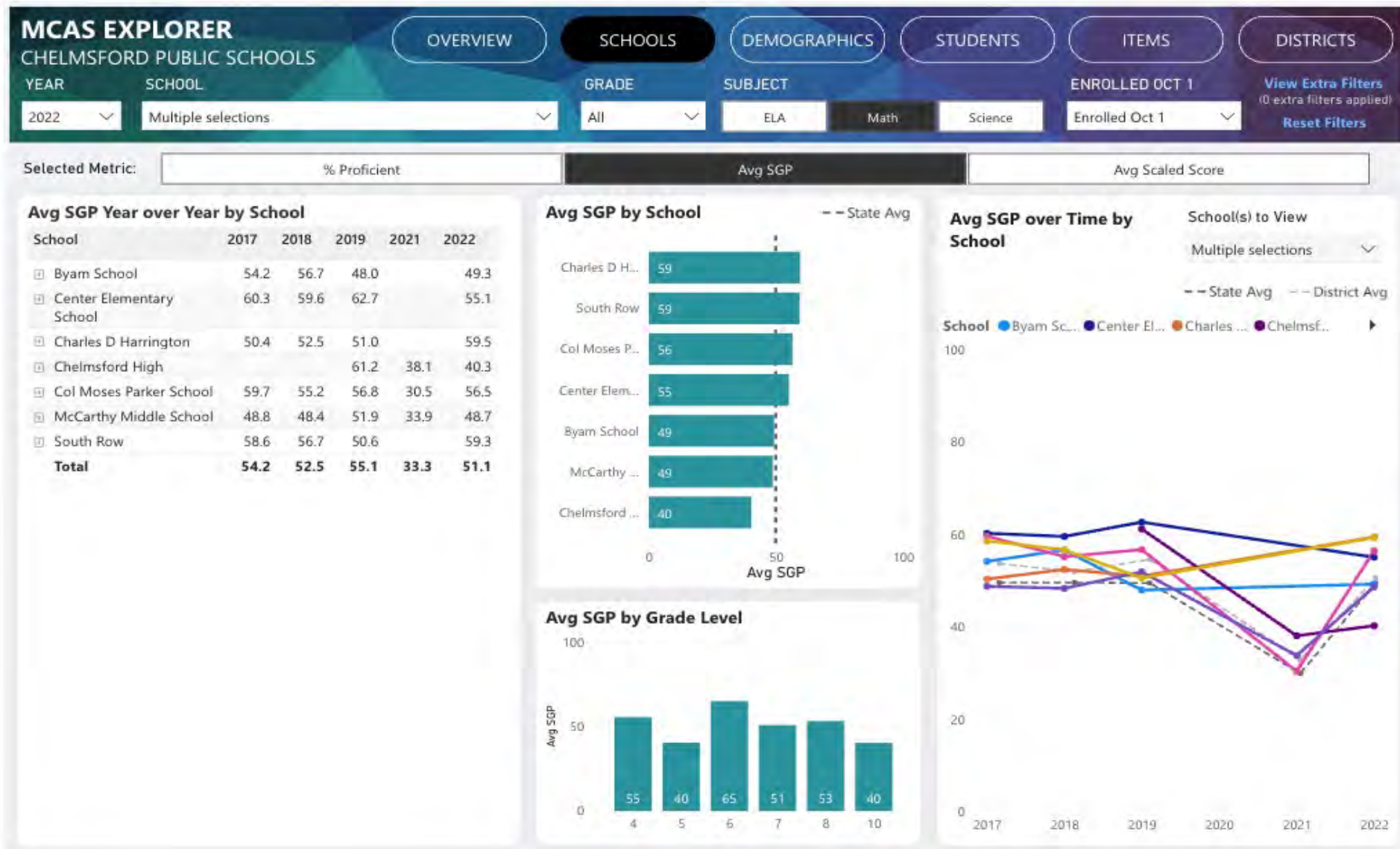
School Level Overview of Performance - Science



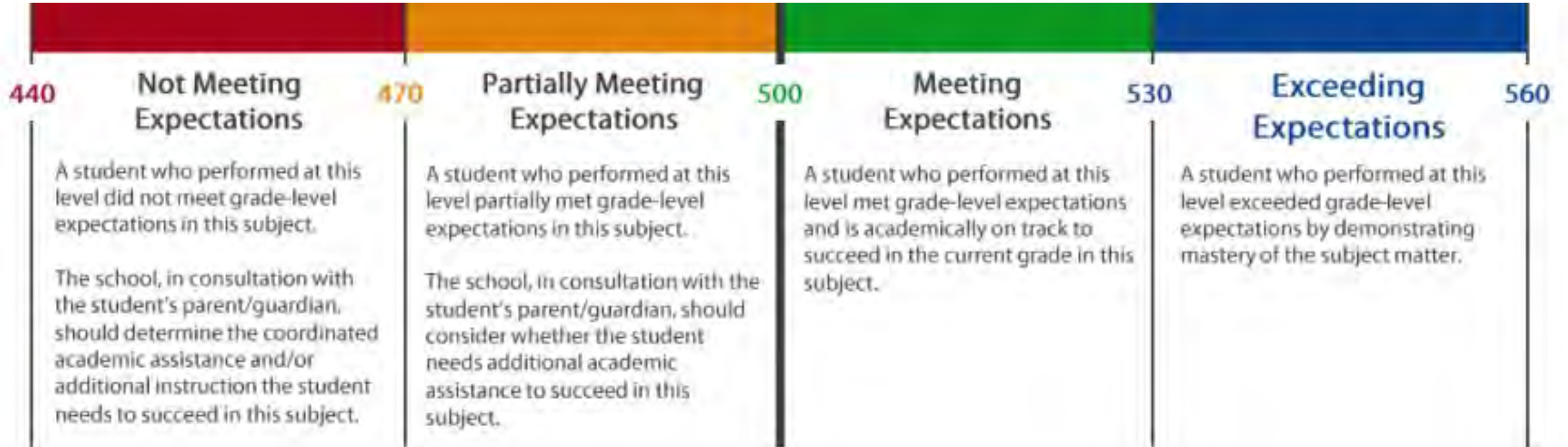
School Level Overview of SGP- ELA



School Level Overview of SGP- Mathematics



District Level Data ELA & MATH Grs. 3-8 Science Grs. 5 & 8



English Language Arts Achievement Grs. 3-8

English language arts achievement - MCAS average composite scaled score - Non-high school				About the Data
Group	2019 Achievement	2022 Achievement	N	
All Students	509.3	502.2	2,327	
High needs	496.3	490.3	887	
Low income	496.1	489.9	508	
EL and Former EL	500.6	494.0	242	
Students w/ disabilities	489.3	481.8	448	
Amer. Ind. or Alaska Nat.	-	-	4	
Asian	517.5	510.5	409	
Afr. Amer./Black	500.9	498.3	87	
Hispanic/Latino	498.8	492.8	192	
Multi-race, Non-Hisp./Lat.	508.1	504.5	97	
Nat. Haw. or Pacif. Isl.	-	-	3	
White	509.0	501.1	1,535	

Mathematics Achievement Grs. 3-8

Mathematics achievement - MCAS average composite scaled score - Non-high school				About the Data
Group	2019 Achievement	2022 Achievement	N	
All Students	507.2	501.0	2,326	
High needs	493.9	489.1	884	
Low income	493.3	487.6	507	
EL and Former EL	500.2	494.8	242	
Students w/ disabilities	486.3	480.3	444	
Amer. Ind. or Alaska Nat.	-	-	4	
Asian	520.8	515.1	414	
Afr. Amer./Black	496.7	493.5	86	
Hispanic/Latino	495.3	488.6	190	
Multi-race, Non-Hisp./Lat.	503.9	501.5	98	
Nat. Haw. or Pacif. Isl.	-	-	3	
White	506.2	499.2	1,531	

Science Achievement Grs. 5 & 8

Mathematics achievement - MCAS average composite scaled score - Non-high school				About the Data
Group	2019 Achievement	2022 Achievement	N	
All Students	507.2	501.0	2,326	
High needs	493.9	489.1	884	
Low income	493.3	487.6	507	
EL and Former EL	500.2	494.8	242	
Students w/ disabilities	486.3	480.3	444	
Amer. Ind. or Alaska Nat.	-	-	4	
Asian	520.8	515.1	414	
Afr. Amer./Black	496.7	493.5	86	
Hispanic/Latino	495.3	488.6	190	
Multi-race, Non-Hisp./Lat.	503.9	501.5	98	
Nat. Haw. or Pacif. Isl.	-	-	3	
White	506.2	499.2	1,531	

ELA SGP – Grs. 4-8 Subgroups

English language arts growth - Non-high school			About the Data
Group	2019 Mean SGP	2022 Mean SGP	N
All Students	55.8	53.7	1,793
High needs	52.9	50.6	648
Low income	50.3	50.3	377
EL and Former EL	55.0	53.7	179
Students w/ disabilities	51.8	45.9	316
Amer. Ind. or Alaska Nat.	-	-	3
Asian	58.6	61.8	306
Afr. Amer./Black	55.3	54.9	71
Hispanic/Latino	59.5	53.0	138
Multi-race, Non-Hisp./Lat.	59.4	55.6	78
Nat. Haw. or Pacif. Isl.	-	-	2
White	54.8	51.4	1,195

Mathematics SGP – Grs. 4-8 Subgroups

English language arts growth - Non-high school			About the Data
Group	2019 Mean SGP	2022 Mean SGP	N
All Students	55.8	53.7	1,793
High needs	52.9	50.6	648
Low income	50.3	50.3	377
EL and Former EL	55.0	53.7	179
Students w/ disabilities	51.8	45.9	316
Amer. Ind. or Alaska Nat.	-	-	3
Asian	58.6	61.8	306
Afr. Amer./Black	55.3	54.9	71
Hispanic/Latino	59.5	53.0	138
Multi-race, Non-Hisp./Lat.	59.4	55.6	78
Nat. Haw. or Pacif. Isl.	-	-	2
White	54.8	51.4	1,195

District Level Data ELA & MATH Gr. 10 Science Grs. 9 & 10

English Language Arts Interim CD Standard			Mathematics Interim CD Standard			Science – Biology Interim CD Standard		
NextGen Scaled Score Range	Next Gen Achievement Level	CD Status	NextGen Scaled Score Range	Next Gen Achievement Level	CD Status	NextGen Scaled Score Range	Next Gen Achievement Level	CD Status
440 - 454	Not Meeting Expectations	Did not pass	440 - 468	Not Meeting Expectations	Did not pass	440 - 466	Not Meeting Expectations	Did not pass
455 - 469	Not Meeting Expectations	Passed, requires EPP	469	Not Meeting Expectations	Passed, requires EPP	467 - 469	Not Meeting Expectations	Passed, requires EPP
470 - 471	Partially Meeting Expectations		470 - 485	Partially Meeting Expectations		470 - 490	Partially Meeting Expectations	
472 - 499	Partially Meeting Expectations	Passed	486 - 499	Partially Meeting Expectations	Passed	491 - 499	Partially Meeting Expectations	Passed
500	Meeting Expectations		500 - 503	Meeting Expectations		500 - 521	Meeting Expectations	
501 - 529	Meeting Expectations	Passed	504 - 529	Meeting Expectations	Passed	522 - 529	Meeting Expectations	Passed
530 - 560	Exceeding Expectations		530 - 560	Exceeding Expectations		530 - 560	Exceeding Expectations	

English Language Arts Achievement – High School

English language arts achievement - MCAS average composite scaled score - High school				About the Data
Group	2019 Achievement	2022 Achievement	N	
All Students	519.9	512.2	348	
High needs	498.6	497.5	106	
Low income	500.3	498.1	64	
EL and Former EL	-	-	19	
Students w/ disabilities	491.3	489.9	54	
Amer. Ind. or Alaska Nat.	-	-	-	
Asian	532.0	520.7	63	
Afr. Amer./Black	-	-	19	
Hispanic/Latino	-	507.9	21	
Multi-race, Non-Hisp./Lat.	-	-	8	
Nat. Haw. or Pacif. Isl.	-	-	1	
White	519.6	511.4	236	

Mathematics Achievement – High School

Mathematics achievement - MCAS average composite scaled score - High school			About the Data
Group	2019 Achievement	2022 Achievement	N
All Students	518.9	510.0	354
High needs	501.1	492.3	113
Low income	502.6	492.7	67
EL and Former EL	-	-	19
Students w/ disabilities	494.3	485.6	60
Amer. Ind. or Alaska Nat.	-	-	-
Asian	537.2	525.5	62
Afr. Amer./Black	-	-	19
Hispanic/Latino	-	498.9	21
Multi-race, Non-Hisp./Lat.	-	-	10
Nat. Haw. or Pacif. Isl.	-	-	1
White	517.4	509.2	241

Science Achievement – High School

Science achievement - MCAS Composite Performance Index (CPI) (2019) and average composite scaled score (2022) - High school			
About the Data			
Group	2019 Achievement (CPI)	2022 Achievement (Average composite scaled score)	N
All Students	94.2	508.7	340
High needs	80.3	493.4	100
Low income	88.2	494.6	58
EL and Former EL	-	-	15
Students w/ disabilities	70.5	486.4	53
Amer. Ind. or Alaska Nat.	-	-	-
Asian	98.9	519.7	59
Afr. Amer./Black	-	-	15
Hispanic/Latino	-	500.0	20
Multi-race, Non-Hisp./Lat.	-	-	10
Nat. Haw. or Pacif. Isl.	-	-	1
White	93.6	508.1	235

ELA SGP – High School

English language arts growth - High school			About the Data
Group	2019 Mean SGP	2022 Mean SGP	N
All Students	54.5	52.0	307
High needs	44.8	49.4	79
Low income	40.6	46.4	46
EL and Former EL	-	-	11
Students w/ disabilities	41.1	46.5	39
Amer. Ind. or Alaska Nat.	-	-	-
Asian	63.1	58.5	56
Afr. Amer./Black	-	-	12
Hispanic/Latino	-	-	16
Multi-race, Non-Hisp./Lat.	-	-	7
Nat. Haw. or Pacif. Isl.	-	-	1
White	53.6	50.3	215

Mathematics SGP – High School

Mathematics growth - High school			About the Data
Group	2019 Mean SGP	2022 Mean SGP	N
All Students	61.0	40.2	311
High needs	62.5	40.2	84
Low income	62.7	38.3	49
EL and Former EL	-	-	11
Students w/ disabilities	61.3	42.8	43
Amer. Ind. or Alaska Nat.	-	-	-
Asian	66.3	48.5	55
Afr. Amer./Black	-	-	12
Hispanic/Latino	-	-	16
Multi-race, Non-Hisp./Lat.	-	-	9
Nat. Haw. or Pacif. Isl.	-	-	1
White	60.2	38.6	218

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: October 29, 2022
Re: FY2024 Capital Planning

The FY2024 capital planning process is underway. I have provided a document to begin our discussion and prioritization of projects to be submitted for consideration this year. I have provided the FY24 – FY28 capital plan prioritization document that includes the next 5-years of projects of the approved 10-year capital plan for the Chelmsford Public Schools.

I would like to review the document provided with the members of the school committee at Tuesday evenings regular school committee meeting and discuss a plan to review and prioritize the projects to be submitted for consideration in FY2024.

Chelmsford Public Schools
5-Year Capital Plan

As of
 October 28, 2022

School	Area	Scope of Work	Estimated Project Cost		Previous FY Deferral	FY24	FY25	FY26	FY27	FY28
McCarthy	Elevator	FY22 & FY23 Deferred: Replace elevator in school.	\$ 155,610		\$ 325,000	\$ 325,000				
CHS	Elevator	FY23 Deferred: Replace elevator in school.	\$ 480,000		\$ 480,000	\$ 480,000				
Center	All School	Replace entryway and corridor cabinet unit heaters, hot water fin tube radiation, and convectors.	\$ 37,950			\$ 37,950				
CHS	All School	Renovate Art classrooms	\$ 450,000			\$ 450,000				
CHS	Kitchen	Complete remodel of kitchen and food service preparation areas to include new equipment and furnishings.	\$ 641,355			\$ 641,355				
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000			\$ 75,000				
McCarthy	Kitchen	Install a code-compliant energy-saving variable speed demand kitchen hood control system.	\$ 15,180			\$ 15,180				
McCarthy	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 22,770			\$ 70,000				
Parker	All School	Repair or replace broken and damaged VCT floor tile throughout the school.				\$ 90,000				
McCarthy	All School	Renovate stairwells	\$ 85,000			\$ 85,000				
Parker	Elevator	Replace elevator in school.	\$ 325,000			\$ 325,000				
Westlands	All School	Replace indoor air-handling units, including new insulated hot water branch piping and valves, insulated ductwork connections and controls.	\$ 189,750			\$ 189,750				
Westlands	Elevator	Replace elevator in school.	\$ 325,000			\$ 325,000				
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000				\$ 75,000			
Harrington	All School	Install communication cables in protected raceways.	\$ 91,080				\$ 91,080			
McCarthy	Exterior	Renovate/replace tennis courts.	\$ 245,000				\$ 245,000			
McCarthy	All School	Renovate/refurbish front entryway/lobby.	\$ 450,000				\$ 450,000			
Parker	All School	Install a roof mounted energy recovery unit to provide ventilation.	\$ 75,900				\$ 75,900			
Parker	All School	Renovate stairwells	\$ 80,000				\$ 80,000			
South Row	All School	Replace ceilings throughout the building (except bathrooms).	\$ 422,012				\$ 422,012			

Chelmsford Public Schools
5-Year Capital Plan

As of
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Byam	All School	Replace the original gate valves on the domestic water service to the building.	\$ 7,590				\$ 7,590		
Byam	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180				\$ 15,180		
Byam	All School	Replace roof drains	\$ 22,770				\$ 22,770		
Byam	Cafeteria	Replace the hardwood flooring at the stage.	\$ 31,499				\$ 31,499		
Byam	All School	Replace PTAC units in the administration area with a high efficiency AC system.	\$ 45,540				\$ 45,540		
Byam	All School	Install mechanical ventilation to the administration, library, and special education teacher's workroom areas.	\$ 227,700				\$ 227,700		
Byam	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 281,741				\$ 281,741		
Center	All School	Replace the hot water convection units in the bathrooms.	\$ 18,216				\$ 18,216		
Center	All School	Install new high efficiency gas-fired domestic water heater.	\$ 27,324				\$ 27,324		
Center	Boiler Rm.	Replace existing hot water supply and return piping outside the boiler room with insulated piping.	\$ 30,360				\$ 30,360		
Center	Gym	Replace the hardwood flooring at the stage.	\$ 31,119				\$ 31,119		
CHS	All School	Replace damaged and stained vinyl wall base.	\$ 7,590				\$ 7,590		
CHS	All School	Provide differential pressure sensors and modulate the heating hot water system based upon building demand.	\$ 30,360				\$ 30,360		
CHS	All School	Install diffusers on the supply ductwork to eliminate short circuiting issues.	\$ 53,130				\$ 53,130		
CHS	All School	Replace five (5) unit ventilators in the Art wing of the building.	\$ 57,684				\$ 57,684		
CHS	All School	Renovate stairwells	\$ 85,000				\$ 85,000		
CHS	All School	Replace clock system, current system is obsolete.	\$ 348,165				\$ 348,165		
Harrington	Cafeteria	Replace stair treads leading to the platform area.	\$ 2,459				\$ 2,459		
Harrington	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180				\$ 15,180		
Harrington	All School	Install ADA accessible code-complaint signage throughout the school.	\$ 20,493				\$ 20,493		

Chelmsford Public Schools
5-Year Capital Plan

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Harrington	All School	Replace PTAC units in the administration area with a high efficiency AC system.	\$ 45,540					\$ 45,540		
Harrington	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 71,726					\$ 71,726		
Harrington	All School	Alter storm water discharge so as not to discharge directly into the wetland.	\$ 75,900					\$ 75,900		
Harrington	All School	Replace building intrusion (security) system.	\$ 379,500					\$ 379,500		
McCarthy	Exterior	Provide ADA accessible walkways to the courtyard areas.	\$ 15,180					\$ 15,180		
McCarthy	All School	Replace building mounted compact fluorescent scones with LED fixtures.	\$ 34,155					\$ 34,155		
McCarthy	All School	Replace rooftop units on the portable classrooms with heat pump style rooftop units.	\$ 37,950					\$ 37,950		
McCarthy	All School	Install a bi-directional antenna system to enhance portable radio communication with first responders.	\$ 75,900					\$ 75,900		
McCarthy	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 84,856					\$ 84,856		
Parker	Boiler Rm.	Install exhaust fan in the boiler room for ventilation.	\$ 12,144					\$ 12,144		
Parker	Cafeteria	Install transfer grilles in the common wall between the cafeteria and kitchen to enable to hood with make-up air when the doors are closed.	\$ 15,180					\$ 15,180		
Parker	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180					\$ 15,180		
Parker	All School	Provide ventilation in the 2nd floor conference room.	\$ 22,770					\$ 22,770		
Parker	All School	Replace portable classrooms units.	\$ 75,900					\$ 75,900		
South Row	All School	Replace handrails at steps in corridor.	\$ 3,643					\$ 3,643		
South Row	All School	Install an expansion tank and mixing valve on the water heater.	\$ 15,180					\$ 15,180		
South Row	All School	Install AC in the computer network closet (headend room).	\$ 18,216					\$ 18,216		
South Row	All School	Install new high efficiency gas-fired domestic water heater.	\$ 27,324					\$ 27,324		

Chelmsford Public Schools
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South Row	Cafeteria	Replace the hardwood flooring at the stage and risers.	\$ 33,206				\$ 33,206		
South Row	All School	Replace damaged metal shelving and doors in classrooms.	\$ 44,022				\$ 44,022		
South Row	All School	Replace rooftop exhaust fan units.	\$ 53,130				\$ 53,130		
Westlands	All School	Refinish hardwood doors throughout the school.	\$ 3,036				\$ 3,036		
Westlands	All School	Replace pole lights with high efficiency globe light fixtures.	\$ 15,180				\$ 15,180		
Westlands	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 17,078				\$ 17,078		
Westlands	Kitchen	Remove the obsolete dish room equipment to provide additional code-compliant storage room space constructed with easy-to-clean materials.	\$ 30,360				\$ 30,360		
Westlands	Cafeteria	Replace the hardwood flooring at the stage.	\$ 51,233				\$ 51,233		
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000				\$ 75,000		
Byam	All School	Replace clock system, current system is obsolete.	\$ 45,540					\$ 45,540	
Byam	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 53,130					\$ 53,130	
Byam	All School	Replace building intrusion (security) system.	\$ 379,500					\$ 379,500	
CHS	Gym	Replace flooring in the student locker rooms.	\$ 313,647					\$ 313,647	
Harrington	All School	Replace clock system, current system is obsolete.	\$ 45,540					\$ 45,540	
Harrington	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 53,130					\$ 53,130	
Harrington	All School	Install mechanical ventilation to the administration, library, and special education teacher's workroom areas.	\$ 227,700					\$ 227,700	
Harrington	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 262,310					\$ 262,310	
McCarthy	Gym	Replace curtain wall windows (large gym)	\$ 236,640					\$ 236,640	

Chelmsford Public Schools
5-Year Capital Plan

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Parker	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540						\$ 45,540	
Parker	Library	Replace the carpet in the library media center.	\$ 77,873						\$ 77,873	
Parker	All School	Replace clock system, current system is obsolete.	\$ 143,641						\$ 143,641	
Parker	All School	Replace building intrusion (security) system.	\$ 766,086						\$ 766,086	
Westlands	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540						\$ 45,540	
Westlands	All School	Replace clock system, current system is obsolete.	\$ 56,318						\$ 56,318	
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000						\$ 75,000	
Center	All School	Replace building intrusion (security) system.	\$ 341,550							\$ 341,550
CHS	All School	Replace the original 1974 electrical switchgear, re-feed the existing feeders and branch circuits.	\$ 303,600							\$ 303,600
McCarthy	Library	Replace the carpet in the library media center.	\$ 79,923							\$ 79,923
McCarthy	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 1,024,650							\$ 1,024,650
Parker	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 269,597							\$ 269,597
Westlands	All School	Replace the original domestic water piping with insulated, with isolated (and labeled) piping with tagged brass ball valves.	\$ 227,700							\$ 227,700
Westlands	All School	Replace building intrusion (security) system.	\$ 253,430							\$ 253,430
District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000							\$ 75,000

		Total Capital Projects	\$ 13,307,386		\$ 832,893	\$ 3,109,235	\$ 1,438,992	\$ 2,707,589	\$ 2,827,135	\$ 2,575,450
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CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: October 28, 2022

Re: Rate Increase – School Nutrition Services Driver (Non-Affiliated Position)

The school nutrition services driver position is not part of the food service association collective bargaining agreement, however, historically the part-time hourly rate of this position has kept pace with the hourly rates for general workers in the bargaining agreement. Recently the food service association ratified a new collective bargaining agreement covering the period from July 1, 2022 through June 30, 2025. This agreement increased the hourly rates of all workers by \$ 1.50 per hour in year one (FY23), and \$ 0.75 per hour in years two (FY24) and three (FY25) of the contract period. I am writing to request the part-time school nutrition services driver position hourly rate be increased by \$ 1.50 in FY23 to keep pace with the rates for other part-time hourly school nutrition general workers. This increase is in-line with step four of the general worker hourly rate grid (\$ 18.99 per hour) as this employee joined the team in 2018.

The calculation is \$ 17.40 per hour (current rate) + \$ 1.50 per hour = a new rate of \$ 18.90 per hour.

I recommend the school committee vote to approve an hourly rate of pay of \$ 18.90 per hour for the part-time school nutrition services driver at the regular meeting of the school committee on November 1, 2022.

Thank you for your consideration.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: October 29, 2022
Re: 2023/24 Middle School Realignment Working Timeline

Attached please find a working document I shared with the middle school staff last week pertaining to dates when transition teams will be meeting to discuss the implementation of the middle school realignment for the 2023/23 school year. This document will be used to track progress and share information publicly with staff and the parent community on the status of the planning and implementation of the realignment. I have noted in BLUE the dates when I will be providing updates and/or virtual drop-in office hours if parents have questions or would like to discuss the transition planning. Additional times and information will be added, however I wanted to share the initial timeline framework with you at this time.

Middle School Reorganization

Planning & Implementation Timeline

October 26, 2022	Invite members of the Superintendent’s Middle School Facilities Subcommittee to recommit to serve for the 2022/23 school year as “transition teams.” A grade 5/6 and grade 7/8 transition team (2 separate teams) will be convened to solicit input and share information with staff at both middle schools throughout the year.
October 28, 2022	Superintendent’s Middle School Facilities Subcommittee members recommit or decline offer to serve on the transition teams. Middle school principals solicit interested/willing staff members to fill remaining members of transition teams by November 4, 2022.
November 14, 2022	Transition Teams Meeting No. 1. Grade 5/6 and grade 7/8 transition team meeting (both teams together) with superintendent for initial introductions, purpose of the work, and transition schedule.
November 30, 2022	Parent Information Session (Remote/Virtual): Review of Middle School Reconfiguration Planning Process from Spring 2022
December 5, 2022	Joint staff meeting (McCarthy & Parker staff) held at McCarthy auditorium to review and outline the reorganization as it pertains to current staff assigned to McCarthy and Parker Middle Schools.
December 7, 2022	Superintendent Virtual Office Hours No. 1: Parent Discussion & Questions
December 12, 2022	Transition Teams Meeting No. 2. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.
January 3, 2023	Middle school staff are provided a form to voluntary transfer, either as a team or individually, to other school based on new grade level configuration.
January 4, 2023	Superintendent Virtual Office Hours No. 2: Parent Discussion & Questions

January 9, 2023	Transition Teams Meeting No. 3. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.
January 10, 2023	Middle school staff voluntary transfer forms are reconciled with anticipated openings in other school and a list of unfilled/open positions are identified for the building-based transfer round (Article 10-03).
January 17, 2023	Middle school staff who volunteer, either as a team or individually, are notified of their school assignment for the 2023/24 school year.
February 1, 2023	Transition Teams Meeting No. 4. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.
February 6, 2023	Superintendent Virtual Office Hours No. 3: Parent Discussion & Questions
February 6, 2023	The building-based transfer round (Article 10-03) is initiated with e-mails from principals to building-based staff announcing anticipated openings in their buildings for the 2023/24 school year.
February 17, 2023	The building-based transfer round (Article 10-03) concludes. Middle school staff who express interest in voluntary reassignment within their buildings are notified of their school assignment for the 2023/24 school year.
March 1, 2023	Transition Teams Meeting No. 5. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.
March 6, 2023	The districtwide transfer round (Article 10-04) for designated employees and voluntary transfer applicants is initiated with an e-mail from the CPS Human Resources Office to districtwide staff announcing anticipated openings throughout the district for the 2023/24 school year.
March 16, 2023	Superintendent Virtual Office Hours No. 4: Parent Discussion & Questions
March 27, 2023	The districtwide transfer round (Article 10-04) concludes. Applicants who are selected to fill anticipated openings for the 2023/24 school year are notified of their assignment.

May 1, 2023

Transition Teams Meeting No. 6. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.

June 5, 2023

Transition Teams Meeting No. 7. Grade 5/6 and grade 7/8 transition teams meeting with superintendent.

Approval of Field Trip & Travel Requests

- 1.) Parker Middle School
7th Grade Students
Viewing of "A Christmas Carol"
December 16, 2022
The Palace Theatre
Manchester, New Hampshire

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
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19/19/22

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: 12/16/22 If Overnight Trip, Return Date: _____

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

Faculty Trip Sponsor: Sheila Kish Cell Phone: 978-339-3488

Grade, Group, Class(es) or Course(es): 7th Grade

Total Number of Students: 177 Number of Male _____ Number of Female _____

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: 8 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): Sheila Kish, Jean Kennedy, Siobhan Sheehan, Jackie Heslin, Ashley Jean, Paul Wing, Erin Smehecker, Jordan Segool Cell Phone #: _____

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

Is a Nurse Needed? Yes No _____

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

Reviewed by: [Signature] Date: 9-15-22
 Signature of School Nurse

Event/Purpose of the Trip: To view - "A Christmas Carol" drama presentation

Curriculum Standard Addressed by Trip (Reason for the Trip)
RL.7.7. Compare and contrast a written story, drama, or poem to its audio, filmed, stage, or multimedia version.

Destination: Palace Theatre (603) 668-5588
 Name of Facility Facility Telephone
80 Hanover Street Manchester, NH 03101
 Facility Street Address City State

cc: Food Service, Nurse WS / School Com.

Estimated Leave Time: 8:30 (a.m.) / p.m. Estimated Return Time: 1:20 a.m. / (p.m.)

No. of Regular School Buses Needed: 4 No. of Wheel Chair Accessible Buses Needed: 0

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

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

Bus Pick-Up Location (be specific) Parker Middle School 75 Graniteville Rd Chelmsford, MA 01824

Equipment Space Needed (such as music instruments): Yes ___ NO ✓

Equipment: _____
Please indicate if bus space is needed for equipment. All equipment (athletic, music, or luggage) must be secured, must not obstruct the vision of the bus driver, and the bus aisle must be kept clear.

Meal Plans: 0

TRIP COST/FUNDING

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ _____

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ _____

School/Org. to pay for: _____ \$ _____

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]
Signature of Trip Sponsor Date

Approved by: [Signature] Sept. 21, 2022
Signature of Dept. Head/Coordinator Date

[Signature] 9-16-22
Signature of Building Principal Date

If an overnight trip, attach an itinerary and lodging information complete with name, location, & phone num