



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 December 6, 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 December 6, 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 November 15, 2022
2. Approval of the minutes of the regular school committee meeting of November 21, 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: Parker Middle School
2. Tri-Board Budgetary Meeting: Monday December 12, 2022 at 6:00 p.m.

3. Proposed FY2024 Budget Calendar
4. Recommended FY2024 Budget Transfers
5. CHS Athletic Events – Ticketing Update

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
November 15, 2022
Meeting Minutes**

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

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

Call to Order

6:00 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 November 1, 2022

Mr. Doherty moved that the Committee approve the meeting minutes from November 1, 2022. Mr. Moses seconded. Motion carries 5-0.

CHS Students Representative Announcements

Keya shared that MCAS makeups took place today and will continue tomorrow. For Project 300 and the Troop 81 Food Drive the last day for collections will be tomorrow, November 16th. The winning Plus Block will receive a breakfast party for the entire Plus Block! Smaller prizes will be given for second and third place. On Friday, December 2nd, a Winter Semi-Formal Dance will take place. Tickets are \$10 and will go on sale November 17th during lunch. Only CHS students are included and no tickets will be sold at the door. Spirit Week begins this Thursday and ends the following Wednesday. Themes for each day will be announced soon. Some of the CHS Band students were accepted to the Western International Band Clinic which will take place in Seattle!

Lana added that Nicholas College and Franklin Pierce will visit this week at the Career and Readiness Center at CHS. Bay Path Westfield State University in Northern Essex visited last week. Today a field trip was held to UMASS for the students in the Innovation Pathways Manufacturing Program. The Theatre Guild will perform *Legally Blonde* on Thursday, Friday and Saturday. Additional information is on the CPS Website.

Good News

Dr. Hirsch added that the students going to Seattle are Rachel O'Brien, a clarinetist, and senior flautist, Sarah Bolzak. Kyle Pinto and Cara Miller were also accepted to attend but will remain in Chelmsford to perform for *Legally Blonde*. The CHS Environmental Studies class made their first food donation of vegetables and they continue to learn about sustainable farming techniques. On December 7th the Eighth Grade Parent night will be held for the parents of incoming freshmen. The ELPAC meeting will be held tomorrow evening from 6:30 to 7:30 at the Chelmsford Public Library.

Mr. Doherty added that the CHS Sports Boosters Club hosted a dinner last Friday for the veterans. Thirty veterans and their guests attended and were served by members of the golf, hockey and cheerleading teams and golf coach, Keith Stone.

Mr. Moses attended the CHS veterans' event on November 10th which was well attended by local veterans who shared their military experiences with the students.

Ms. Santos attended Harrington's veterans' celebration which was a wonderful community event. Over 50 veterans were in attendance.

Public Comments

None. Ms. Newcomb was pleased to welcome to tonight's meeting Benjamin, a Boy Scout from Troop 70. He is attending the meeting tonight to earn a merit badge.

New Business

1. FY2024 Capital Plan Prioritization

Dr. Lang shared a memorandum and worksheet tonight addressing his recommendations for the priorities for the FY2024 capital plan. The Town will approve between 3 and 4 million dollars to address some of these smaller projects to be completed during the next year. Dr. Lang's recommendations to The Committee this evening represent a figure of \$2.9 million for ten projects. The details may be seen in his worksheet. Discussion followed with The Committee. In reviewing this Dr. Lang stated that the McCarthy kitchen update is being funded elsewhere and also numbers 9 and 10 for the elevators at the two middle schools might be deferred until it is determined if a new middle school will be built. Committee members mostly agreed with the ten projects presented but ultimately decided to switch the order of 3 and 4 and switch the order of 7 and 8. Also 9 and 10 will remain on the list as deferred. The cost is now \$2.3 million.

Mr. Doherty moved that The Committee accept the prioritized order as presented for capital planning for this year. Mr. Moses seconded. Motion carries 5-0.

2. Recommended FY2023 Budget Transfer

Ms. Johnson-Collins included a memorandum in tonight's packet and she recommends reallocating \$19,500 from the Employee Separation Cost Account to the Medical Health Services Account to fund tools related to Social Emotional Learning (Care Solace and Cartwheel).

Mr. Doherty moved that The School Committee approve the FY2023 local operating budget transfer for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

3. School Safety and Security Review

As an update, Dr. Lang announced that The Edward Davis Company has been hired to conduct the school safety and security review. This will begin with the physical assessment of each school which should be completed by the end of the December vacation week. They will also conduct a review of all safety policies and procedures which will be done early in 2023. Additionally, they will be on site when the ALICE Drills are conducted in February and again in the spring. Feedback will be provided during each phase of their assessment. Dr. Lang will share the findings with The Committee. ESSER money will fund this endeavor. The police and fire departments will be involved as well.

4. Personnel Report: October 2022

No action is required. Dr. Lang will share a full report on staffing in December.

5. Approval of Field Trip Requests

Mr. Doherty moved that The Committee approve the proposed World Language Department field trip to Buenos Aires and Iquazu for April vacation week of April 2024. Mr. Moses seconded. Motion carries 5-0.

Liaison Reports

Ms. Newcomb attended the Byam and South Row PTO meetings. Both are looking forward to supporting the school enrichment programs and resuming field trips. She also expressed thanks to all of the PTOs for teacher appreciation events which are held often.

Mr. King added that Center School's PTO will be meeting tomorrow evening.

Action/New Items

Ms. Santos shared that a date should be set up for Dr. Lang's contract.

On November 30th a meeting will be held for parents regarding the middle school realignment project. People may attend in person or remotely. Dr. Lang shared that a meeting was held yesterday with middle school staff.

The Committee will meet with the Selectmen on November 21st.

Ms. Newcomb would like an update in December on the athletic programs.

More Good News

Ms. Newcomb shared that the CHS Unified Basketball Team participated in the "Jamboree" last Thursday along with 12 other teams. She appreciates the coaches, the partners and the athletes who make basketball accessible for all students.

Public Comments

None

Adjournment (6:44 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

CHELMSFORD SCHOOL COMMITTEE REGULAR MEETING MINUTES

November 21, 2022

Location : Chelmsford Town Hall 50 Billerica Road Meeting Room 200

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

Also present: Dr. Jay Lang (Superintendent), Mr. Paul Cohen (Town Manager)

Meeting Called to Order by Ms. Newcomb - 6:15 p.m.

New Business

Superintendent Lang announced that the Professional Support Personnel unit of the Chelmsford Federation of Teachers had ratified the MOA reached with the school committee negotiating team earlier in the day on Monday November 21, 2022.

Superintendent Lang then reviewed a few minor changes in the MOA that had come about since the agreement had been reviewed in a previous executive session along with a side letter of agreement with the union changing the job description of one of the clerks in the CHIPS program and agreeing to establish a joint labor management committee to review job descriptions for professional support personnel.

Ms. Newcomb asked the committee if there were any questions on the MOA or side letter and, hearing none, asked for a motion to approve the MOA.

Mr. Doherty made a motion to approve the MOA with the Professional Support Personnel unit of the Chelmsford Federation of Teachers as presented. The motion was seconded by Mr. Moses.

Roll Call Vote: Mr. Doherty – Yes, Ms. Santos – Yes, Mr. Cohen – Yes, Mr. Moses – Yes, Ms. Newcomb – Yes, Mr. King – Yes

Ms. Newcomb asked for a motion to approve the side letter.

Mr. Doherty made a motion to approve the side letter with the Professional Support Personnel unit of the Chelmsford Federation of Teachers as presented. The motion was seconded by Mr. Moses.

Roll Call Vote: Mr. Doherty – Yes, Ms. Santos – Yes, Mr. Cohen – Yes, Mr. Moses – Yes, Ms. Newcomb – Yes, Mr. King – Yes

Mr. Doherty made a motion to adjourn the meeting. The motion was seconded by Mr. Moses.

Vote to adjourn: 6 – 0

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 5, 2022
Re: Spotlight on the Schools: Parker Middle School

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

The background image shows a school campus. A large, leafy green tree is the central focus. To the left, there is a small gazebo-like structure. In the foreground, there are some wooden structures that look like bleachers or a playground. To the right, a brick building is visible. The sky is blue with some white clouds.

Parker Middle School

December 6, 2022

Agenda

So far this year....



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graph TD; A[So far this year....] --> B[In The Classroom]; B --> C[Student Leadership]; C --> D[Transition Talk];
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In The Classroom

Student Leadership

Transition Talk

So far this year...

We're back! "Return to normal".

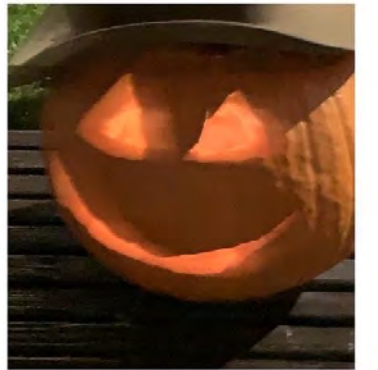
- Positive transition
- Socials, dances, clubs/activities, concerts, etc.

Field Trips!

- Grade 5 -Commonwealth Museum in Boston.
- Grade 7 - "A Christmas Carol" on Dec. 16th.
- Grade 8 - Worcester Art Museum on Dec. 8th & 14th.

Family & Staff Events:

- Pizza & Pumpkins event - Halloween fun
- Thanksgiving food collection
- Staff Cornhole Tourney
- Parker Night at the Riverhawks



PIC•COLLAGE

PIC•COLLAGE



Parker Thanksgiving Food Collection
Meals for over 30 Parker Families

In the Classroom

Student Collaboration Opportunities

- Student collaboration – The Norm
- Lively, energetic, comfortable classroom environments
- Year 4 of 1:1 initiative - Balance.

Staffing

- Fully Staffed – Short-term & Long-term
- Still actively working to hire paraprofessionals.

Special Education:

- Language Based Program
- 4 new teachers in the department - very strong additions!
- NECC Partner Classroom

In the Classroom (continued)

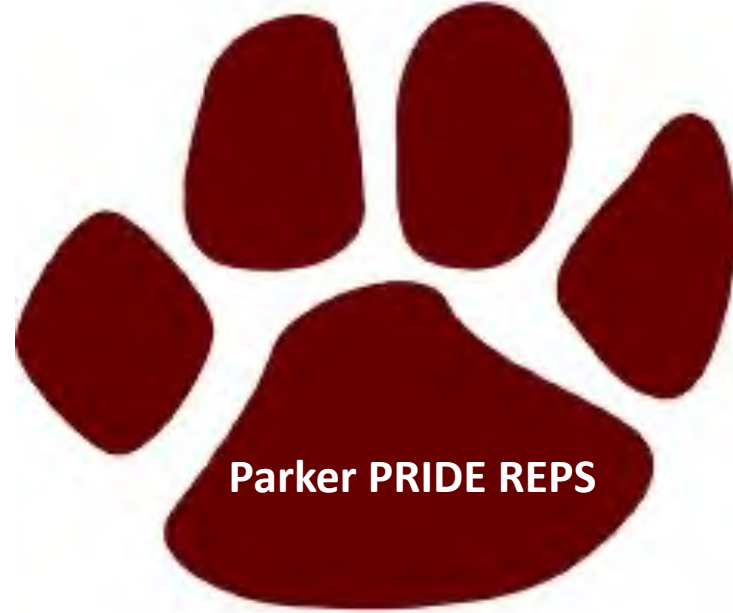
Grading

- 2nd year of changes in grading practices
- 1st year with changes in Honor Roll
- Uniform categories for student assessment
- Student behavior separately and do not impact student grades.

Parent Conferences

- November were success implemented in November.
- Round 2 - December 7th (tomorrow).

We the People
are counting on
you to be a
student
ambassador



I don't always
run,
but when I do,
I run for
**STUDENT
AMBASSADOR**



Student Leadership Opportunities

Parker Pride Reps

Student Ambassadors

Student Leadership Opportunities

- For the 12th consecutive year, we have a wonderful group of student leaders participating in our P.R.I.D.E. Committee.
- We have a total of 25 students from grades 7 & 8.
- Students are nominated by teachers and staff throughout the school.
- Students receive leadership training and work to organize and implement events for the Parker community.

Parker
P.R.I.D.E.
Student Reps

Nate Adams
Sean Amos
Maya Barry
Kaylee Benigno
Mason Fetzner
Kyle Henderson
Mia McCusker
Ewura Paintsil
Julia Salerno
Marley Sutliff
Natalie Whitney

Anna Autio
Ryann Baker
Aidan Brackett
Stella Boucher
Brent Carvalho
April Cunha
Zoey Cunha
Dom LaRosa
Ava Loiselle
Lindsey Niemaszyk
Hasini Suddapalli
Sophia Toth
Colin Veo
Noah Wildt



P.R.I.D.E. Committee Update

- **NELMS Student Leadership Conference at Southern NH University-November 17th**
 - Over 200 middle school students from all over New England.
 - We were challenged to create positive and lasting change in our school and/or community.
 - Focused on things like:
 - Mindset
 - Relationships
 - Belonging
 - Teamwork
 - Goal Setting



Student Ambassadors

- Program started in 2020 - Parker's "Building Connections" Committee.
- Students are required to get a recommendation from a staff member so they can run for the position.
- One student from each homeroom in grades 5 - 8 serving as their Ambassador.
 - Total of 32 student leaders - 8 per grade.
- Students are required to get a recommendation from a staff member so they can run for the position.
- Students campaign and give speeches - peers vote for their representative.
 - Process is concurrent with local/national elections.
- Ambassadors will be doing a variety of monthly service projects:
 - December: They will run a blanket collection for cancer patients to provide comfort during their treatments.

Student Ambassadors

Grade 5

Aubrey Motard
Emily Niemaszyk
Meredith Hart
Zoya Pathan
Carolyn Deer
Grace Parker
Jack Wilkinson
Margaret Taing

Grade 6

Caroline Hicks
Manya Karthik
Mary Kathleen McDonald
Jai Kalla
Samanvita Polisetty
Eliana Theofilopoulos
Eleanor Wilkinson
Mateo Senkal

Grade 7

Wyatt Brown
Jack Giove
Jordan Mayombo
Ce'mya Vital
Juan Preciado
Danny Woo
Julia Desimone
April Cunha

Grade 8

Deepika Bollu
Ananya Bharti
Jacob Long
Lindsay Spengler
Ciara Carney
Eileen Keovongsa
Ewura Paintsil
Aliha Sarfraz

Transition Talk

Some apprehension and plenty of “what if” questions from staff.

Despite the unknown - genuine excitement from most people.

Transition committees between Parker & McCarthy staff are actively working on logistics regarding the upcoming changes.

**The only
constant
thing in life
is change.**

Transition Talk

- Last week, we sent a survey to all 6th and 7th grade students.
- We had about 200 responses - approximately half of the 7th & 8th graders.
 - Did you know that the middle schools will be changing next year?
 - When you think about changing schools - what makes you nervous?
 - When you think about changing schools - what makes you excited?
 - Do you have any questions or suggestions for me to consider while I am planning for the change?

Transition Talk - Feedback From Students

- **Question 1: Did you know that the middle schools will be changing next year?**
 - 4 students reported not knowing that there was a change coming.
- **Question 2: When you think about changing schools - what makes you nervous?**
 - “It's exciting but I'm kinda nervous because I don't know where my classes will be.”
 - “McCarthy has a lot of new teachers that I don't know. It will feel like 5th grade again.”
 - “Nothing makes me to nervous because I know I will be with all of my friends.”
 - “I might be in a class full of people I don't know, also I will need to get used to a new school layout”
 - “I won't be able to stop by to greet my teachers I had before.”

Transition Talk - Feedback From Students

- **Question 3: When you think about changing schools - what makes you excited?**

- “Very excited for the divide and competition of Parker vs. McCarthy to end.”

- “Mccarthy has a bigger gym and if I do track, the track is right next to Mccarthy”

- “Meeting new people or people that I went to elementary school with that ended up going to the other middle school.”

- “We get a better auditorium”

- **Question 4: Questions or suggestions?**

- “Maybe a tour of the new school so I know my way around.”

- “My question is if 7-8 teachers from Parker will migrate to McCarthy.”

- “Will we get to tour the school, and will Ozzie visit us too?”

- “I hope we can have school sports teams.”

- “How are lunches and buses going to work?”



Thanks for having us!

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 2, 2022
Re: Proposed FY2024 Budget Calendar / Timeline

As the administration prepares the Superintendent's Recommended FY2024 operating budget, I would suggest the following timeline to review the proposed budget:

Tuesday February 7, 2023 Superintendent provides FY2024 budget overview and recommendation.

Tuesday February 28, 2023 Public Hearing on the proposed FY2024 operating budget. This will be posted as a special meeting/budget hearing.

Note: Tuesday March 7, 2023 will be reserved for an additional budget hearing in the event of inclement weather.

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: December 2, 2022

Re: FY2023 Recommended Budget Transfers – General Maintenance

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 General Maintenance account in the amount of \$ 18,046 to fund new furniture for the Harrington Elementary School Teachers' Lounge.

From		To			Amount
15150000-51140	Employee Separation Costs	14210000	59238	General Maintenance	18,046

I recommend the school committee vote at the regular school committee meeting on December 6, 2022 to approve the FY2023 local operating budget transfer 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: December 2, 2022

RE: CHS Athletic Events – Ticketing Update

Chelmsford Public Schools transitioned to an on-line ticketing platform called “GoFan” in November of 2021 for spectators to attend high school sporting events. I’m writing to provide more history on this decision and options for families to purchase tickets to our sporting events. Also provided is a summary of the sporting events that charge a ticket fee to attend. I’d like to thank our Athletic Director, Dan Hart, for assisting with this summary and for his management of these events and fiscal compliance duties required for collecting this revenue that is recorded in the athletic revolving fund.

MIAA recommended to Athletic Directors that school districts implement the on line ticket platform called GoFan to purchase tickets to sporting events. The initial use by MIAA was in the Spring of 2021 for their State Tournaments. As you may recall, this was during the COVID-19 pandemic, and that was one of the drivers of a contactless ticketing system. Chelmsford Public Schools did implement their recommendation in November of 2021 and it is currently the primary method spectators use to purchase tickets to high school sporting events. Many of the other districts in the Merrimack Valley Conference also use GoFan.

Spectators have a few options of how to purchase a ticket, and these instructions are provided via ConnectEd messages and other social media outlets. They may purchase tickets using their phone, or there are QR codes outside of the venues with the ticket workers helping people purchase tickets should they have questions. There is also a point of sale device that allows spectators to purchase tickets at the gate via a credit or debit card (used in many cases if someone does not have a smart phone). The final option is to pay cash at the gate, such as at the Thanksgiving Football Game, where \$ 440 was collected at the gate.

The funds from these gate receipts are deposited into the bank account and recorded as revenue in the Chelmsford Public Schools Athletic Revolving Fund (502). The funds from the electronic purchases are deposited directly into the bank account, and cash collected at the gate is manually deposited into the bank account. The athletic revolving fund is used to offset the costs of coaching stipends and other athletic equipment purchases.

GoFan charges a \$ 1 fee per every regular season game ticket purchased. That fee is factored into the ticket price so our customers are not paying more than they have in prior years. For example, historically tickets purchased by cash at the gate were \$ 5. Today, the GoFan ticket price is \$ 4 with a \$ 1 fee.

Lastly, below is a summary of the current ticket prices for various high school sporting events. This is the all-inclusive price with the fee wrapped in.

SPORT	SELECT GAMES*	ADULTS	STUDENTS	SENIOR CITIZENS	GENERAL ADMISSION
FALL SPORT					
VARSITY FOOTBALL		\$ 7	\$ 5	\$ 5	
JV/VARSITY SOCCER	X				\$ 5
JV/VARSITY FIELD HOCKEY	X				\$ 5
VARSITY GIRLS VOLLEYBALL	X				\$ 5
WINTER SPORT					
JV/VARSITY BASKETBALL					\$ 5
BOYS ICE HOCKEY					\$ 5
WRESTLING					\$ 5
SPRING SPORT					
JV/VARSITY LACROSSE	X				\$ 5
RUGBY	X				\$ 5
VARSITY BOYS VOLLEYBALL	X				\$ 5
Notes:					
JV and JVB sports are not charged in games where they either play after Varsity or on a different day.					
Only select games have a ticket fee (not all games) to account for if a team has many home games in one week so it is not burdensome to parents to have to purchase tickets for every game. Transportation issues may also impact if a ticket fee is charged.					
Select games for Rugby means if the game is played in the stadium.					

Thank you for the opportunity to provide this update.