



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

Email Posting to [townclerk@townofchelmsford.us](mailto:townclerk@townofchelmsford.us) Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

**DATE: Tuesday January 3, 2023 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](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday January 3, 2023 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 December 20, 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: Center Elementary School
2. Recommended FY2023 Budget Transfer
3. Request for School Nutrition Program Substitute Employee Hourly Rate Increase

4. 2023/24 School Year – Kindergarten Registration Dates
5. MSBA Notification of Non-Selection of 2022 Statement of Interest
6. NEASC Accreditation Report: Chelmsford High School

**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  
December 20, 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**

6:03 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 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 December 6, 2022

**Mr. Doherty moved that the School Committee approve the minutes from the regular School Committee meeting of December 6, 2022. Mr. Moses seconded. Motion carries 5-0.**

**CHS Students Representative Announcements**

Lana shared that Brendan Conley filmed a video "capturing and sharing all the fun there is at CHS and what the school has to offer for its students". The video was shown to eighth graders and their parents. Keya is not at tonight's meeting she is performing in the Chelmsford All Town Wind Ensemble concert. Congratulations to the Speech and Debate Team for winning a sweepstakes award. Many individuals also won awards at the tournament this past weekend.

**Good News**

Dr. Hirsch shared that wonderful concerts have been taking place in The District. There is a lot of activity going well in the schools, currently! Mr. King added that winter sports have begun. Ms. Santos mentioned that theatre students are beginning to work on the competitive play. The middle school plays will also be forthcoming.

## **Public Comments**

None

## **New Business**

### **1. Spotlight on the Departments: English**

Ms. Abbey Dick, Department Coordinator for English Language Arts, joined the meeting to provide an update on what is happening in grades five through 12. She began by sharing data on staffing at CHS and both middle schools. Her presentation was augmented by her accompanying slide show. The standards addressed meet the DESE 2017 expanded frameworks and far exceed reading literature and discussing books. Reading informational texts occurs in English classes in addition to content area classes like social studies. Three modes of writing are also taught: narrative writing; informational writing; as well as argument writing. Speaking and listening is also taught to encourage self-expression and comprehending what others are saying. The language standard includes vocabulary and grammar usage.

Data is reviewed often for grades 5-8 to insure progress and meets the needs of individual students. I-Ready is used for diagnostic purposes and personalized instruction. MCAS data is reviewed each autumn. Grades 5 and 6 use the Fountas and Pinnell curriculum, as do the elementary grades. Professional development for teachers takes place in a partnership with Lesley University. The curriculum for grades 7 and 8 is "HMH Into Literature" There is a textbook as well as supplemental units paired with novels. PD for this has been online and offers great differentiation. District teachers also collaborate to enhance this curriculum.

At CHS an online pilot is being conducted for grades nine through 12 called IXL. This is accessed by students during "Plus Block". The diagnostics assist teachers with planning lessons. Additionally, focus has been on the NEASC recommendations for curriculum and syllabi. Dual enrollment offerings through Middlesex Community College have been expanded. A new club called "CHS Book Talk" began this year. The "Paper" tutoring program is in its second year with increasing student use. This program is available 24/7. Dr. Hirsch added that students and parents have been surveyed on "Paper" and the results have been used to encourage more students to utilize the program. The Committee thanked Ms. Dick for her presentation.

### **2. Spotlight on the Departments: ELL, Reading and Title I Services**

Ms. Kelly Rogers, Department Coordinator for Reading, English Language Learners, and Title I Services, joined the meeting to provide updates on programs for ELL, Reading and Title 1 services. Her detailed slide show for tonight's presentation can be found in tonight's agenda packet. She began by saying that there are 78 languages spoken in the Chelmsford Public Schools with Spanish being language spoken in 181 student households. The extended school year program for ELL was attended by students from grades 1-11 from 30 families and ran for four weeks. For ELL students in middle school there are after school homework and tutoring programs. At CHS there is an academic ELL tutor who attends classes with some of the students during the school day. CHS also has an ELL mentor program with each student being assigned a mentor when they newly arrive at the school. Additionally, there are many supports for ELL families including: 24/7 interpretation on demand; the "ELL Smores Newsletter"; and support for Afghan refugees/immigrants from the International Institute of New England in Lowell. There are also different events for families during the year and ELPAC (English Learner Parent Advisory Committee) which meets regularly and is supported by The Chelmsford Public Library. Every six years the program is reviewed by The State and recommendations are made where applicable. Access testing will be done in January and will help determine the intensity of student needs. Many students will test out of ELL if this assessment indicates they no longer need the support and will exit the program but are monitored for the next four years. Monitored students can be readmitted to the ELL program if they need more support.

Regarding reading and literacy, elementary grades K-3 use Foundations as a coaching model. The coach from Wilson Learning spends time in classrooms (grades 2 and 3) and provides feedback to teachers individually and also meets with teachers by grade level to provide professional development. For K-4 the focus is on writing using the Fountas and Pinnell writing curriculum. PD for this was provided in October and will take place in January and March of 2023. Reading staff at the middle schools are doing a grade 7 collaborative reading project with Parker and McCarthy students in anticipation of the reconfiguration of the middle schools next year. Currently they use technology to work together but plan to meet all together when they finish the book. At CHS "Language Live" is used by small groups or with individual students and it also entails an interactive technology program.

In Chelmsford three elementary schools and both middle schools qualify for Title 1 support. Interventionists are used to support both reading and math. Family engagement opportunities are provided at the Title 1 schools including: family information nights; the "Building Readers" newsletter (in English and Spanish); and partnership with the Chelmsford Public Library, which has included a visit from the Bookmobile! The Committee thanked Ms. Rogers for her presentation.

### 3. Addressing Hate in School Sports Conference

Dr. Lang spoke of a Conference he attended with Principal Murray and Athletic Director Hart earlier this month which was sponsored by the Massachusetts Attorney General Maura Healey, DESE, MIAA and MASS (Massachusetts Association of School Superintendents), which addressed the presence of "hate" in school sports. The conference encompassed protocols, best practices and how to create a positive and inclusive sports environment. The packet from the conference is shared in tonight's agenda packet. He is hopeful future events will be able to include student athletes. "Arts Ed" is the training module used for the Chelmsford Public Schools regarding athletics.

### 4. FY2024 Capital Plan Update

Dr. Lang thanked Mr. Doherty for doing a "wonderful job representing the school department's interests". He is pleased that six of the major projects were funded. Last year The Town purchased boilers for CHS but did not have the funds to install them. The funding has now been approved and the boilers will be installed in the summer. Elevator projects were approved for Westlands and CHS. The kitchen revamp for CHS was also funded. Some of the projects which were not approved may be funded in the coming year by the schools. Tonight's agenda packet contains Dr. Lang's memorandum and details of the projects which total around \$2.2 million. The projects will still need to be approved in April during Town Meeting.

### 5. October 1, 2022 Student Enrollment Report

The figures were submitted to DESE on October 1, 2022. These figures help determine Chapter 70 funding for next year. Details of the report including class sizes are in tonight's agenda packet. Future enrollment predictions will be coming from NESDEC next year and Dr. Lang will share the figures at a future meeting.

### 6. Recommended Revision to 2022/23 School Calendar

**Mr. Doherty moved that The Committee approve moving a half-day professional development day from April 13, 2023 to Tuesday, April 4, 2023. Mr. Moses seconded. Motion carries 5-0.**

### 7. Proposed 2023/24 School Calendar

**Mr. Doherty moved that The Committee approve the Chelmsford Public Schools 2023/2024 academic calendar as presented. Mr. Moses seconded. Motion carries 5-0.**

8. Personnel Report: November 2022

No action required.

8. Approval of Field Trip Requests

**Mr. Doherty moved that The Committee approve the Chelmsford High School Varsity Wrestling Team's travel to the tournament in Middletown, Connecticut on January 21, 2023. Mr. Moses seconded. Motion carries 5-0.**

#### **Liaison Reports**

None

#### **Action/New Items**

The Chair would like to receive the updated NEASC report. Mr. King would like an update on the ongoing Special Education review which will be concluded by April. Dr. Lang stated the review is going well. Mr. Moses would like an "open space" update. Ms. Santos would like an update on The Strategic Plan. The security audit report will be ready early in 2023.

#### **Public Comments**

None

#### **Adjournment (7:25 p.m.)**

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

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: December 29, 2022  
Re: Spotlight on the Schools: Center Elementary School

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

# **Center Elementary School**





Welcome Ms.  
Pierce Clark's  
Students



Echo/ Find Letters and  
Words

10



favori<sup>i</sup> great

firs<sup>i</sup> between

Trick Words



Say **/s/** and  
tap index  
finger to  
thumb.



Say **/w/** and  
tap middle  
finger to  
thumb.



Say **/ay/** and  
tap ring  
finger to  
thumb.

Tapping out words





## **Guided Reading K-4**

**Supports small, flexible groups of students based on strengths and needs.**

**The teacher:**

- **Observes children as they read**
- **Share rich conversations about the text**
- **Complete word work**
- **Extend learning through writing**

**Center School 4th Graders Utilize ELA  
Binders for:**

- **Reading Responses**
- **Text Set Connections**
  - **Reading Logs**
  - **Genre Writing**
  - **Word Work**

# OCTOBER

## READING LOG

Grade: \_\_\_\_\_

BOOK TITLE	AUTHOR	GENRE	# OF PAGES	START DATE	END DATE	BOOK REVIEW
Big Nate out loud	Lincoln Pierce	fiction	223	9/29/22	10/4/22	*** ★
wrecking ball	Jeff Kinney	fiction	217	10/4/22	10/7/22	*** ★
who was Jeff Kinney	Patrick Kinney	nonfiction	103	10/11/22	10/13/22	*** ★
The Wish List + The worst fairy Godmother ever!	Sarah Aronson	fiction	165	10/13/22	10/18/22	*** ★
Guts	Raina Telgemeier	fiction	211	10/18/22	10/20/22	*** ★
Rainbow magic	Daisy Meadows	fiction	59	10/20/22	10/21/22	*** ★
Holly the christmas fairy	Daisy Meadows	fiction	161	10/21/22	10/25/22	*** ★
Rainbow magic Kingdom fairy	Daisy Meadows	fiction	161	10/21/22	10/25/22	*** ★
Gabriella the snow	Daisy Meadows	fiction	161	10/21/22	10/25/22	*** ★
The third wheel	Jeff Kinney	fiction	217	10/25/22	10/28/22	*** ★
Early the school fairy	Daisy Meadows	fiction	155	10/28/22	NOV	



Name \_\_\_\_\_

prepare	alarm	sincere	alert
repair	sparkle	nearby	sternly
bearing	garbage	yearly	curly
barely		cheerful	birthday
fairy			person
			permit
			survey
			learning
			turnip
			turkey

What does it mean to be a friend?

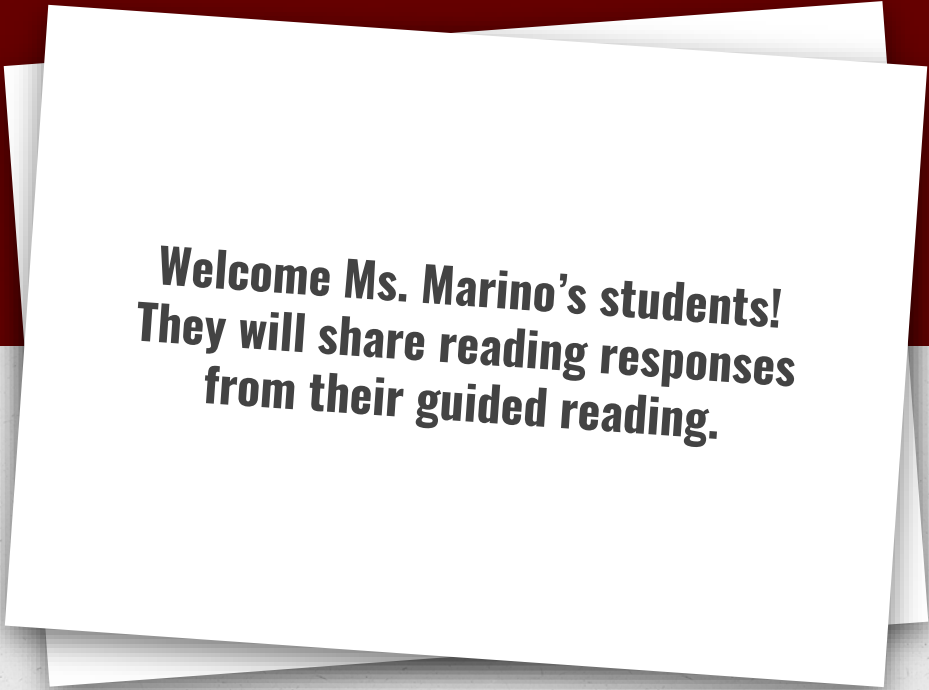
Book	Describe the friendship in the book.
The Other Side	the Friendship was hope and kindness.
Better Than You	It was not a good friendship with Jake he was a showoff honestly, I think he was jealous. Niko's and Tyler's was great.
The Dunderheads	the Friendship was good the whole class worked together as a team. the class was clever and got the cat back.

Text Set Connections  
Responding to Interactive Read Alouds



Guided Reading & Writing  
4th Grade



The image features a stack of three white rectangular papers, slightly offset from each other, creating a sense of depth. The top paper is the most prominent and contains the text. The background is split horizontally: the top half is a solid dark red, and the bottom half is a light grey with a subtle, fibrous texture. The text on the paper is in a bold, black, sans-serif font and is slanted upwards to the right.

**Welcome Ms. Marino's students!  
They will share reading responses  
from their guided reading.**





*We shall overcome*

*In observance of Martin Luther King Day*

# 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 27, 2022

RE: Recommended FY2023 Budget Transfer – COLA % - CFT Professional Support Personnel

I am writing to request one budget transfer for FY2023 as follows:

The budget transfer of \$288,372 is shifting budget funds from the salary reserve COLA, lane change, and retirement sick leave buy back accounts to the various labor accounts where CFT Professional Support Personnel labor is recorded. The new three-year CFT PSP contract was ratified November 21, 2022. The new contract includes a 6% Cost of Living Adjustment (COLA) increase to each step in year 1. The employee's new salary was reflected on their first pay date of December and the retro payment was reflected on the second pay date of December.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE - COLA	12110000	51070	SALARIES - SECRETARIES	2,581
		12110176	51070	SALARIES - SPED SECRETARIES	2,548
		12210100	51060	SALARIES - CHS CLERKS	5,192
		12210100	51070	SALARIES - CHS SECRETARIES	7,959
		12210200	51051	SALARIES - MCC - COPY CENTER CLERKS	1,022
		12210200	51060	SALARIES - MCC - CLERKS	1,444
		12210200	51070	SALARIES - MCCARTHY SECRETARIES	4,901
		12210300	51051	SALARIES - PARKER -COPY CENTER CLERKS	1,046
		12210300	51060	SALARIES - PARKER -CLERKS	1,429
		12210300	51070	SALARIES - PARKER -SECRETARIES	5,472
		12210400	51060	SALARIES - BYAM CLERKS	1,690
		12210400	51070	SALARIES - BYAM SECRETARIES	2,869
		12210500	51060	SALARIES - CENTER CLERK	1,086
		12210500	51070	SALARIES - CENTER SECRETARIES	2,059
		12210600	51060	SALARIES - HARRINGTON CLERK	1,061
		12210600	51070	SALARIES - HARRINGTON SECRETARIES	2,935
		12210700	51060	SALARIES - SOUTH ROW CLERK	1,419
		12210700	51070	SALARIES - SOUTH ROW SECRETARIES	2,568
		12210976	51060	SALARIES - CHIPS CLERK	1,539
		12330100	51060	SALARIES - CHS PSP	1,411
		12330176	51060	SALARIES - CHS SPED PSP	31,297
		12330200	51060	SALARIES - MCC PSP	2,702

		12330276	51060	SALARIES - MCC SPED PSP	32,068
		12330300	51060	SALARIES - PARKER PSP	4,678
		12330376	51060	SALARIES - PARKER SPED PSP	24,662
		12330400	51060	SALARIES - BYAM PSP	3,734
		12330476	51060	SALARIES - BYAM SPED PSP	28,235
		12330500	51060	SALARIES - CENTER PSP	4,261
		12330576	51060	SALARIES - CENTER SPED PSP	23,956
		12330600	51060	SALARIES - HARRINGTON PSP	4,128
		12330676	51060	SALARIES - HARRINGTON SPED PSP	19,097
			<b>Total</b>		<b>231,049</b>
12305000-51460	SALARY RESERVE - LANE CHANGE	12330676	51060	SALARIES - HARRINGTON SPED PSP	472
		12330700	51060	SALARIES - SOUTH ROW PSP	5,591
		12330776	51060	SALARIES - SOUTH ROW SPED PSP	14,584
			<b>Total</b>		<b>20,647</b>
15150000-51140	RETIREMENT SICK BUY BACK	12330776	51060	SALARIES - SOUTH ROW SPED PSP	4,697
		12330976	51060	SALARIES - CHIPS PSP	23,689
		12340100	51060	SALARIES - CHS LIBRARY PSP	1,985
		12710100	51070	SALARIES - GUIDANCE SECRETARIES	2,344
		13510100	51070	SALARIES - ATHLETICS SECRETARIES	2,416
		13600100	51070	SALARIES - SECURITY SECRETARIES	1,545
			<b>Total</b>		<b>36,676</b>
				<b>TOTAL</b>	<b>288,372</b>

*I recommend the school committee vote to approve the FY2023 local operating budget transfer of \$ 288,372 from the salary reserve COLA, lane change, and retirement sick buy back accounts to the various labor accounts as presented.*



# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

DATE: December 27, 2022

RE: School Nutrition Program Substitute Hourly Rate Increase

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The FY2023 Local Operating Budget presented and approved by the School Committee at the budget hearing on March 1, 2022 included recommended increases to the daily and hourly rates paid to substitute teachers, nurses, paraprofessionals and recess aides. This memo is to request that the committee vote to approve a substitute hourly rate increase for another category of substitute employees which support the school nutrition department. The current rate of \$ 14.25 per hour is the Massachusetts minimum wage, which will increase January 1, 2023 to \$ 15.00 per hour. This new/higher rate is intended to keep the district competitive (within the surrounding area / Merrimack Valley) and attract high quality substitute employees. These employees are funded from the school nutrition revolving fund (501).

Type	FY2023 Current Amount	FY2023 Recommended Amount effective Jan 1, 2023
Day to Day Substitute School Nutrition Employee	\$ 14.25 per hour	\$ 16.00 per hour

*I recommend the school committee vote to approve the hourly rate of pay of \$ 16.00 per hour for the part-time school nutrition substitute employees at the regular meeting of the school committee on January 3, 2023.*

Thank you for your consideration.

# CHELMSFORD PUBLIC SCHOOLS

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## **Memorandum**

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

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

DATE: December 28, 2022

RE: 2023/24 School Year – Kindergarten Registration Dates

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Kindergarten Registration for the 2023/24 school year will begin January 24, 2023 and January 25, 2023 at the Central Administration Offices from 9:00 a.m. to 6:00 p.m. Parents and guardians are currently making appointments (in approximately fifteen-minute increments) for their registration meeting. This information is posted on the Chelmsford Public School website and is also being announced through other outlets (i.e. ConnectEd and Social Media). Attached are the flyers announcing Kindergarten registration as posted on the CPS website.



## 2023-24 Kindergarten Registration Open

*Kindergarten registration for the 2023-24 academic year must be made by appointment.*

**[RESERVE YOUR APPOINTMENT HERE](#)**

### **WHEN:**

- Tuesday, Jan. 24, 2023 from 9:00 a.m.–6:00 p.m.
- Wednesday, Jan. 25, 2023 from 9:00 a.m.–6:00 p.m.

### **WHERE:**

- Chelmsford Public Schools Central Administration Office, 230 North Road, Chelmsford, MA.

### **STIPULATIONS:**

- Children entering kindergarten must be 5 years of age on or before August 31, 2023.
- Parents/guardians must complete the Google form with contact information and preferred appointment time (appointments take approximately 15 minutes).
- A staff member will follow-up with each parent to confirm date and time of appointment.

### **WHEN YOU ARRIVE TO REGISTRATION:**

A staff member will direct parents to a table representing each elementary school to process their student registration packet. In addition to the completed student registration packet, parents are required to submit the following required documentation:

1. A parent driver's license
2. Proof of residency/home ownership:
  - A copy of your mortgage statement or
  - Recently signed P&S Agreement, which requires follow-up with a home closing document or
  - Signed lease agreement or
  - Notarized Affidavit Supporting Residence document with the homeowner's real estate tax bill and copy of homeowner's driver's license.
3. Utility bill with name and address

4. A copy of the child's birth certificate
5. Certificate of lead poisoning and vision exam with stereopsis documentation
6. A physical examination within one year of entrance to school or within 30 days after school entry and updated immunizations covering the following:
  - diphtheria (5 doses)
  - pertussis (5 doses)
  - tetanus (5 doses; Td booster grade 7)
  - mumps-rubella-measles (2 doses)
  - polio (4 doses)
  - varicella (2 doses or Dr. documentation of chicken pox)
  - Hepatitis B (3 doses)
7. A copy of a current immunization record is required for registration.

If additional immunizations are needed prior to the beginning of school, a copy of the complete immunization record which meets state requirements must be provided prior to school entrance.

### **IF YOU ARE UNABLE TO SCHEDULE AN APPOINTMENT:**

Families who are not able to schedule an appointment for one of these two dates may complete the registration packet from the website and drop it off at the school administration central office located at 230 North Road, Chelmsford, MA 01824. Office hours are Monday through Friday between 8 a.m.-4 p.m.

Additional information about student registrations and packets may be found on the CPS website registration page.

### **ALL DOCUMENTATION IS REQUIRED AT THE TIME OF REGISTRATION**

#### **Contact:**

Ms. Jane McDonald  
Central Registrar  
Phone: 978-251-5100, ext. 6901  
mcdonaldj@chelmsford.k12.ma.us

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: December 29, 2022  
Re: MSBA Application Status

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As you are aware, during the spring of 2022, the district submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) for consideration of a school construction project under the MSBA **CORE Program**, which is primarily for projects beyond the scope of the Accelerated Repair Program (ARP), including extensive repairs, renovations, addition/renovations, and new school construction.

On Friday December 23, 2022, we received correspondence from the MSBA, a copy of which is attached, notifying us that the Parker Middle School SOI will not be invited into the MSBA Eligibility Period at this time. I have spoken with representatives of the MSBA to discuss our most recent submission to determine how we may make a more compelling case for consideration in future submissions. The MSBA will be accepting for 2023 funding consideration, new SOIs submitted by Friday April 14, 2023 for the **CORE Program**.

I intent to update and resubmit our SOI for the Parker Middle School project and secure the necessary town/school department approvals prior to the submission deadline.

**From:** [Kathryn DeCristofaro](#)  
**To:** [pcohen@chelmsfordma.gov](mailto:pcohen@chelmsfordma.gov)  
**Cc:** [Matt Donovan](#); [vtimmins@chelmsfordma.gov](mailto:vtimmins@chelmsfordma.gov); [Newcomb, Donna](#); [Lang, Jay](#)  
**Subject:** MSBA/Town of Chelmsford 2022 Core Program Statement of Interest Status  
**Date:** Wednesday, December 21, 2022 12:24:07 PM  
**Attachments:** [12.21.22 Chelmsford 2022 Core Program SOI Status Letter.pdf](#)  
[2022 Core Program Statement of Interest Process Overview.pdf](#)

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Good afternoon, Mr. Cohen:

Attached to this email is a letter from the Massachusetts School Building Authority (the "MSBA") regarding the status of your 2022 Statement of Interest. For your information, we are also providing a copy of the MSBA's 2022 Core Program SOI Overview.

Please share this communication with additional local officials not included on this email.

If you have any questions or comments, please do not hesitate to contact me at 617-960-3082.

Sincerely,

Katie DeCristofaro

Kathryn DeCristofaro  
Capital Program Manager  
Massachusetts School Building Authority  
P. 617-720-4466  
C. 617-947-5125



# Massachusetts School Building Authority

**Deborah B. Goldberg**  
*Chairman, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**John K. McCarthy**  
*Executive Director / Deputy CEO*

December 21, 2022

Mr. Paul E. Cohen  
Chelmsford Town Manager  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824

Re: Town of Chelmsford 2022 Statement of Interest Status

Dear Mr. Cohen:

The Massachusetts School Building Authority (the “MSBA”) would like to thank the Town of Chelmsford (the “District”) for expressing an interest in the MSBA’s grant program for school building construction, renovation, and repair projects through the 2022 Statement of Interest (the “SOI”) process.

Overall, the MSBA received 54 SOIs from 46 different school districts for consideration in 2022. In reviewing SOIs, the MSBA identifies the school facilities that have the greatest and most urgent need based on an assessment of the entire cohort of SOIs that are received for consideration each year.

Based upon the MSBA’s review and due diligence process, it has been determined that the Colonel Moses Parker Middle School SOI will not be invited into the MSBA’s Eligibility Period this year. If the District would like this school to be considered for future collaboration with the MSBA, the District should file an SOI in an upcoming year. The MSBA will begin accepting SOIs for consideration in 2023 on Friday, January 13, 2023. Please see the information below regarding the upcoming 2023 SOI process, which is also stated on the MSBA’s website.

If the District is planning to submit an SOI in 2023, consider notifying local governing boards of your intentions, as local governing bodies will have to vote to approve submission of an SOI with the vote(s) uploaded to the SOI system, which was a new requirement in 2022 and will remain a requirement for filing an SOI in 2023.

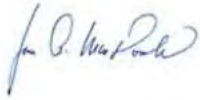
- The SOI closing date for districts submitting under the Core Program, which is primarily for projects considered as extensive repairs, renovations, addition/renovations, and new school construction will be Friday, April 14, 2023.

The MSBA remains committed to collaborating and partnering with the Town of Chelmsford to better understand school facility issues. The MSBA will be sending detailed information regarding the 2023 SOI process in the coming weeks.

Page 2  
December 21, 2022  
2022 Core Program Statement of Interest Status Letter

Please feel free to contact Katie DeCristofaro, Capital Program Manager at (617) 720-4466 should you have any questions.

Sincerely,



James A. MacDonald  
Chief Executive Officer



John K. McCarthy  
Executive Director/Deputy Chief Executive Officer

Attachment: 2022 Core Program Statement of Interest Overview

Cc: Legislative Delegation  
Virginia Crocker Timmins, Chair, Chelmsford Select Board  
Donna M. Newcomb, Chair, Chelmsford School Committee  
Dr. Jay Lang, Superintendent, Chelmsford Public Schools



# Core Program Statement of Interest Process Overview

## Introduction

The Massachusetts School Building Authority's (the "MSBA's") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA [Board of Directors](#) based on need and urgency, as expressed by the district and validated by the MSBA. The MSBA completes an exhaustive review of available information regarding all districts that submit a Statement of Interest ("SOI") for the Core Program each year. The goals of this review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to, the age of the building, the amount of space per student, the current and projected enrollment, the condition of the major systems of the school, the general environment of the building and the appropriateness of the building to the educational mission;
- To collaborate with districts on the potential project that they have identified as the priority school if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another project already underway; and
- To understand the range of options each district faces when planning for district-wide educational facilities.

The following information provides an overview of the SOI process from initial opening of the SOI period, which is typically in January until the Board of Directors votes to authorize invitations to the MSBA's grant program at a subsequent winter Board meeting; this timeline may vary as needed. The MSBA reviews these dates annually and may adjust the opening and closing dates as may be needed. Each year, the SOI opening information is published on the MSBA's website in addition to each superintendent receiving email communications in advance, on the day of and throughout the filing period until the closure of the Accelerated Repair Program and the Core Program.

## The SOI Filing Period

The MSBA opens its [Statement of Interest System](#) annually for districts to file one or more SOIs for either the [Core Program](#) or the [Accelerated Repair Program](#). The SOI is the tool districts use to identify the deficiencies and/or programmatic issues that exist in their facilities. Districts should submit one SOI per school for each school that they believe requires a project. An SOI should only be filed for a facility where a district has the ability to fund a construction project in the next two years. Over the last several years, the SOI system has opened in early January. SOIs are typically due for the Accelerated Repair Program in early February and for the Core Program in early April; however, this timeline may vary as needed.

The MSBA has received approximately 100 to 125 SOIs for the Core Program annually. The number of invitations that the Board is able to authorize each year varies and is contingent on a number of factors. The MSBA has to operate within its annual statutory budget cap. The number of invitations varies based on the characteristics of the pool of applicants, including the number of elementary, middle or high schools that file, total square footage of the schools, and the reimbursement rates of the districts that are invited to participate in the MSBA's grant program. Thus, applying for an MSBA grant is competitive, and not every SOI submitted can be invited into the grant program.

## The Funding Cap

The Commonwealth irrevocably dedicated a 1% statewide sales tax, known as the School Modernization Trust fund ("SMART Fund"), to the MSBA's capital program. The state sales tax collections inform the amount of annual funding the MSBA can commit for projects. The MSBA's legislation limits increases or decreases annually thereafter by the lesser of four and one half percent (4.5%) of the limit for the prior fiscal year or the percentage increase or decrease of the dedicated sales tax revenue amount over the prior fiscal year.

## The SOI Due Diligence Process

The SOI process involves the district filing an electronic version of an SOI and accompanying votes with the MSBA by the dates established. MSBA staff is readily available to address concerns, questions, and issues during the filing period. Once the filing period has closed, MSBA staff commences the due diligence process for all SOIs. This is a four phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct [senior study visits](#), if required; and,
4. Recommend SOIs for invitation into [Eligibility Period](#).

During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

### **SOI VOTE REQUIREMENTS – NEW FOR FILING AN SOI IN 2022:**

**All required votes must be taken prior to the SOI submission filing deadline. The documentation for the completed votes is required in order to complete the filing for the SOI submission as noted in detail below.**

#### **1. Review SOI submissions for completeness:**

Once the SOI system has closed, MSBA staff reviews each submission to check that all of the required materials have been received. The MSBA works with districts throughout the filing period to ensure that the SOI is complete.

For all SOI submissions, the district needs to provide:

- An electronic version of the SOI with the required electronic signatures; there are two separate certifications in each SOI where district officials need to sign;
- An electronic version of the Closed Schools Certification with the required electronic signatures;
- Any supporting materials required to be submitted with the SOI and/or any supplemental materials districts want to submit with the SOI; and,
- **NEW IN 2022: SOI VOTE REQUIREMENTS:**
  - All required vote documentation must be uploaded in the SOI system in order to submit an SOI and in the prescribed format set forth within the MSBA's SOI Application System.
  - **Cities and Towns** must submit the following vote documentation:
    - Vote of the municipal governing body (i.e. City Council/Board of Aldermen/Board of Selectmen/equivalent governing body) authorizing the Superintendent of Schools to submit the SOI.
    - Vote of the School Committee authorizing the Superintendent of Schools to submit the SOI (meeting minutes are NOT required).
  - **Regional School Districts** must submit the following vote documentation:
    - Vote of the Regional School Committee authorizing the Superintendent of Schools to submit the SOI (meeting minutes are NOT required).

If applicable, districts are expected to submit materials and have them post-marked, specific to certain statutory priorities selected by the district:

- If the district selects statutory priority 1, a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself is required. The district must also submit photographs of the problematic building area or system to the MSBA.
- If the district selects statutory priority 3, the district must submit the full accreditation report(s) and any supporting correspondence between the district and the accrediting entity to the MSBA.

The supplemental materials just mentioned must be post-marked on or before the due date of the Program submission deadline. The district and the MSBA should discuss in advance of the filing date any extenuating circumstances or requests for exceptions to receipt of the hard copy material.

## **2. Review each SOI submission and accompanying documents for content:**

Once an SOI is determined to be complete, MSBA staff review the information and any additional documents submitted by the district. MSBA staff then compiles the data necessary to assess which SOIs filed in that calendar year may be categorized as the most urgent and needy. Determining the most urgent and needy SOIs relies on many different data sources. MSBA staff use over 50 data points that include the SOI, the MSBA project management system, the MSBA's enrollment tool, the MSBA's [2016 School Survey](#), and information from the [Department of Elementary and Secondary Education \("DESE"\)](#). There are many factors that can impact the assessment of urgency and need in an SOI, such as increasing enrollment, overcrowding, building condition, general environment, and program deficiencies. As such, it is important to assemble as much data as possible so that staff may gain as complete of a picture of the submitted SOI as possible.

Due to the volume of SOIs submitted for the Core Program, the MSBA requests that each district identify a Priority SOI for consideration. This enables the district and the MSBA to focus financial and staff resources on completing a project and ensures that an opportunity for a grant is possible for as many districts as possible. This narrows down the pool of potential projects if districts have submitted multiple schools within the district for consideration.

With its focus on the district identified SOI Priority, MSBA staff then looks at this smaller pool of submitted SOIs to assess urgency and need focusing on:

- The 2016 School Survey rating of building condition;
- The 2016 School Survey rating of general environment;
- The previous or ongoing project activity with the MSBA; and,
- Section 8 of the MSBA's [statute](#).

Consideration of these factors produces a smaller subset of the Priority SOIs that appear to be more urgent and needy than the other SOIs submitted that year. With this assessment, a group of SOIs are identified for further consideration. This further review may or may not require a senior study visit. If the MSBA is familiar with the school facility identified in the SOI or if the SOI has already received a senior study visit within the previous two or three years, a senior study visit may not be needed for that SOI. The MSBA may choose to re-visit a school within this two or three-year window if the SOI contains new information since the last visit.

### **3. Conduct Senior Study Visits, if required:**

If MSBA staff determines that a [senior study visit](#) is needed to complete the due diligence process, MSBA staff, accompanied by its technical consultant, will visit the SOI facility. The MSBA may conduct facility visits either virtually, in-person or a combination of virtual and in-person. The MSBA may request the use of alternative technology to complete the visits such as virtual meetings, drones, district-supplied recordings or other means. Dependent upon the method used, the staff study visit may be conducted in two parts, holding the meeting and the facility tour, at different times and days.

The senior study visit lasts approximately two hours and is an opportunity for the MSBA to further understand the issues identified in the district's SOI. MSBA staff requests that the district have someone familiar with the facilities and systems present, as well as someone who is familiar with the curriculum as it relates to the program offered. The district is requested to provide a copy of the school's floor plans (emergency/evacuation plans are sufficient) ahead of the MSBA's visit.

The senior study visit starts with a meeting to review the SOI, the MSBA process, and to hear district concerns. The discussion is followed by a tour of the main areas of the school, as well as typical general classrooms and specialty spaces.

Dependent upon the number of senior study visits that are required, this phase can take approximately 8 to 10 weeks, with visits typically scheduled from September through November, but this may vary depending upon the opening and closing dates.

#### **4. Recommend SOIs for Invitation into Eligibility Period:**

Once the content review and senior study visits have been completed, MSBA staff once again review the factors that can impact the assessment of urgency and need in an SOI (e.g., increasing enrollment, evidence of overcrowding, building condition, general environment and program

deficiencies), to understand the total impact of all of the factors on the overall need expressed in the SOI. As the number of invitations that the MSBA can issue varies each year, and the number of SOIs received each year exceeds the MSBA's annual cap expenditure, MSBA staff compares the SOIs that were selected for further review to each other to determine a degree of urgency and need, ranging from minor to major, for each of the SOIs. MSBA staff then provide their findings to the [Chief Executive Officer](#), [Executive Director/Deputy Chief Executive Officer](#), and the MSBA's [Facilities Assessment Subcommittee](#); these recommendations are then presented to the MSBA [Board of Directors](#).

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: December 29, 2022  
Re: NEASC Accreditation Report: Chelmsford High School

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Attached please find a letter from the New England Association of Schools and Colleges (NEASC) pertaining to the recent visit to Chelmsford High School (CHS) and the award of continued accreditation in NEASC. The letter highlights many of the strengths of CHS and recent program improvements. The letters also outlines growth and priority areas for focus over the next year. CHS will host a Decennial Accreditation visit in the spring of 2024 at which time the growth and priority areas will be reviewed.

**From:** [Ashley Sanchez](#)  
**To:** [Murray, Stephen](#)  
**Cc:** [Lang, Jay](#); [Newcomb, Donna](#); [ichesson@gdrsd.org](mailto:ichesson@gdrsd.org); [Cournoyer, Sharon](#)  
**Subject:** NEASC Notification Letter  
**Date:** Wednesday, December 7, 2022 3:51:27 PM  
**Attachments:** [ChelmsfordMA Final Transmittal Letter Oct22 Mtng.pdf](#)

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Good afternoon Mr. Murray,

I hope this email finds you and the entire Chelmsford High School family doing well.

Please find attached NEASC's notification letter to Chelmsford High School following its recent Collaborative Conference.

Respectfully, if there is an individual who is copied on this letter but not on this email, please forward this information on to that individual. Thank you.

Should you have any questions on the contents of this letter, please feel free to contact your school's liaison copied on this email.

Kind regards,

Ashley Sanchez

Educational Accreditation Coordinator

Commission on Public Schools

New England Association of Schools and Colleges (NEASC)

1115 Westford St, Lowell, MA 01851

Direct Line: 781-425-7729

***Improving Schools. Empowering Students. Promoting Excellence.***



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.  
COMMISSION ON PUBLIC SCHOOLS

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December 7, 2022

Stephen D. Murray  
Principal  
Chelmsford High School  
200 Richardson Road  
Chelmsford, MA 01863-2396

Dear Mr. Murray:

The Commission on Public Schools, at its October 23-24, 2022 meeting, reviewed the report from the recent Collaborative Conference visit to Chelmsford High School and voted to award the school continued accreditation in the New England Association of Schools and Colleges.

The Commission was impressed with many of the programs and services and wishes to commend the following:

- the elimination of Level 3 courses in an effort to challenge all students
- the effort to support more inclusionary practices and offer rigorous instruction to all students
- the use of student choice and voice to drive elective options and the inclusion and expansion of programming
- the financial commitment of the district to provide a technology-rich educational environment, including classrooms that utilize technology to support and enhance student learning
- the strong commitment to offering accessible and effective counseling support
- the effective use of the learning commons for collaboration between students and the sufficient staffing to support learning
- the strong commitment to providing ample wellness services through nurses, guidance counselors, psychologists, and various physical education class options
- the house system support for students' academic and social-emotional needs through a community within a community environment, which helps to support students in a larger school
- the renovations to the learning commons to ensure the space is well-used by students and staff
- the improvements to the security of the school, including camera upgrades, assist students with feeling safe and secure



The Commission was pleased to note four (4) of the six (6) Foundational Elements in the Standards for Accreditation have been met by the school. The Commission noted that the following Foundational Elements have not been met by the school and have been included as a Priority Area for Growth:

- the school has a written document describing its core values, beliefs about learning, and vision of the graduate (1.2a)
- there is a written curriculum in a consistent format for all courses in all departments across the school (2.2a)

The Commission was also pleased to see that the Collaborative Conference visiting team confirmed the following Priority Areas for Growth. These Priority Areas for Growth should be used by the school as the basis for its School Improvement/Growth Plan:

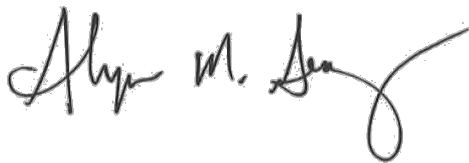
- develop core values, beliefs about learning, and a vision of the graduate that drive student learning, professional practices, learning support, and the provision and allocation of learning resources (1.2)
- complete written curriculum in a consistent format for all courses in all departments that includes units of study with guiding/essential questions, concepts, content, and skills and integrates the school's vision of the graduate (2.2)
- improving school community support for the physical, social, emotional, and intellectual well-being of students (4.1)
- ensure school buildings and facilities support the delivery of high-quality curriculum, programs, and services (5.1)

The Commission congratulates the school administration and faculty for completing the first phases of the Accreditation program: the Self-Reflection and the Collaborative Conference visit. The next step will be the development, submission, and implementation of the School Improvement/Growth Plan. Once the School Improvement/Growth Plan has been completed it should be submitted to the Commission office by email to [cpssreports@neasc.org](mailto:cpssreports@neasc.org). Please submit the plan to the office no later than April 1, 2023. Additional information and a School Improvement/Growth Plan template can be found in the Commission's *Accreditation Handbook* available on the website at <https://cpss.neasc.org/process/process-2020>.

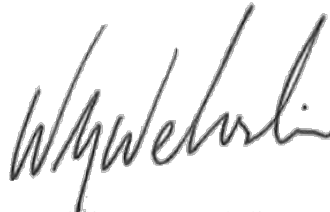
The school is scheduled to host its Decennial Accreditation Visit. The dates established for the visit are May 19, 2024-May 22, 2024. The focus of the decennial visit will be on the school's implementation of the Priority Areas for Growth as included in the School Improvement/Growth Plan.

The school's accreditation status will be reviewed when the Commission considers the Decennial Accreditation Report. As well, please notify the Commission office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to [cpss-air@neasc.org](mailto:cpss-air@neasc.org).

Sincerely,



Alyson M. Geary



William M. Wehrli

AMG/WMW/mms

cc: Jay Lang, Superintendent of Schools, Chelmsford Public Schools  
Donna M. Newcomb, Chair, Chelmsford School Committee  
Laura Chesson, Chair of the Visiting Team  
Sharon F. Cournoyer, Chair, Commission on Public Schools