



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 April 11, 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 prior to 12:00 p.m. on Tuesday April 11, 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 March 21, 2023

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. Reorganization of School Committee
 - a. Election of School Committee Chair
 - b. Election of School Committee Vice Chair
 - c. Election of School Committee Secretary

2. Spotlight on the Schools: Chelmsford High School
3. MA DESE Tiered Focused Monitoring Review (TFM) Final Report
4. Ratification of MOA: Chelmsford Federation of Teachers – Building Custodians
5. Vote to Approve Assistant Superintendent’s Contract
6. Approval of Non-Affiliated Employees Rate Increase
7. 2023/24 School Year – Kindergarten Registration Dates
8. Anticipated Last Day of School: Students & Staff
9. Personnel Report: March 2023
10. Approval of Field Trips

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
March 21, 2023
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 & 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 this meeting has notified the superintendent’s office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will also be read and made part of the record of the meeting during the second public comment session.”

Consent Agenda

1. Approval of the minutes of the regular school committee meeting of February 28, 2023

Mr. Doherty moved that the School Committee approve the minutes for the regularly scheduled meeting on February 28, 2023. Mr. Moses seconded. Motion carries 5-0.

2. Approval of the minutes of the regular school committee meeting of March 7, 2023

Mr. Doherty moved that the School Committee approve the minutes for the regularly scheduled meeting of March 7, 2023. Mr. Moses seconded. Motion carries 5-0.

3. Approval of the minutes of the executive session school committee meeting of May 4, 2021

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of May 4, 2021. Mr. Moses seconded. Motion carries 5-0.

4. Approval of the minutes of the executive session school committee meeting of July 20, 2021

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of July 20, 2021. Mr. Moses seconded. Motion carries 5-0.

5. Approval of the minutes of the executive session school committee meeting of March 7, 2022

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of March 7, 2022. Mr. Moses seconded. Motion carries 5-0.

6. Approval of the minutes of the executive session school committee meeting of August 16, 2022

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of August 16, 2022. Mr. Moses seconded. Motion carries 5-0.

7. Approval of the minutes of the executive session school committee meeting of November 15, 2022

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of November 15, 2022. Mr. Moses seconded. Motion carries 4-0 with Mr. King abstaining.

8. Approval of the minutes of the executive session school committee meeting of December 6, 2022

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

9. Approval of the minutes of the executive session school committee meeting of December 12, 2022

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of December 12, 2022. Mr. Moses seconded. Motion carries 5-0.

10. Approval of the minutes of the executive session school committee meeting of December 20, 2022

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of December 20, 2022. Mr. Moses seconded. Motion carries 5-0.

11. Approval of the minutes of the executive session school committee meeting of January 3, 2023

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of January 3, 2023. Mr. Moses seconded. Motion carries 5-0.

12. Approval of the minutes of the executive session school committee meeting of January 9, 2023

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of January 9, 2023. Mr. Moses seconded. Motion carries 5-0.

13. Approval of the minutes of the executive session school committee meeting of February 7, 2023

Mr. Doherty moved that the School Committee approve the minutes of the Executive Session School Committee meeting of February 7, 2023. Mr. Moses seconded. Motion carries 5-0.

CHS Student Representative Announcements

Lana shared that spring sports have officially started. For the third year Student Council will be hosting the Leadership Conference on Tuesday, April 4, 2023. Panels of distinguished speakers will address: college; arts; STEM; leadership and financial literacy.

Keya added that winter sports awards will be held tonight at the CHS gym. The Class of 2024 elections were held. Congratulations to these “outstanding students” who were elected. House Olympics which is a school wide competition between the three houses has ended. Emerson House came in first and were followed by Whittier House and Hawthorne House placed third.

Good News

Dr. Hirsch stated that “Good News” will be presenting this evening.

The Chair addressed Mr. Doherty with praise for his lifelong dedication to the service of others. As a lifelong educator, mentor and an advocate for the students and staff of the Chelmsford Public Schools, he returned after his retirement to serve the district’s needs. “Your patience, thoughtfulness, compassion and wisdom helped guide us through some really difficult times, COVID in particular.” To serve on the School Committee is a voluntary position requiring an “extraordinary” amount of time! She expressed that the Committee will miss him. Mr. Doherty was presented with a gift to a round of applause! Mr. Doherty expressed deep gratitude to everyone whose efforts guided the district through the COVID pandemic. He shared accolades for many specific people by name. “I love you all...thank you so much”!

Public Comments

None

New Business

1. Spotlight on the Departments: World Languages

Ms. Jessica Nollet, Department Coordinator for World Languages and Student Exchange Programs, came to the table to provide updates on World Languages. She spoke first about the “CHS Seal of Biliteracy” which began in 2020. Senior students who receive the “Seal” show proficiency in English and one other world language. Her slides provide details on the number of students who received the seal and the languages in which they are proficient, including American Sign Language. Testing is ongoing but as of today three seniors received the “Massachusetts Seal of Biliteracy with Distinction” and 13 seniors earned the “Massachusetts State Seal of Biliteracy”. These students will be recognized at the Senior Awards Ceremony in June.

Ms. Nollet was pleased to report that finally this year the “Cultural Exchange Program” was realized. CHS hosted students from Spain in September and those from France in October. Leah who is a senior at CHS spoke of activities she shared as a “host” as well as her experiences in Spain. She shared that students and their host families remain in contact with one another. She was grateful to be able to participate. Will participated in the French Exchange Program which began when his family hosted a

student from France. A lot of culture was exchanged. Lots of travel happened on bikes in France instead of cars. Narissa, a senior, also participated in the French exchange and was inspired to participate by her French teacher. She and her host sister became great friends! There were many tearful partings when the CHS students left to return home, but the students continue to correspond and build on their friendships.

Ms. Nollet shared that the “Seal of Biliteracy” program will continue. Students who wish to participate in next year’s exchange programs will be able to enroll this spring. French 4 and Spanish 4 will be offered in the dual enrollment program through Middlesex Community College for the 2023/24 school year!

2. Spotlight on the Departments: Fine & Performing Arts

Dr. Christina Whittlesey, Department Coordinator for Fine & Performing Arts, came to the table to update and celebrate “Youth Art Month” and “Music in our Schools Month”. There is a new three-pronged framework and Chelmsford is providing culturally responsive arts programs to address the new frameworks. This year’s Professional Development work is focusing on this. Additionally, collaboration between the schools and the Town of Chelmsford is ongoing. With the middle schools’ orchestras working with a composer on a new piece of music. Community partnerships have also been formed within the visual arts programs. Amy Brown who teaches art at Byam and was named the MAEA Elementary Art Teacher of the year, joined Dr. Whittlesey (to a round of applause!) and spoke about the Artist in Residence Program which took place at Byam. Artwork produced by students will be displayed in the cafeteria. Ms. Brown expressed gratitude to be able to work in Chelmsford where the arts are so supported! Recent highlights of the arts programs include: a month-long visual arts exhibit at the Chelmsford Public Library; 50 pieces of art displayed at the Massachusetts Art Educators Association Exhibit; two middle school students have artwork on the cover of the *Massachusetts Music Educators Journal*; three students won awards from The Massachusetts Education Theater Guild, Inc.; two CHS students attended the Western International Band Clinic in Seattle; and eight students were inducted into the CHS Tri-M Music Honor Society! In addition, 22 CHS musicians were selected for the MMEA All State Treble Choir and seven more were selected for the MMEA All State Music Festival! The Thursdays and The Crescendos a cappella groups advanced to the International Championship of High School A Cappella Northeast Region semi-finals. The Crescendos joined the meeting to perform to the delight of all in attendance!

3. Presentation: Chapter 70 State Aid and Net School Spending Analysis – Mr. Roger Hatch

Mr. Hatch joined the meeting remotely. Dr. Lang asked him to address the seeming increase in funding this year in the governor’s budget and would like to know if this increase can be expected in future years. Mr. Hatch said that fiscal 2024 due to the Student Opportunity Act (SOA) will be the first year of six years with changes in the rates. He provided slides and verbally explained the new formula and how that has provided an increase in funding to Chelmsford. To fully appreciate the specifics, you should watch tonight’s presentation on Chelmsford Telemedia and view the detailed slides that accompany Mr. Hatch’s presentation. Factors contributing to this change in funding include an increase in low income students and more students enrolled in pre-kindergarten. Inflation also has an impact. Dr. Lang and The Committee appreciated Mr. Hatch’s review and enlightenment.

4. Facility Naming: W. Allen Thomas, Jr. Tennis Courts at Chelmsford High School

Demolition and rebuilding will take place this summer at the CHS for the tennis courts, basketball courts, and street hockey venue.

Mr. Doherty recommends that The School Committee formally vote to name the tennis courts at Chelmsford High School the “W. Allen Thomas, Jr. Tennis Courts”. Mr. Moses seconded. Motion carries 5-0.

All members of The School Committee support this move and feel that it is well-deserved! A nice biographical piece on Mr. Thomas is included in tonight’s agenda packet relating the many ways in which he has positively affected and contributed to the Chelmsford Public Schools through his many years of dedicated service. Dr. Lang shared that a formal dedication will take place in the fall.

5. Approval of School Committee Warrant Signing Procedure – Revised March 2023

Mr. Doherty moved that The School Committee vote to approve the Warrant Signing Procedure as presented. Mr. Moses seconded. Motion carries 5-0.

6. Approval of School Committee Handbook – Revised March 2023

The Chair thanked Dennis King for his work on revising the handbook.

Mr. Doherty moved that The School Committee vote to approve The School Committee Handbook as presented. Mr. Moses seconded. Motion carries 5-0.

7. Discussion on legislative matters for the benefit of public education and Chelmsford Public Schools

Committee members want to discuss the new middle school building proposal with the legislators. Also, raising the cap on the inflation rate which may help lead to more Chapter 70 aid and higher minimum aid per pupil. The “Day on the Hill” will be held in person this spring in Boston and The Chair recommends scheduling appointments to meet all four legislators on that day or schedule a meeting with them on another day in May. Committee members are encouraged to talk with the individual reps with whom they already have a relationship.

8. Vote on School Choice Program: 2023/24 School Year

Dr. Lang included a memorandum in tonight’s packet which indicates that nine of the current “School Choice” students will be graduating while 26 will be remaining in the district. He recommends adding 14 more for the 2023/24 school year. The “School Choice” income provides for the 1:1 technology initiative.

Mr. Doherty moved that The School Committee vote to approve to accept 12 additional students at CHS in grade 9, one additional student at CHS in grade 10 and one additional student at Parker Middle School in grade 5 under the Commonwealth of Massachusetts School Choice Program bringing the total School Choice participation in the Chelmsford Public Schools to forty (40) enrolled students during the 2023/24 school year. Mr. Moses seconded. Motion carries 5-0.

9. MSBA Vote: Vote to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest (SOI) for Parker Middle School

Mr. Doherty moved that having convened in an open meeting on March 21, 2023, prior to the SOI submission closing date, the School Committee of the Town of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 21, 2023 for the Parker Middle

School located at 75 Graniteville Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority 2 – Elimination of existing severe overcrowding, Priority 4 – Prevention of severe overcrowding expected to result from increased enrollments, Priority 5 – Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility, and Priority 7 – Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Chelmsford to filing an application for funding with the Massachusetts School Building Authority. Mr. Moses seconded. Motion carries 5-0.

10. FY2023 Budget Projection

Ms. Johnson-Collins included a memorandum and spread sheets in tonight's agenda packet providing an updated summary to date.

11. Approval of Non-Affiliated Employees Rate Increase

Mr. Doherty recommends that The School Committee votes to approve a 6% increase of the annual salary of hourly rate of pay as specified for the central administration's clerks, secretaries and support positions effective July 1, 2022, at the regular School Committee meeting on March 21, 2023. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Doherty recommends that The School Committee vote to approve the Appendix A, Non-affiliated principals salaries covering FY24 through FY27 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Doherty recommends that The School Committee vote to approve the Appendix B, Non-affiliated salary schedule for the Assistant Superintendent of Curriculum and Instruction covering FY24 through FY26 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. Doherty recommends that The School Committee vote to approve the Appendix C: Non-Affiliated Central Administration Licensed and Non-Licensed Staff salary schedule covering FY24 – FY26 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

12. Update on Middle School Realignment for 2023/24 School Year

Dr. Lang shared that work is progressing "very well"! His presentation and slides provide updates on: transition team meetings; teaching assignments (teachers have all received their assignment for the 2023/24 school year); school leadership; transportation and scheduling. This work is being done in collaboration with DM Group.

13. Personnel Report: February 2023

No action required.

14. Approval of Field Trips

Mr. Doherty moved that The School Committee approve the CHS METG Students – Theatre Guild field trip to Boston, Massachusetts on March 30 – April 1, 2023. Mr. Moses seconded. Motion carries 5-0.

Liaison Reports

Mr. Doherty shared that The Boosters Club Shamrock fund raiser was a huge success!

Mr. King attended the Center School Science Fair which was held in person and well-attended. Center PTO meets tomorrow.

Ms. Santos added that “The Community Read-In” was “wonderful”!

The Chair announced that The Chelmsford Friends of Music will meet on Thursday.

Action/New Items

Mr. King stated there was a change made to “public comments” and would like The Committee’s attorney to confirm that Chelmsford policy is still in compliance. Dr. Lang will contact the attorney.

Public Comments

None

Adjournment (8:50 p.m.)

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

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

Jay Lang, Ed.D.
Superintendent of Schools

Donna M. Newcomb
Chair, Chelmsford School Committee

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: April 10, 2023
Re: Spotlight on the Schools: Chelmsford High School

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

**Chelmsford High
School
2022-2023**



“We take PRIDE in the pursuit of excellence”

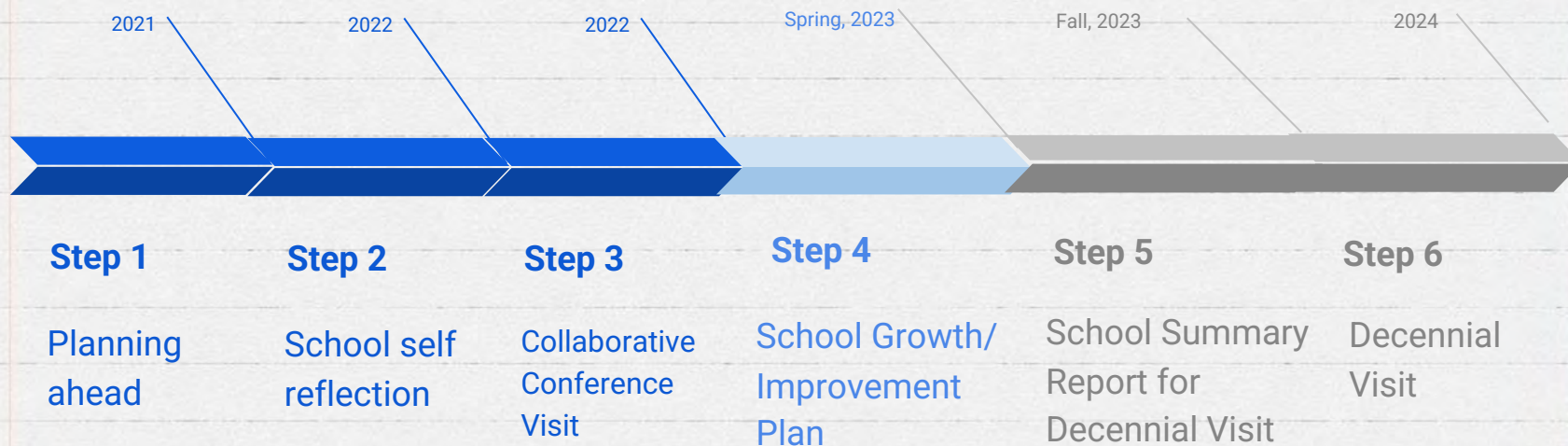
Agenda

Welcome!

- x Overview of CHS
- x Vision of a Graduate
- x Senior Internship



Where we are now?



CHELMSFORD
High School



15



**The VISION OF A GRADUATE
is our system's
FINGERPRINT...**

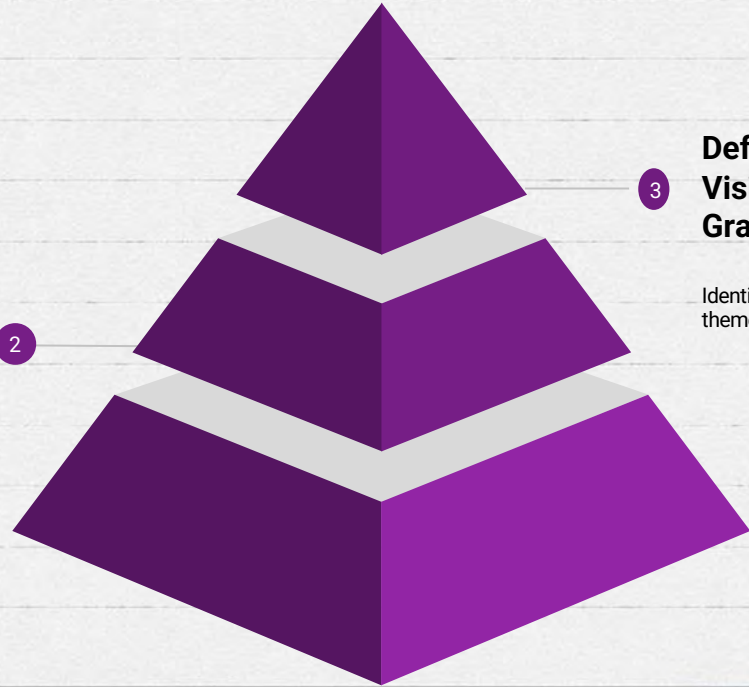
**...it is recognizable,
uniquely ours, & serves as
a defining characteristic of
what is core to our identity.**



Who is our community?



Our Next Step: Defining and Identifying our Vision



Meeting with Faculty, Community & Stakeholder Groups

Gather a range of perspectives to ensure inclusive language

2

Defining the Vision of the Graduate

Identifying the unifying themes from all

3

Meeting with Focus Group

Using their input to identify skills .

1



Senior Internship Experience

Chelmsford High School
Class of 2023

What is the CHS Internship?

- × **Six-week time period where you can pursue an internship or community service opportunity**
- × **Investigate your future career and/or major.**
- × **Make connections for summer work.**
- × **Use the skills you've learned in a new setting.**
- × **Volunteer time to an organization.**
- × **Help students make informed decisions for life after graduation.**



Capstone Experiences



Internship
Community Service

Internship

- x Requires *thirty hours a week for the last 6 weeks* of the school year on site working in a potential future field.
- x Work under the supervision of an employee of that business and will get hands on experience.



Examples of Internships

- × K-8 Schools
- × Marketing Firms
- × Dentist Offices
- × Law Offices
- × Real Estate Professionals
- × Software Engineers
- × Dog Daycares
- × Trades (HVAC, Electrical etc.)



Community Service



- x **Work with a non-profit or volunteer organization. *30 hours a week for the last 6 weeks of the school year.***
- x **Spend at least half of your 30 hours directly on site in direct contact with the organization.**

Examples of Community Service Opportunities

- X Senior Centers
- X Chelmsford Town Offices
- X Lowell Humane Society
- X Habitat for Humanity
- X The Paul Center
- X Museums



Internship and Community Service Requirements

- × **Weekly Journal**
 - × Documented Daily Activities
 - × Journal to create end of experience presentation
- × **Timesheet**
 - × Document daily hours
 - × All Students - 30 hours weekly
 - × AP/DE Students - (5 less hours when attending class)
- × **Presentation**
 - × To small group and faculty advisor
- × **Exhibition**
 - × Visual display of experience to juniors and faculty



Senior Internship Experience Dates

- X **The Internship Experience runs from April 3, 2023 to May 19, 2023** Monday March 6, 2023: Application submitted online and signature sheet/ Emergency Forms turned in to Ms. Cunningham for program
- X **Monday March 27, 2023:** Mandatory orientation for those participating
- X **Tuesday May 23, 2023:** Group Presentations
- X **Thursday May 25, 2023:** Full Program Exhibition



Internship Requirements

- × Discipline or attendance concerns may prohibit participation.
- × Participation in an off-site experience, students are required a 70 year-to-date average in every class at the end of term 3 in order to participate
- × Working a school or with children requires need an active CORI.



“The internship provides you with a new type of learning that is most likely different from any learning that you have experienced before.”

~Lea Mitchell, Class of 2022



“I enjoyed the internship so much because I got to spend 6 weeks experiencing the work force and not worrying about homework and due dates, it made me feel like an actual adult!”

~Lara Soliman, Class of 2022



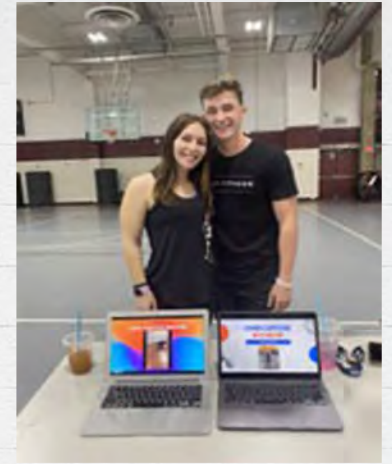
“My internship experience at Boston Dog Company has really helped me not only gain work skills but has improved my depression by making me excited to get out of bed in the morning.”

~Damara Grand, Class of 2022



“I think that this was a great experience, especially even before heading into college. I got to do a lot of hands-on activities and actually experience the schedule of an elementary school teacher. Teaching isn’t the only thing that a teacher does. A lot goes on behind the scenes that the children do not get to see. After doing this internship I now know for sure that the field of education is something that I want to go into in the future. I am so grateful that CHS offers this opportunity for seniors, and I hope it’s kept for future years.”

~Arina Kondakchyan, Class of 2022



“Not only was our internship a blast, but we also gained countless transferable skills and experiences that we will never forget.”

From: [Paulin, Amy \(DOE\)](#)
To: [Lang, Jay](#)
Cc: [Reese, Amy](#); [Newcomb, Donna](#); [McDonald, Michael \(DESE\)](#); [Rastogi-Kelly, Vandana R \(DOE\)](#); [Krukonis, Amy B \(DOE\)](#); [PSMCAP \(EOE\)](#)
Subject: Chelmsford TFM Final Report
Date: Thursday, March 23, 2023 9:02:36 AM
Attachments: [Chelmsford TFM Cover Letter 03.23.23.docx](#)
[Chelmsford TFM Final Report.doc](#)

Dear Superintendent Lang,

I hope this email finds you well. Attached you will find your district's Final Report for the Tiered Focused Monitoring Review that was conducted by the Office of Public School Monitoring. These electronic versions will take the place of the paper copies that were formerly sent via U.S. Mail. Please let me know if you have any questions.

Thank you so much and have a great day.

Amy Paulin, M.Ed, MBA

Assistant Director

W 781-338-3737 | **C** 617-913-4877

F 781-338-3710

Amy.Paulin@mass.gov

Pronouns: she, her(s)

Center for District Support/Public School Monitoring

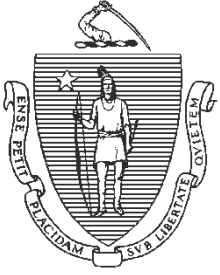
<http://www.doe.mass.edu/psm/>

Massachusetts Department of Elementary and Secondary
Education

75 Pleasant Street, Malden, MA 02148

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■ **Massachusetts public school students never stop learning. [Learn more.](#)**



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley
Commissioner

March 23, 2023

Dr. Jay Lang, Superintendent
Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Re: Continuous Improvement and Monitoring Plan

Dear Superintendent Lang:

The Office of Public School Monitoring recently conducted a Tier 1 Tiered Focused Monitoring Review in your district. The Monitoring Chairperson, Michael McDonald, has been working with your district in the development of a Continuous Improvement & Monitoring Plan (CIMP). The approved CIMP, which is attached, includes the Department's detailed findings for any special education and civil rights criteria receiving a rating of *Partially Implemented*, *Not Implemented* or *Implementation in Progress*. It also includes the steps and completion timeframe the district has identified to bring the criteria into compliance with the controlling statute or regulation.

To access the CIMP on the Department's website, please visit <http://www.doe.mass.edu> and select *Security Portal* then *PQA WebMonitoring*. Continue by selecting *PSM Tier Review > Feedback/CIMP > View TFM Report*.

Please upload into WBMS a signed statement of assurance indicating the district's commitment to implementing the requirements set forth in the CIMP. This statement should contain:

- a. a description of the steps the district is taking to make the CIMP available to staff, parent advisory groups and the general public; and
- b. an assurance that the CIMP will be implemented by the approved dates of completion.

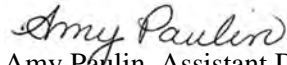
Please note that school districts and charter schools must demonstrate resolution of noncompliance identified by the Department as soon as possible, but in no case later than one year from the issuance of the Department's Feedback Report. The Feedback Report for Chelmsford Public Schools was issued on January 30, 2023.

In closing, we would again like to thank the administration and staff who shared their time and thoughts so generously during the preparation and onsite phases of the review. Special thanks are given to Amy Reese for coordinating this visit for the district. Should you need any additional information, please do not hesitate to contact Michael McDonald at (781) 338-3746.

Sincerely,



Michael McDonald
Tiered Focused Monitoring Review Chairperson
Office of Public School Monitoring



Amy Paulin, Assistant Director
Office of Public School Monitoring

cc: Donna Newcomb, School Committee Chairperson
Amy Reese, Local Monitoring Review Coordinator

Encl.: Continuous Improvement & Monitoring Plan



Chelmsford Public Schools

Tiered Focused Monitoring Report

Continuous Improvement and Monitoring Plan

**For Group A Universal Standards
Tier Level 1**

Dates of Onsite Visit: January 4 and 10-12, 2023

Date of Final Report: March 23, 2023

Department of Elementary and Secondary Education Onsite Team Members:
Michael McDonald, Chairperson
Charles Agong
Michelle Hennessy-Kowalchek



Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
TIERED FOCUSED MONITORING REPORT**

Chelmsford Public Schools

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MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION TIERED FOCUSED MONITORING REPORT INTRODUCTION

During the 2022-2023 school year, Chelmsford Public Schools participated in a Tiered Focused Monitoring Review (TFM) conducted by the Department's Office of Public School Monitoring (PSM). The purpose of the Tiered Focused Monitoring Review is to monitor compliance with regulatory requirements focusing on special education and civil rights.

Each school district, charter school, vocational school, and virtual school undergoes a Tiered Focused Monitoring Review every three years. The statewide Tiered Focused Monitoring cycle is posted at <https://www.doe.mass.edu/psm/tfm/6yrcycle.html>.

Regularly monitored standards are divided into two groups, known as Group A Universal Standards and Group B Universal Standards. Districts and schools are monitored on an alternate set of Universal Standards every three years.

Group A Universal Standards address:

- Student identification
- IEP development
- Programming and support services
- Equal opportunity

Group B Universal Standards address:

- Licensure and professional development
- Parent/student/community engagement
- Facilities and classroom observations
- Oversight
- Time and learning
- Equal access

The Department has also reserved a specific set of criteria, collectively known as Targeted Standards, employed if LEA or school level risk assessment data indicate there is a potential issue; the identified Targeted Standards are assessed in addition to the Universal Standards.

Universal Standards and Targeted Standards are aligned with the following regulations:

Special Education (SE)

- Selected requirements from the federal Individuals with Disabilities Education Act (IDEA-2004); the federal regulations promulgated under that Act at 34 CFR Part 300; M.G.L. c. 71B, and the Massachusetts Board of Education's Special Education regulations (603 CMR 28.00), as amended effective March 1, 2007.

Civil Rights Methods of Administration and Other General Education Requirements (CR)

- Selected federal civil rights requirements, including requirements under the Every Student Succeeds Act (ESSA); Title VI of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, together

with selected state requirements under M.G.L. c. 76, Section 5 as amended by Chapter 199 of the Acts of 2011 and M.G.L. c. 269 §§ 17 through 19.

- Selected requirements from the Massachusetts Board of Education’s Physical Restraint regulations (603 CMR 46.00).
- Selected requirements from the Massachusetts Board of Education’s Student Learning Time regulations (603 CMR 27.00).
- Various requirements under other federal and state laws.

PSM Team:

Depending upon the size of a school district and the number of special education programs to be reviewed, a team of one to four Department staff members conducts onsite activities over one to five days in a school district or charter school.

Tier Level:

The level of monitoring varies based on tier designation, aligning supports to the level of need and ensuring that districts and schools with greater needs receive appropriate supports to make sustained improvements.

Tier	Title	Description
1	Self-Directed Improvement	Data points indicate no concern on compliance and student outcomes.
2	Directed Improvement	No demonstrated risk in areas with close link to student outcomes.
3	Corrective Action	Areas of concern include both compliance and student outcomes.
4	Cross-unit Support and Corrective Action	Areas of concern have a profound effect on student outcomes and ongoing compliance.

For the 2022-2023 school year, the tier assignments are based on:

- Annual drop-out rate for students with disabilities
- Five-year cohort graduation rate for students with disabilities
- Public School Monitoring compliance data from the previous review
- Problem Resolution System data, specifically findings of noncompliance
- Special education SPP/APR compliance Indicator data for Indicators 4B, 9 & 10
 - Indicator 4B: Significant discrepancy by race or ethnicity in removal of students with IEPs greater than 10 days
 - Indicator 9: Overall disproportionate representation of racial and ethnic groups identified as eligible for special education
 - Indicator 10: Disproportionate representation of racial and ethnic groups within specific disability categories
- Special education SPP/APR performance Indicator data for Indicators 5 & 6
 - Indicator 5: Education Environments (6-21)
 - Indicator 6: Preschool Environments
- Significant Disproportionality data 2021-2022 & 2022-2023

Tiering adjustments may be made for districts engaged in work with the Department's Statewide System of Support and have schools identified as requiring assistance and intervention. Tiering assignments may also be adjusted for schools and districts unable to remedy noncompliance within one year of the previous TFM review, as well as for charter schools requiring additional oversight based on conditions of their charter.

Report: For Tier 1 & 2 Tiered Focused Monitoring Reviews

Following the onsite visit, the PSM team holds an informal exit meeting to summarize the review for the superintendent or charter school leader. Within approximately 20 business days of the onsite visit, the chairperson forwards the TFM Feedback Summary that includes findings from the Tiered Focused Monitoring Review to the superintendent or charter school leader.

As part of the reporting process, all districts/charter schools in Tiers 1 and 2 then develop a Continuous Improvement and Monitoring Plan (CIMP) for any criteria receiving a rating of "Partially Implemented," "Not Implemented," and "Implementation in Progress." The CIMP is due to the Department within 20 business days after the issuance of the Feedback Summary and is subject to the Department's review and approval. The CIMP outlines an action plan, identifies the success metric, describes the measurement mechanism, and provides a completion timeframe to bring those areas into compliance with the controlling statute or regulation. Department staff provide support and assistance to districts and charter schools on the development of a CIMP.

Once the CIMP is approved, it is issued as the Final Report.

Department staff also provide ongoing technical assistance as the school or district is implementing the approved CIMP. **School districts and charter schools must demonstrate effective resolution of noncompliance identified by the Department as soon as possible but in no case later than one year from the issuance of the Department's Feedback Summary.**

For more information regarding the TFM Review Process, including district and parent resources, please visit < <https://www.doe.mass.edu/psm/tfm/default.html> >.

TIERED FOCUSED MONITORING FINAL REPORT for Chelmsford Public Schools

The Massachusetts Department of Elementary and Secondary Education conducted a Tiered Focused Monitoring Review in Chelmsford Public Schools during the week of January 2 and 9, 2023, to evaluate the implementation of Group A Universal Standards in the program areas of special education, civil rights, and other related general education requirements. The team appreciated the opportunity to interview staff and parents, to observe classroom facilities, and to review the programs underway in the district.

In preparing this report, the team reviewed extensive written documentation regarding the operation of the district's programs, together with information gathered by means of the following Department program review methods:

Self-Assessment Phase:

- District review of special education and civil rights documentation for required elements including document uploads.
- District review of a sample of special education student records selected across grade levels, disability categories, and levels of need.
- District review of student records related to the Indicator Data Collection for Indicators 11, 12, and 13.
- Upon completion of the self-assessment, the district submitted the data to the Department for review.

On-site Verification Phase:

- Interviews of administrative staff consistent with those criteria selected for onsite verification.
- Interview of a parent advisory council (PAC) representative.
- Review of additional documents for special education and civil rights.
- Surveys of parents of students in special education: Parents of students in special education were sent a survey that solicits information regarding their experiences with the district's implementation of special education programs, related services, and procedural requirements.
- Review of student records for special education: The Department selected a sample of student records from those the district reviewed as part of its self-assessment, as well as records chosen by the Department from the special education student roster. The onsite team conducted this review, using standard Department procedures, to determine whether procedural and programmatic requirements have been met.
- Observations of classrooms and other facilities.

The Tiered Focused Monitoring Report includes those criteria that were found by the team to be implemented in a "Commendable" manner, as well as criteria receiving a rating of "Partially Implemented," "Not Implemented," and "Implementation in Progress." (Refer to the "Definition of Compliance Ratings" section of the report.) Tiered Focused Monitoring Reports do not include criteria receiving a rating of "Implemented" or "Not Applicable." This will allow the district/school and the Department to focus their efforts on those areas requiring corrective action. Districts are expected to incorporate the corrective actions into their district and school improvement plans, including their professional development plans.

DEFINITION OF COMPLIANCE RATINGS

Commendable	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented	The requirement is substantially met in all important aspects.
Implementation in Progress	This rating is used for criteria containing new or updated legal requirements; the district has implemented any old requirements contained in the criterion and is training staff or beginning to implement the new requirements in such a way that the onsite team anticipates that the new requirements will be implemented by the end of the school year.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the school district or charter school.

Chelmsford Public Schools

SUMMARY OF COMPLIANCE CRITERIA RATINGS

	Universal Standards Special Education	Universal Standards Civil Rights and Other General Education Requirements
IMPLEMENTED	SE 1, SE 2, SE 3, SE 3A, SE 6, SE 7, SE 9, SE 9A, SE 10, SE 11, SE 12, SE 13, SE 14, SE 17, SE 18A, SE 19, SE 20, SE 22, SE 25, SE 26, SE 29, SE 34, SE 35, SE 37, SE 38, SE 39, SE 40, SE 41, SE 42, SE 43, SE 48, SE 49	CR 13, CR 14, CR 18
PARTIALLY IMPLEMENTED	SE 8	
NOT IMPLEMENTED	None	
NOT APPLICABLE	None	

The full list of criteria and information regarding the requirements can be found in Appendix B of the Tiered Focused Monitoring Toolkit available at < <https://www.doe.mass.edu/psm/resources/tfm-toolkit.docx>>.

SUMMARY OF INDICATOR DATA REVIEW

As part of the self-assessment process for districts or charter schools undergoing a review for Group A Universal Standards, the PSM team reviewed the results of Indicator data submissions for Indicators 11, 12 and 13. The Indicator review is completed prior to the onsite visit and helps inform the scope of the onsite review. For any Indicator data noncompliance found, the district or charter school must develop and implement corrective action that includes correcting noncompliance for the individual students affected by it, addressing the root cause and underlying reasons for the identified noncompliance, and reviewing additional records as evidence that the issues have been corrected and that requirements are being met. The Office of Special Education Programs (OSEP) requires correction of noncompliance within one year of the finding.

The results of the district’s submissions for these Indicators are as follows:

	Compliant	Non-Compliant	Not Applicable
Indicator 11 – Initial Evaluation Timelines	X		
Indicator 12 – Early Childhood Transition	X		
Indicator 13 – Secondary Transition	X		

CONTINUOUS IMPROVEMENT AND MONITORING PLAN

Improvement Area 1
Criterion: SE 8 - IEP Team composition and attendance
Rating: Partially Implemented
<p>Description of Current Issue: A review of student records and interviews indicated that when a Team member does not attend the Team meeting, the district does not consistently follow the required procedures, including the following:</p> <ul style="list-style-type: none"> • Documenting, in writing, that the district and parent agree the attendance of the Team member is not necessary because the member's area of the curriculum or related services is not being modified or discussed; or • Documenting, in writing, the district and parent agree to excuse a required Team member's participation and the excused member provides written input into the development of the IEP to the parent and the IEP Team prior to the meeting.
<p>LEA Outcome: Chelmsford Public Schools will ensure that the Team chairperson or special education liaison (whomever is responsible for facilitating the meeting) document, in writing, the following:</p> <ul style="list-style-type: none"> • The district and the parent agree the attendance of the Team member is not necessary because the member's area of the curriculum or related services is not being modified or discussed in the meeting; or • The district and the parent agree to excuse a required Team member's participation and the excused member provides written input into the development of the IEP to the parent and the IEP Team prior to the meeting.
<p>Action Plan: By June 2, 2023, the district will develop procedures for excusing Team members from the Team meeting. In addition, the procedures will include an internal tracking and monitoring system to maintain compliance and ensure administrative oversight.</p> <p>By June 2, 2023, the district will provide training on the excusal procedures to Team chairpersons, special education liaisons, and other relevant staff.</p> <p>By November 3, 2023, the district will, subsequent to all corrective actions, conduct an internal review of a representative sample of student records for evidence of implementation of the district's excusal procedures. For any records that are non-compliant, the district will conduct a root cause analysis and implement appropriate corrective action to address the issue(s) based upon the analysis.</p>
<p>Success Metric: By November 2023 and beyond, district Team chairpersons and/or special education liaisons will follow the district's excusal procedures.</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Procedures for excusing team members • Internal tracking and monitoring system • Training agendas and staff attendance sheets • Results of an internal record review, root cause analysis, and summary of corrective action, if applicable
Measurement Mechanism: The Director of Student Services, the Assistant Director of Student Services, and/or Administrative Team Chairpersons will conduct a bi-annual review of student records

CONTINUOUS IMPROVEMENT AND MONITORING PLAN

Improvement Area 1
in January and July to ensure future compliance. If there are instances of non-compliance, a root cause analysis will be conducted, and the district will take appropriate corrective action to address the issue(s).
Completion Timeframe: 11/03/2023

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: April 8, 2023

Re: Ratification of MOA: Chelmsford Federation of Teachers – Building Custodians

The negotiation subcommittee of the Chelmsford School Committee has reached a tentative agreement with the Chelmsford Federation of Teachers: Building Custodian bargaining unit pertaining to a successor 3-year contract for the period from July 1, 2023 through June 30, 2026. I will be seeking a formal ratification vote to approve the contract at the regular meeting on April 11, 2023. I have invited Town Manager Cohen to join us for the vote and have scheduled an executive session prior to our regular meeting to review the terms and conditions negotiated and agreed upon by the negotiation subcommittee.

MEMORANDUM OF AGREEMENT
BETWEEN THE
CHELMSFORD SCHOOL COMMITTEE
AND THE
CHELMSFORD FEDERATION OF TEACHERS
LOCAL 3569, AFT MASSACHUSETTS, AFL-CIO
BUILDING CUSTODIANS
JULY 1, 2023 – JUNE 30, 2026

The Negotiating Subcommittee of the Chelmsford School Committee (hereinafter “the Committee”), acting subject to the ratification of this Memorandum of Agreement (hereinafter “the Agreement”), by the School Committee to whom the Subcommittee agrees to recommend acceptance, and the Negotiating Team of the Chelmsford Federation of Teachers, Local 3569, AFT Massachusetts, AFL-CIO, Building Custodians Unit (hereinafter “the Federation”), acting subject to the ratification of this Agreement by the membership of the Federation to whom the Negotiating Team agrees to recommend acceptance, hereby mutually agree to the following terms and conditions of settlement of the contract negotiations for the successor Collective Bargaining Agreement that will be in effect for the three-year period from July 1, 2023 through June 30, 2026.

- 1) All terms and provisions of the predecessor Collective Bargaining Agreement that was effective from July 1, 2020 through June 30, 2023 shall, except as modified by the terms of this Memorandum, be extended for a three-year period from July 1, 2023 through June 30, 2026.
- 2) All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this document.
- 3) Unless otherwise specified herein, all modifications of non-economic working conditions will take effect as of the date of ratification of this Agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.
- 4) Article 2.01. Delete section. Replace with “This contract shall be effective commencing July 1, 2023 and shall terminate on June 30, 2026.”
- 5) Article 6.01. Delete section. Replace with:

“The compensation of each employee shall conform to the wage schedule set forth in Appendix A.

Year One (July 1, 2023 through June 30, 2024) – Increase Step 1 of the salary schedules by two and a half percent (2.5%). Further, maintain a three percent (3%) differential (increase) between Step 1 and 2, Step 2 and 3, Step 3 and 4, Step 4 and 5, and Step 5 and 6 of the salary schedules. Add a new Step 7 with a three percent (3%) differential (increase) between Step 6 and 7. Add a new Step 8 with a three percent (3%) differential (increase) between Step 7 and 8.

Year Two (July 1, 2024 through June 30, 2025) – Increase Step 1 of the salary schedules by two and a half percent (2.5%). Further, maintain a three percent (3%) differential (increase) between Step 1 and 2, Step 2 and 3, Step 3 and 4, Step 4 and 5, Step 5 and 6, Step 6 and 7, and Step 7 and 8 of the salary schedules.

Year Three (July 1, 2025 through June 30, 2026) – Increase Step 1 of the salary schedules by two and a half percent (2.5%). Further, maintain a three percent (3%) differential (increase) between Step 1 and 2, Step 2 and 3, Step 3 and 4, Step 4 and 5, Step 5 and 6, Step 6 and 7, and Step 7 and 8 of the salary schedules.”

- 6) Article 8.01. Add third sentence. “Approved use of sick leave in the Director of Facility Services’ sole discretion may count toward hours worked for the purpose of computing overtime. The Director of Facility Services’ decision on whether or not to approve sick leave for the purpose of computing overtime shall not be subject to the grievance and arbitration procedure.”
- 7) Article 8.04. Increase the guaranteed minimum recall from “two (2) hours” to “three (3) hours.”
- 8) Article 11.01. Add third paragraph. “Each employee will be granted up to two (2) additional workdays without loss of pay if either or both of the aforesaid work days are required as travel time to enable the employee to attend the funeral. Attendance at the funeral shall be a prerequisite to being granted either or both of the two (2) aforesaid additional workdays as funeral leave.”
- 9) Article 23.01. Amend to include additional holiday of “Juneteenth.”
- 10) Add new Article 23.03. An employee called to work on a holiday as defined in Article XXIII will be paid at the rate of two (2) times his/her regular rate of pay for all hours worked.
- 11) Article 25.02. Amend reference to “member of the bargaining unit” from “teacher.”

12) Article 28.03. Increase the annual clothing allowance from “five hundred dollars (\$500.00)” to seven hundred and fifty dollars (\$750.00).”

This Agreement has been duly executed by the authorized representatives of the Committee and the Federation on the 11th day of April, 2023.

Chelmsford School Committee

Chelmsford Federation of Teachers
Local 3569, AFT-Massachusetts, AFL-CIO
Building Custodians

Appendix A: Salary Schedule

2022-23

Junior Custodian Lead Custodian	Step 1	\$ 19.43
	Step 2	\$ 20.01
	Step 3	\$ 20.61
	Step 4	\$ 21.23
	Step 5	\$ 21.87
	Step 6	\$ 22.52

	Year 1	Year 2	Year 3
	2023-24	2024-25	2025-26
	2.5%	2.5%	2.5%
Step 1	\$ 19.92	\$ 20.41	\$ 20.92
Step 2	\$ 20.51	\$ 21.03	\$ 21.55
Step 3	\$ 21.13	\$ 21.66	\$ 22.20
Step 4	\$ 21.76	\$ 22.31	\$ 22.86
Step 5	\$ 22.42	\$ 22.98	\$ 23.55
Step 6	\$ 23.09	\$ 23.67	\$ 24.26
Step 7	\$ 23.78	\$ 24.37	\$ 24.98
Step 8	\$ 24.49	\$ 25.11	\$ 25.73

Senior Custodian (HS)	Step 1	\$ 24.00
	Step 2	\$ 24.72
	Step 3	\$ 25.46
	Step 4	\$ 26.22
	Step 5	\$ 27.01
	Step 6	\$ 27.82

Step 1	\$ 24.60	\$ 25.22	\$ 25.85
Step 2	\$ 25.34	\$ 25.97	\$ 26.62
Step 3	\$ 26.10	\$ 26.75	\$ 27.42
Step 4	\$ 26.88	\$ 27.55	\$ 28.24
Step 5	\$ 27.69	\$ 28.38	\$ 29.09
Step 6	\$ 28.52	\$ 29.23	\$ 29.96
Step 7	\$ 29.37	\$ 30.11	\$ 30.86
Step 8	\$ 30.25	\$ 31.01	\$ 31.79

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: April 8, 2023

Re: Approval of Assistant Superintendent's Employment Agreement

Attached please find a prior communication from Attorney Waugh pertaining to the approval of non-union personnel contracts. I recommend the committee members vote to approve a new contract of employment with Dr. Hirsch based upon the specific terms and conditions previously discussed by the Committee in executive session.

A second member should second the motion.

The Chair should take a roll call vote on the contract with each member present voting.

I have attached a copy of the negotiated employment agreement for reference.

I recommend the following motion by a committee member:

I move to approve the three-year employment agreement, covering the period from July 1, 2023 through June 30, 2026, with Dr. Linda Hirsch to continue to serve as Assistant Superintendent in accordance with the terms and conditions as outlined.

From: [Lang, Jay](#)
To: [Lang, Jay](#)
Subject: FW: Approval of non-union personnel contract
Date: Monday, December 04, 2017 8:43:02 AM

From: Andrew J. Waugh [mailto:awaugh@mhtl.com]
Sent: Wednesday, November 22, 2017 2:50 PM
To: Lang, Jay
Cc: Andrew J. Waugh
Subject: Re: Approval of non-union personnel contract

Hi Jay,

I am forwarding you an excerpt from the Attorney General's Office on the approval of non-union contracts. It is in a question and answer format.

May a public body approve a non-union personnel contract in executive session?

The final vote to execute a non-union personnel agreement must occur in open session. A public body may enter executive session under Purpose 2 to "conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct . . . contract negotiations with nonunion personnel." G.L. c. 30A, § 21(a)(2). This purpose allows a public body to meet in executive session to discuss its strategy with respect to negotiating a contract with non-union personnel, and to engage in direct negotiations with non-union personnel. However, the executive session purpose does not permit the public body to take a final vote to execute such a contract behind closed doors. While a public body may agree on terms with individual non-union personnel in executive session, the final vote to execute such agreements must be taken by the public body in open session. See OML 2011-56; OML 2011-44; OML 2011-28.

As you will see, the AG's office requires that individual employment contracts be approved in open session. I would put this on your agenda for the next session and vote it in open session.

If you have any questions on this, please contact me.

Thanks,

Andy

Andrew J. Waugh, Esq.
Tel: (617) 479-5000
Fax: (617) 479-6469
awaugh@mhtl.com

MURPHY, HESSE, TOOMEY & LEHANE, LLP
Crown Colony Plaza
300 Crown Colony Drive
Quincy, MA 02169

**CONTRACT OF EMPLOYMENT BETWEEN
LINDA J. HIRSCH AND THE CHELMSFORD SCHOOL DISTRICT
FOR THE POSITION OF ASSISTANT SUPERINTENDENT**

This Contract of Employment (hereinafter “the Contract”) is made as of April 11, 2023 by and between the Chelmsford School District (hereinafter “the District”), through its Superintendent of Schools (hereinafter “the Superintendent”), and Dr. Linda J. Hirsch (hereinafter “Dr. Hirsch” or “the Assistant Superintendent”).

In consideration of the promises set forth below, the parties hereto mutually agree as follows:

1. **Employment.** The District, through the Superintendent of Schools, employs Dr. Hirsch as the Assistant Superintendent and Dr. Linda J. Hirsch hereby accepts said employment on the following terms and conditions.
2. **Term.** Dr. Hirsch shall be employed under this Contract for a term of three years, from July 1, 2023 through June 30, 2026. Employment will be consistent with the provisions of applicable state law.
3. **Work Year.** Dr. Hirsch shall work a twelve-month year, less all state/national holidays recognized by the District, and contracted vacation days. For purposes of proration, Dr. Hirsch’s regular work year shall be 228 days.
4. **Evaluation.**
 - A. The Superintendent shall evaluate the performance of Dr. Hirsch in writing in accordance with the Department of Elementary and Secondary Education (ESE) and pursuant to the educator evaluation regulations, 603 CMR 35.00. The purpose of such evaluation is to review progress towards mutually established goals and form the basis for personnel decisions, including but not limited to, annual salary or compensation adjustments.
 - B. The Superintendent shall prepare an evaluation of Dr. Hirsch which shall be signed by Dr. Hirsch and placed in her personnel file. Such signature shall not necessarily indicate agreement with the contents thereof but rather acknowledgement of receipt of the document. Dr. Hirsch may respond to the evaluation in writing and may attach her response to the evaluation in her file in accordance with DESE regulations.

- C. The performance assessment shall be used for the following purposes:
1. to strengthen the working relationship between the Superintendent and Dr. Hirsch and to clarify for Dr. Hirsch the responsibilities the Superintendent relies on the Assistant Superintendent to fulfill;
 2. to discuss and establish goals for the ensuing year, including Statewide Performance Standards; and,
 3. to establish the basis for incremental salary adjustments in the annual salary rate for the Assistant Superintendent set forth in Section 5 should the Assistant Superintendent receive an overall rating of proficient or better in the annual evaluation.

5. **Compensation.** Dr. Hirsch shall be paid in the following manner:

A. Base Salary

For fiscal year 2024 (July 1, 2023 through June 30, 2024), the District shall pay the Assistant Superintendent an annual salary of One Hundred Sixty Six Thousand Four Hundred and Twenty Four Dollars (\$166,424.00). For fiscal year 2025 (July 1, 2024 through June 30, 2025), the District shall pay the Assistant Superintendent an annual salary of One Hundred Seventy Three Thousand Nine Hundred and Ninety Six Dollars (\$173,996.00). For fiscal year 2026 (July 1, 2025 through June 30, 2026), the District shall pay the Assistant Superintendent an annual salary of One Hundred Eighty One Thousand Nine Hundred and Thirteen Dollars (\$181,913.00). The Assistant Superintendent's annual salary rate shall be paid to the Assistant Superintendent in accordance with the schedule of salary payments in effect for other certified employees.

- B. The Assistant Superintendent shall receive an annual stipend of Three Thousand (\$ 3,000.00) Dollars in addition to their base salary upon attainment of a Certificate of Advanced Graduate Studies (CAGS) or an Education Specialist Degree (Ed.S.). The Assistant Superintendent shall receive an annual stipend of Four Thousand (\$ 4,000.00) Dollars in addition to their base salary upon attainment of a Doctor of Philosophy (Ph.D.) degree or a Doctor of Education (Ed.D.) degree. Increments for an advanced degree shall be effective July 1st upon the Assistant Superintendent submitting an official transcript(s) from an accredited college or university to demonstrate successful completion of the degree attained. Increments are not cumulative and are based upon the highest degree attained by the Assistant Superintendent.

- C. The District wishes to recognize, as it does other employees, the value of the service provided by the Assistant Superintendent, pursuant to M.G.L. c. 32, § 1, and 840 CMR 15.03(1)(d)(5). The Assistant Superintendent shall receive a Five Thousand Dollar (\$5,000.00) annual longevity payment in each contract year in recognition of length of professional service rendered and as an incentive to the continued regularity of such service to the District.
- D. At no time during the life of this Agreement, or any extension hereof, shall the Assistant Superintendent's salary be reduced.
- E. The Assistant Superintendent's salary, benefits and compensation shall be paid in equal installments in accordance with District practice unless otherwise agreed upon. All sums, including but not limited to all salary or benefits due under any provision of this Article, upon resignation, termination, or death shall be paid to the Assistant Superintendent or her estate in the pay period next following same or upon appointment of a fiduciary for the estate.

6. **Vacation, Sick Leave and Fringe Benefits.**

Vacation

The Assistant Superintendent shall be entitled to thirty (30) paid vacation days annually. The vacation days shall be accumulated equally on a quarterly basis. Use of vacation days are at the discretion of the Assistant Superintendent and may be used before they are accumulated. Should the Assistant Superintendent resign or retire from the District prior to the end of the school year, she will owe and agrees to repay the District for any used vacation time not yet accumulated.

Up to ten (10) days of unused vacation leave may be carried over from year to year, excluding vacation days that are "cashed out" for financial reimbursement. A maximum of fifteen (15) days of unused vacation days may be "cashed out" at the end of the fiscal year at the then effective per diem rate of pay. The maximum number of accumulated vacation days at any time shall be forty (40) days.

All accumulated vacation time will be paid to the Assistant Superintendent (or her estate) in the next pay period following resignation, retirement, termination or death at the then effective per diem rate of pay calculated based on the actual number of days in each year the Assistant Superintendent is required to work.

The Assistant Superintendent shall be entitled to all holidays and one-half days before holidays recognized by the Committee and made available to any other Committee employee.

Dr. Hirsch shall provide the Superintendent or his designee with advance notice of her intent to take vacation in order to allow the District to plan accordingly.

Sick Leave

Dr. Hirsch shall be entitled to receive eighteen (18) sick days per year, cumulative from year to year. Sick leave is for Dr. Hirsch to use during her own illness or injury, except that up to ten (10) days per Contract year may be used for illness in Dr. Hirsch's family.

Sick leave may be accumulated from year to year without limitation. Upon retirement and after ten (10) years of service to the Chelmsford Public Schools, unused sick leave may be bought back at the per diem rate, subject to a total cap not to exceed seven thousand five hundred dollars (\$7,500.00). The Assistant Superintendent will retain any accumulated sick time from her previous years of employment in the District.

Other Benefits

Dr. Hirsch shall be granted personal leave without loss of pay for time necessary with the advance approval of the Superintendent.

Dr. Hirsch also shall be entitled to receive insurance (health, dental, and life) benefits and such other fringe benefits as currently, or in the future, are provided to other non-unionized managerial staff in the District, exclusive of the Superintendent.

The District shall purchase for the Assistant Superintendent a long-term disability policy based at current policy levels currently being provided to non-union Town of Chelmsford personnel (24-month duration at 60% level). The Assistant Superintendent shall be credited with the paid days as needed to satisfy any reasonable waiting period for collection of benefits under any such disability policy and such days shall not be deducted from the Assistant Superintendents' sick leave.

In addition to minimum statutory plans or life insurance plans available to other employees in the District, the District shall pay the entire premium for a One Million Dollar (\$1,000,000.00) term life insurance policy selected by the Assistant Superintendent. Said payment will be made either directly as a premium payment to the company providing such coverage or as a reimbursement to the Assistant Superintendent for premium payments already made by the Assistant Superintendent to such company, in

either event with appropriate tax, FICA and retirement withholdings. The beneficiary of such life insurance proceeds shall be selected by the Assistant Superintendent.

For purposes of this paragraph, a “year” for purposes of calculating benefits, shall run from July 1st of one year to June 30th of the next year.

Dr. Hirsch shall remain professionally current and meet the requirements to retain certification as a Superintendent/Assistant Superintendent under the state law as amended. The School Committee will support participation in conferences, membership to professional organizations associated with the position and course work to achieve the goals of professional development.

Reimbursement for courses, not to exceed seventy-five percent (75%) of the cost of any course, shall be subject to the advance approval of the Superintendent. Dr. Hirsch shall be limited to \$3,000.00 reimbursement for each fiscal year. With the approval of the Superintendent, Dr. Hirsch will be reimbursed for membership dues to organizations important to her work as Assistant Superintendent.

Dr. Hirsch will be reimbursed for travel, registration, lodging and other reasonable expenses directly connected with attendance at workshops, conventions or seminars approved in advance by the Superintendent or his designee. In addition, the District shall reimburse the Assistant Superintendent for expenses and travel within and outside the District in the amount of four hundred dollars (\$400.00) per month. A voucher shall not be required for this payment.

The District shall provide Dr. Hirsch with a cell phone, computer and any other reasonable technology to enable efficient time management and fluid communications, and the District shall pay for any monthly service fees.

7. **Duties.** Dr. Hirsch shall perform faithfully, to the best of her ability, the duties of Assistant Superintendent as specified in the job description, the General Laws of Massachusetts and the policy manual of the Chelmsford School Committee and such other duties as may reasonably be requested by the Committee from time to time. Dr. Hirsch understands that the job responsibilities of Assistant Superintendent will require attendance at night meetings and other obligations outside the normal workday.

8. **Termination of Employment and Other Personnel Actions.**

- A. **Voluntary Termination.** In case of voluntary termination of employment, Dr. Hirsch shall give the Superintendent at least three (3) months’ written notice of her intent to terminate her employment with the District.

- B. **Layoff.** Nothing in this Contract shall bar the District or the Superintendent from implementing a layoff based upon a reduction in force resulting from declining enrollment or budgetary reasons or from a bona fide reorganization. The District will give written notice of such layoff at least six (6) months prior to the effective date of layoff.

- C. **Non-renewal.** If the District does not intend to renew this Contract, the Superintendent will provide Dr. Hirsch with written notice of such intention by no later than December 1, 2025. In the absence of notification of non-renewal, Dr. Hirsch's contract will be extended one full year of employment. This agreement, may be extended for successive periods of time by mutual agreement of both parties, which agreement shall be reduced to writing.

- D. **Dismissal, Demotion and Suspension.** At any time during the term of this Contract, the Superintendent may dismiss, demote and/or suspend Dr. Hirsch from the position of Assistant Superintendent for good cause, consistent with the procedures set forth in MGL c. 71, § 41, MGL c. 71, § 42 and MGL c. 71, 42D.

The parties agree that the term "good cause" shall include, but shall not be limited to, any ground that is put forth in good faith that is not arbitrary, irrational, unreasonable or irrelevant to the efficient operation of the public schools, including but not limited to incompetence, incapacity, unbecoming conduct, or insubordination, failure to satisfy performance standards developed by the Superintendent and the School Committee, or other good cause.

9. **Indemnification.**

- A. The Committee shall at all times indemnify, hold harmless and defend the Assistant Superintendent to the maximum extent and in accordance with the terms of MGL c. 258. The Assistant Superintendent shall comply with all obligations to assist in any litigation instituted in which the statutory indemnification is applicable provided, however, that upon cessation of the employment relationship the Assistant Superintendent shall be compensated for such assistance in any day or part thereof during which such assistance is rendered at her then-effective per diem rate of pay.

- B. In the event that the Assistant Superintendent is personally named as a defendant in a civil action and has been acting within the scope of her employment, the Assistant Superintendent may retain, at the Committee's expense and upon prior notice to the Committee, independent legal counsel to provide representation to her in any proceedings in state or federal court. In such cases, counsel for the Committee shall retain primary responsibility for

preparation and presentation of the case. As a condition of retaining independent counsel, the Assistant Superintendent shall have a duty to cooperate fully and completely with the Committee and the Committee's counsel and to engage in a joint defense of such action.

C. These indemnification provisions, Article 9, A, B and C, shall survive expiration of this Contract or the cessation of the employment relationship by any means or cause.

10. **Agreement.** This Contract embodies the entire agreement between the parties and may not be changed except by written agreement, signed on behalf of the District by the Superintendent. This Contract shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts. If any provision of this Contract or any application of this Contract is found to be contrary to law, then such provisions or application shall not be deemed to be valid except to the extent permitted by law, and all other provisions and applications of this Contract will continue in full force and effect.

Dr. Linda J. Hirsch

Date

Dr. Roger J. Lang, IV
Superintendent of Schools

Date

Chair, Chelmsford School Committee

Date

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: April 10, 2023

Re: Approval of Non-Affiliated Employees Rate Increase

I'm writing to recommend hourly rate increases for non-affiliated employees working in the Community Education Summer Programs and Extended Day Programs. These part-time employees are not part of a collective bargaining unit and wages are funded from the Community Education Revolving Fund (506 and 507).

These wage rates have not been adjusted for several years and we would like to remain competitive with similar programs in surrounding communities.

NON-AFFILIATED EMPLOYEES - PAY RATE INCREASE FOR COMM ED SUMMER PROGRAMS AND EXTENDED DAY

Job Class	Program Description	Group / BU Description	Current Hourly Rate or Stipend	COLA Effective July 1, 2023
Supervisor	Summerfest and SummerQuest	NON BARG	20 to 25	22 to 27
Supervisor	Extended Day	NON BARG	23.00	25.25
Supervisor	Adult Education	NON BARG	17.50	19.25
Supervisor	Vacation Weeks Extended Day	NON BARG	23.00	25.25
Supervisor	Field Play (summer stipend)	NON BARG	450.00	495.00
Assistant Supervisor	Summerfest	NON BARG	18 to 22	19.75 to 23.75
Instructional Leader	Summerfest, Adult Education	NON BARG	20.00	22.00
Counselor	Summerfest, SummerQuest, Extended Day, Adult Education	NON BARG	17.00	18.75
Specialized Counselor	Summerfest, SummerQuest, Extended Day, Adult Education	NON BARG	18.00	19.75
Nurse	All Community Ed Programs - no change		30.00	30.00
Substitute	Comm Ed - no change due to day to day sub rate of \$16 for paraeducators		17.00	17.00
HS Student	Extended Day - no change due to following the minimum wage schedule		15.00	15.00

Some summer programs begin the last week of June, therefore the recommended new rates become effective 6/26/23 for those activities.

I would like to thank Ms. Robyn Adams, Director of Community Education, for her research into the comparable programs and for her recommendations for wages as well as other enhancements to the Community Education programs.

I recommend the school committee vote to approve an increase to the hourly rate of pay or stipend as specified above to positions effective June 26, 2023, at the regular meeting of the school committee on April 11, 2023.

Thank you for your consideration.

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: April 6, 2023

Re: 2023/24 Kindergarten Registration

Kindergarten Registration for the 2023/24 school year began January 24, January 25, and February 1, 2023 at the Central Administration Office. Each year, we have an additional registration session in the April timeframe and this year the date is April 27, 2023 from 9:00 a.m. to 6:00 p.m. also at the Central Administration Office. 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.–3:00 p.m.
- Wednesday, Feb. 1, 2023 from 9:00 a.m.- 6:00 p.m.
- Thursday, April 27, 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

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: April 11, 2023

RE: Anticipated - Last Day of School for Students and Staff

On December 7, 2021, the School Committee voted on the final 2022/23 school calendar. This calendar designated the last day of school for students on Thursday, June 23, 2023 and last day of school for staff on Friday, June 24, 2023. These dates included six (6) provisional days for school closures. During the 2022/23 school year, there have been two (2) school days (January 20, 2023 and March 14, 2023) canceled for the entire district due to inclement weather.

The Department of Elementary and Secondary Education (DESE) Student Learning Regulation ([603 CRM 27.03: School Year Requirement](#)) requires that each school committee schedule a school year of 185 days for all elementary, middle, and secondary schools of which five (5) of those days are used for no school days due to health, weather, or safety emergencies. School districts must be in operation for 180 school days each year. Further guidance from the department includes the following:

- All days lost to health, weather, or safety emergencies between the first day of the school year and March 31 must be made up by rescheduling full school days to ensure a 180-day school year.
- All days lost to health, weather, or safety emergencies between April 1 and June 1 must be made up to ensure a 180-day school year or at least until the district has reached its previously scheduled 185th day, whichever comes first. If all five no school days have been used prior to this point, the district is not required to schedule additional school days.
- Districts will not be expected to make up any days lost to health, weather, or safety emergencies that occur after June 1.

At this time, if school needs to be closed for any event described above between now and May 31st, we would be required to make up a full day of school since the district has only used two (2) of the required five (5) days built into the calendar for health, weather, or safety emergencies. Although we are not anticipating any school closure events, we will not be able to officially announce the last day of school for student and staff until June 1st.

There have been many requests for the last day of school from families for planning purposes. The tentative last day of school for student and teachers based on current school closures, without any additional need to close schools between now and May 31st are as follows:

All Schools: CHS, Parker, McCarthy, Byam, Center, Harrington, South Row and CHIPS

Last Day Students: Thursday, June 15th – Half-Day for Students (Full-Day Staff)

Last Day Staff: Friday, June 16th – Half Day for Staff



CHELMSFORD PUBLIC SCHOOLS

Office of Human Resources
230 North Road, Chelmsford, MA 01824
Telephone: (978) 251-5100 Fax: (978) 251-5110

To: Dr. Jay Lang, Superintendent of Schools

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: April 5, 2023

Re: Personnel Report – March 2023

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

Personnel Report – March 2023

New Hires

Deschenes, Emily

**ABA Paraprofessional
Byam Elementary School
Effective date: 3/6/23**

Manikabarathan, Narmadha

**Interim Paraprofessional
Harrington Elementary School
Effective date: 3/20/23**

Panniello, Christine

**Lunch/Recess Aide
Center Elementary School
Effective date: 4/3/23**

Porter, Alcinda

**Lunch/Recess Aide
Byam Elementary School
Effective date: 4/3/23**

Yadav, Deepti

**Paraprofessional
Harrington Elementary School
Effective date: 3/20/2023**

Resignations:

Davenport, Karlee

**ABA Paraprofessional
Byam Elementary School
Effective date: 3/29/23**

Taha, Barbara

**Spanish Teacher
McCarthy Middle School
Effective date: 3/17/23**

Retirements:

Assignment Changes:

Approval of Field Trip Requests

1.) Chelmsford High School
Qualifying DECA Students
DECA International Career Development Conference
April 21 – 26, 2023
Orlando, Florida

2.) McCarthy Middle School
6th Grade Students
PBIS Team Building Experience
June 6 & 9, 2023*
YMCA Camp Lincoln
Kingston, NH

3.) Parker Middle School
8th Grade Field Trip
June 9, 2023
Canobie Lake Park
Salem, New Hampshire

* Note: The McCarthy Middle School 6th Grade Student Trip was previously approved by the School Committee at the January 17, 2023 regular meeting. However, the dates of the trip have changed. I am seeking approval for the new final trip dates.

**FIELD TRIP APPLICATION
FORM CHELMSFORD PUBLIC
SCHOOLS**

Phone (978) 251-5100
Teacher Sub(s) Needed: YES _____
NO _____ Full-Day Sub(s) _____
Half Day Sub(s) needed for: AM / PM

FILED
3-17-23

230 North Road, Chelmsford, MA 01824

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: 04 / 21 / 2023 If Overnight Trip, Return Date: 04 / 26 / 2023 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: Tom Sousa Cell Phone: 978 930-0845

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

DECA Total Number of Students: 3

Number of Male 1 Number of Female 2 Number of Students Assigned Per Chaperone:
3

Total Number of Chaperones: 1 Number of Male 1 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): Tom Sousa Cell Phone #: 978-930-0845

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

Is a Nurse Needed? Yes _____ No

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

Reviewed by: Laura Sullivan 3-15-23

Signature of School Nurse Date

Event:/Purpose of the Trip: DECA International Career Development Conference

Curriculum Standard Addressed by Trip (Reason for the Trip)

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 20,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity

Destination: Hilton Orlando

(407) 313-4300 Facility Telephone

6001 Destination Parkway, Orlando, Florida

Facility Street Address City State

Estimated Leave Time: Fri Apr 21 6AM a.m. / p.m. Estimated Return Time: WED Apr 26 2 PM a.m. / p.m.

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

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) _____

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:

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:

Michelle A. Hayes *[Signature]* 17-Mar-23
Signature of Trip Sponsor Date

Approved by:

Michelle A. Hayes 3/17/2023 *[Signature]* 3-17-23
Dept. Head/Coordinator Date Signature of Building Principal Date Signature of

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

**CHELMSFORD HIGH SCHOOL
FIELD TRIP ROSTER**

Please fill out this form and supply a copy to the Nurse's Office, the Main Office (Kelley Moreau) and House Offices before leaving the building.

Date of Field Trip: Apr 21-26, 2023 _____ Time of Departure: 6 AM _____

Teacher in Charge: Tom Sousa _____ Cell Phone Contact Number: 978 930-0845 _____

Destination: DECA International Career Development Conference Orlando, Florida _____

Student's Name (Please Print)	First Block (Mandatory)	Teacher's Name
Pranav Abburi		
Anika Mukka		
Garima Lalwani		

From: [Corbett, Robyn](#)
To: [Lang, Jay](#)
Subject: McCarthy Field Trip 6-7 & 6-8-23
Date: Wednesday, April 5, 2023 8:52:47 AM
Attachments: [scan_corbettr_2023-04-05-08-41-07.pdf](#)

Hi Jay,

Attached is the updated field trip application for McCarthy with a date change. This trip was approved on 1/17/23 by the SC. The original dates of the trip were 5/24 & 5/25/23. Can we put this trip on the Agenda for the SC Meeting scheduled on 4/11/23?

Thank you,

Robyn

From: cpspapercut@chelmsford.k12.ma.us <cpspapercut@chelmsford.k12.ma.us>
Sent: Wednesday, April 5, 2023 8:41 AM
To: Corbett, Robyn <corbettr@chelmsford.k12.ma.us>
Subject: Your scan (Scan to My Email)

FIELD TRIP FORM APPLICATION – McCarthy Middle School
250 North Road
Chelmsford, MA. 01824

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

School Requesting Permission McCarthy Middle School

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

Trip Date: 6/7/23 / 8/23 / 23 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: Mary Martin Cell Phone: 603-566-0365

Grade, Group, Class(es) or Course(es): Sixth grade

Total Number of Students: 215

Number of Students Assigned Per Chaperone: teachers + nurses only

Total Number of Chaperones: ___ 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): All sixth grade teachers and aids Cell Phone #: ___

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

Is a Nurse Needed? Yes ___ No ___ working on it ? maybe one of the day

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] 1/6/23
Signature of School Nurse Date

Event/Purpose of the Trip: Help student build confidence and learn to trust

Curriculum Standard Addressed by Trip (Reason for the Trip)
PBIS - Team Building - Confidence building

Destination: YMCA Camp Lincoln (603) 6042-3361
Name of Facility Facility Telephone
67 Bull Rd Kingston NH City State

Estimated Leave Time: 9:30 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

No. of Regular School Buses Needed: 2/3 No. of Wheel Chair Accessible Buses Needed: X

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) 250 North Road - front door

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

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: NONE

TRIP COST/FUNDING

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

Total Price of event \$ 4300.00

Additional Costs \$

Total Cost of Trip \$

School/Org. to pay for: PTO \$

Student paying \$ per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: *Mary Mal* 1/9/23
Signature of Trip Sponsor Date

Approved by: *WH*
Signature of Dept. Head/Coordinator Date

[Signature] 1-9-23
Signature of Building Principal Date

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

FIELD TRIP APPLICATION FORM
CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:
YES ___ NO ___
Full-Day Sub(s)
Half Day Sub(s)
needed for: AM / PM

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

School Requesting Permission: ___ CHS PARKER ___ McCARTHY ___
___ BYAM ___ CENTER ___ HARRINGTON ___ SOUTH ROW

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

rain date 06/12/23

Trip Date: 06/09/23 If Overnight Trip, Return Date: n/a

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: Laura Casey Cell Phone: _____

Grade, Group, Class(es) or Course(es): All grade 8 (8-1 & 8-2)

Total Number of Students: ~190 Number of Male ~100 Number of Female ~90

Number of Students Assigned Per Chaperone: 12-16

Total Number of Chaperones: 12-15 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): Laura Casey, Jen Dussault, Lisa Norton, Steve McClure, Kara Montanarone, Therese Keohane Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Laura Casey Mark Sousa, Ashley Egan, Melissa McIsaac, Christina Caruso, Mary Frenette
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] 3/21/23
Signature of School Nurse Date

Event/Purpose of the Trip: End-of-middle-school celebration

Curriculum Standard Addressed by Trip (Reason for the Trip)
SPL

Destination: Canobie Lake Park (603) 893-3506
Name of Facility Facility Telephone
85 N. Polizy St. Salem MA 03079
Facility Street Address City State
Salem

09/13

Nurse Food Service School Com.

Estimated Leave Time: 9 a.m. / p.m. Estimated Return Time: 4 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) Front of Parker building

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: bagged lunches for kids who request them in advance; many students will purchase their own lunch

TRIP COST/FUNDING

Price per Bus: \$ 200 Total Cost of Bus Transportation \$ 1900

Total Price of event \$ 5510

Additional Costs n/a \$ _____

Total Cost of Trip \$ 6710

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

Student paying \$ 36 per person for: transport & admission \$ 36

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] Date 3/21/23

Approved by: _____ Date _____
Signature of Dept. Head/Coordinator Signature of Building Principal Date 3/27/23

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