



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

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

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE: Tuesday May 16, 2023 TIME: 6:00 p.m. ROOM: Conf. Room 1**

**PLACE: CPS Central Administration Office ADDRESS: 230 North Road**

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at [langj@chelmsford.k12.ma.us](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday May 16, 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 May 2, 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. Spotlight on the Departments: Social Studies
2. Appointment of Superintendent Lang to the Valley Collaborative Board of Directors
3. 2023/24 Student Transportation Program Registration Dates and Fees

4. FY2023 Recommended One-Time Budget Expenditures
5. FY2023 Recommended Budget Transfers
6. FY2024 Budget Adjustments
7. Update to Policy Handbook for Use of the McCarthy Auditorium & CHS Performing Arts Center
8. Update to CPS Use of Facilities Procedures and Regulations
9. Approval of School Committee Policies
10. Personnel Report: April 2023
11. Approval of Field Trip Requests

#### **REPORTS**

1. Liaison Reports

#### **ACTION/NEW ITEMS**

1. Request for Reports & Updates

#### **PUBLIC COMMENTS:**

The School Committee will hear from members of the public on general matters of education interest. Speakers are asked to limit comments to 3 - 5 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments at future meetings.

#### **ADJOURNMENT**

**CHELMSFORD SCHOOL COMMITTEE  
REGULAR MEETING  
May 2, 2023  
Meeting Minutes**

**Members Present:** Ms. Donna Newcomb (Chair), Mr. Dennis King (Vice Chair), Ms. Susan Mackinnon (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 April 25, 2023

**Mr. King motioned to accept the minutes of our meeting on April 25<sup>th</sup>. Ms. Santos seconded. Motion carries 4-0 with Mr. Moses abstaining.**

**CHS Student Representative Announcements**

Lana shared that AP testing will take place this week and next week. LIME Club is hosting the 24-hour relay on May 20 through May 21<sup>st</sup> on the plateau. This will include themed labs, midnight ice-cream, sports competitions and more.

Keya added that the CHS Theatre Guild will be presenting *Frenemy Feud* from May 4<sup>th</sup> to May 6<sup>th</sup> at 7:00 p.m. at the PAC. The show is student written and directed. “Junior Job Shadow Day” will be held on May 16<sup>th</sup> allowing CHS juniors the opportunity to shadow a professional they choose in a specific field.

**Good News**

Was just shared by the CHS representatives!

## **Public Comments**

None

## **New Business**

### **1. Spotlight on the Schools: Harrington Elementary School**

Principal, Rob Asselin, from Harrington Elementary School along with Mary Shakshober, Pauline Kimsoung, and Heather Fidler as well as student, Jocelyn, came to the table for tonight's presentation. In conjunction with industry-partner, Red Hat (an open-source software company), fourth graders were introduced in January to "STEM design" which is to create a big idea before it goes to the next level which is coding. The project was redesigning new restaurant menus which helped the students to realize that STEM is not limited to science and math but also includes art creativity and 21<sup>st</sup> century skills. After being introduced to the 'real world problem' students looked at menus from other local restaurants and did a "competitive analysis". Next the students were able to "interview users" (short videos from the fictional restaurant owners and chefs). Finally, the students were able to redesign the menu for the users. This was a pilot program with the hope that it might be brought to the other elementary schools and middle schools in the district. This provided students with a real-life career situation in STEAM that might pique their future interest. Student, Jocelyn, shared her excitement for this project! Tonight's presentation also included slides outlining the process and showing pictures of some very excited students!

### **2. Presentation: DMGroup – Special Education Opportunities Review Final Report**

Dr. Lang shared that this is the second year of the partnership with DMGroup who were hired to work on the strategic plan and also to help with the discovered equity gap between the achievement of special education students and regular education students. DMGroup is providing opportunities to improve upon sustainable access and support for special education students. John J-H Kim, CEO and Founder of District management Group, came the meeting table to review the final report with The Committee. Amy Reese, Director of Student Support Services for the Chelmsford Public Schools, was also present to offer input. Mr. Kim provided a detailed review of the methods, timelines and findings of this project. This led to a "guiding coalition" for change management and ongoing analysis of progress. The recommendations brought forward tonight are "looking at the highest leverage opportunities" with people who have been involved from the beginning and are able to help implement going forward. Qualitative evidence, data analysis and in depth looks at staff schedule sharing all contributed to the recommendations. Mr. Kim's detailed presentation was supported by many slides (many including graphs) and the slides are included in tonight's agenda packet.

Mr. Kim was pleased to share areas of strength in the district: specialized programming; staff dedication; SEL support and early education investment. The recommendations put forward are for the overall system of service and are not specific to any individual student. The first recommendation is to make clear the roles and responsibilities of all staff in special education. The second is to find additional time for learning and supporting students for all schools in the district. In his presentation, Mr. Kim addresses paraprofessional responsibilities and best practices. He also mentioned a nation-wide increase in classroom behavioral issues. He suggests that the roles and responsibilities of paraprofessionals should focus more on supporting student behavioral needs and school duties, rather than providing direct academic instruction. Finding ways to free up special education teachers from duties not related to direct student instruction would also improve student learning. The roles and responsibilities of speech and

language pathologists should also be redefined to maximize the time they spend with students. Scheduling creative student groupings can allow for educators to work directly with students for increased amounts of time as well as the number of students seen. This needs to be accomplished without pulling students out during core instruction time. Having a dedicated services coordinator for speech and language pathologists is recommended. Providing additional time for general education teachers to meet with special education teachers to discuss content and review roles and responsibilities is also good practice.

Tonight's presentation and accompanying slides were comprehensive. The summary included in tonight's meeting minutes can be further appreciated by watching the entire presentation on Chelmsford Telemedia YouTube.

### **3. 2023/24 School Committee Liaison Assignments**

Dr. Lang will make one change to these assignments and share them with The Committee. These assignments will take effect on July 1, 2023.

### **4. FY2023 Recommended One-Time Budget Expenditures**

Ms. Johnson-Collins included support documents for a requested approximate \$1.3 million one-time budget expenditures. These will not be recurring costs for these expenditures. Dr. Lang recommends approval.

**Mr. King motioned to approve the FY2023 local operating budget transfers totaling \$1,304,328 for the Chelmsford Public Schools as presented. The budget transfer is shifting from five DESE categories where they are favorable to nine DESE categories where the items should be purchased. Seconded by Mr. Moses. A roll call vote was taken. Motion carries 5-0.**

### **5. FY2023 Recommended Budget Transfers**

Ms. Johnson-Collins shared additional budget transfers. Details are provided in tonight's agenda packet.

**Mr. King motioned to approve the FY2023 local operating budget transfers totaling \$85,767 for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **6. CPS Use of Facilities Fee Schedule Updates**

Ms. Johnson-Collins discussed the information she shared in tonight's packet.

**Mr. King motioned to approve the Use of Facility Rates as presented to be effective July 1, 2023. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.**

### **Liaison Reports**

Ms. Newcomb attended the South Row PTO meeting last evening and noted they have had a great turnout all year for their meetings. They elected the new board who begin in September.

**Action/New Items**

The "Day on the Hill" takes place this Thursday.

MASC new resolutions need to be submitted by the beginning of June, instead of the end of June.

**Public Comments**

None

**Adjournment (7:58 p.m.)**

**Mr. King motioned to adjourn. Mr. Moses seconded. Motion carries 5-0.**

*Respectfully submitted,  
Sharon Giglio, Recording Secretary*

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 12, 2023  
Re: Spotlight on the Departments: Social Studies

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Attached please find a PowerPoint presentation provided by Stephanie Quinn, Department Coordinator for the Social Studies Department. I look forward to hearing Ms. Quinn's presentation and discussing the work that is ongoing in the district with respect to this subject area at our next meeting.

# Social Sciences Update

Spring 2023

CPS School Committee May 16, 2023







# Overview



Community Connections	Garrison House, Chelmsford Police Department, Selectboard and Student engagement
Building Opportunities	Criminal Justice Dual Enrollment Path at CHS
Research and Inquiry	History's Mysteries, Civics Projects- grade 8 and 11, AP Capstone
Club Standouts	Mock Trial, Speech and Debate and Model UN highlights
Coming up	8 <sup>th</sup> grade civics MCAS



Tonight's presenters: Stephanie Quinn, Social Science Department Coordinator  
Rachel O'Brien, Class of 2023  
Nhyira Nkansah, Class of 2023





# Community Connections



Garrison House

Community Leaders

Selectboard

Chelmsford PD



# Garrison House



## Chelmsford 3<sup>rd</sup> Graders

Fall visits to the Garrison House

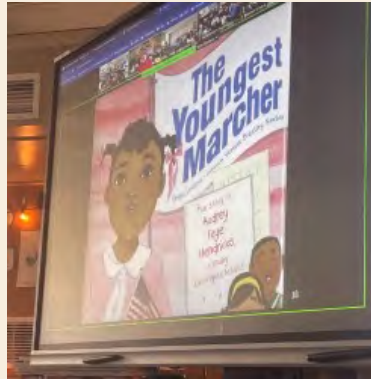
- Experiential history
- Explore artifacts
- Inquiry
- Discussion



# Community Leaders Meet with CHS Civics Classes



Massachusetts Civics Learning Week- 3<sup>rd</sup> grade classes



CHS students visit the State House

# Criminal Justice

- Career Panels
- Classroom discussions
- Field trips
- Community Partnerships



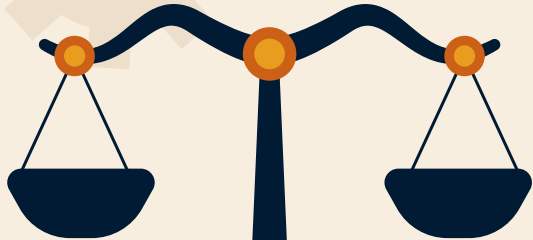
Interested in exploring careers in  
Criminal Justice?



We can help!



“Through these courses I learned more about human behavior and the processes of investigation”.  
 –Alex Wong, Class of 2023



# Interested in Criminal Justice Studies?

We offer a number of  
Introductory DE courses  
that will get you started  
on a career path in CJ

SCAN HERE FOR  
INFORMATION ON  
THE FULL CJ  
PROGRAM AT MCC



COURSE OFFERINGS:  
START HERE:

CAREER AND COLLEGE READINESS 1 & 2

GRADE 10:  
INTRODUCTION TO CRIMINAL JUSTICE DE

GRADE 11/12:  
INTRODUCTION TO SOCIOLOGY DE  
INTRODUCTION TO PSYCHOLOGY DE  
OR AP PSYCHOLOGY \*  
FORENSICS DE  
STATISTICS DE OR AP STATS\*

GRADE 12:  
WRITING FOR COLLEGE DE  
HUMANITIES ELECTIVE DE\*\*

TOTAL COLLEGE CREDITS EARNED BY CHS  
GRADUATION: 24

ATTEND CAREER PANELS AND WORKSHOPS IN  
OUR CAREER CENTER WITH THE CPD AND  
OTHERS RELATED TO THE CJ FIELD



\*=COLLEGE CREDIT IS DETERMINED BY SCORE ON AP EXAM. COLLEGES/UNIVERSITIES  
HAVE DIFFERENT BASELINE SCORES FOR CREDIT.  
\*\*COURSE IS PENDING APPROVAL



# Focus skills: Research and Inquiry

- \*History's Mysteries
- \*Action Civics Projects
- \*AP Capstone





# History's Mysteries: + Private I history detectives



**iCivics**  
www.icivics.org

## What Makes Someone a Good Leader?

WHAT MAKES SOMEONE A GOOD LEADER?  
UNIT 2, MYSTERY 1

GRADE 1

iCivics

**TODAY'S MYSTERY**

What are the special natural and historic places of the Northeast?

Google Slides



# The CPS Civics Project: Grades 8 and 11



**Stage 1: Examine  
Self and Civic  
Identity**



**Stage 4: Developing  
an Action Plan**



**Stage 2: Identifying  
an Issue**



**Stage 5: Taking  
Action**

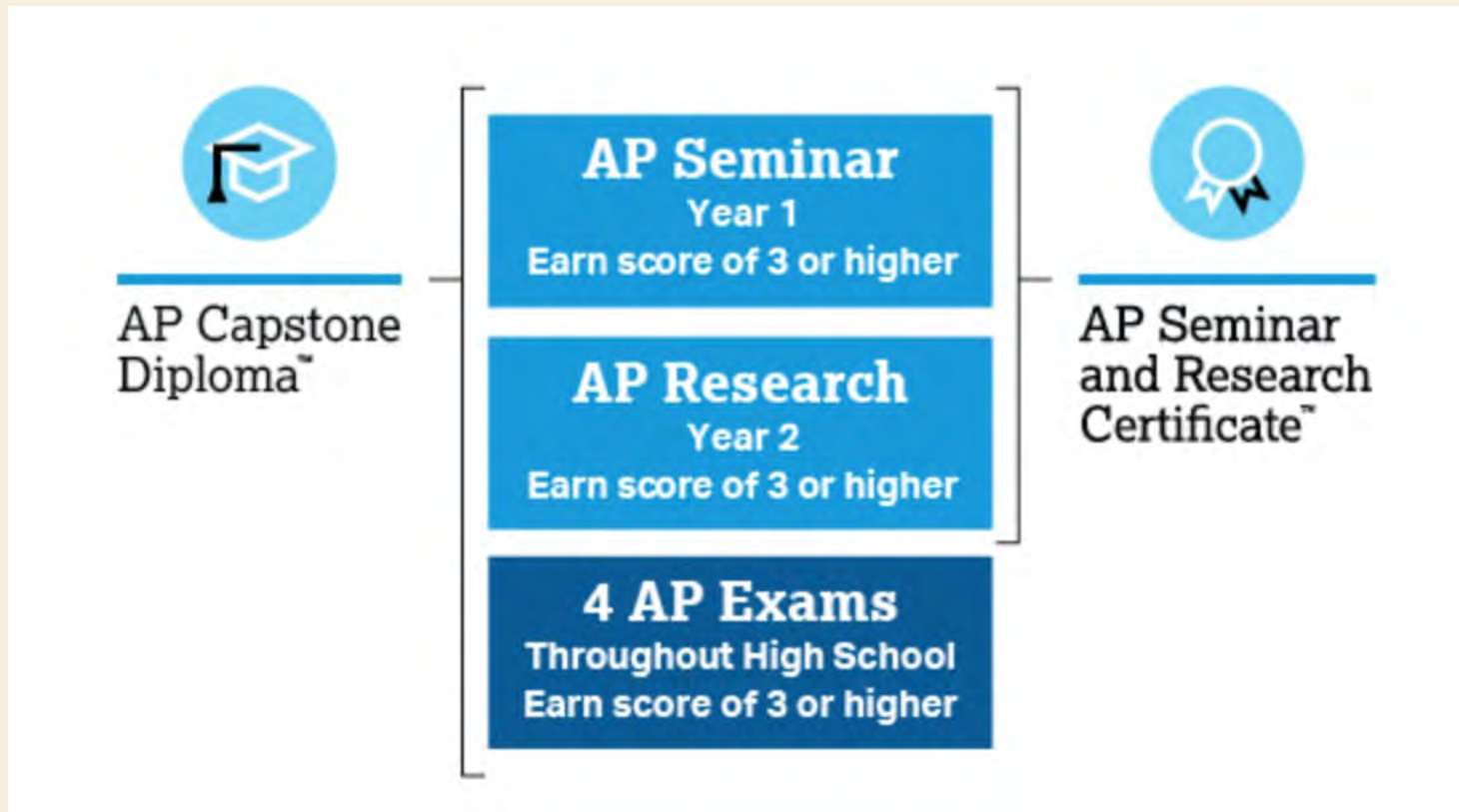


**Stage 3:  
Researching and  
Investigating**



**Stage 6: Reflecting  
and Showcasing**

# AP Capstone





# A Tune As Old As Time

Nhyira Nkansah

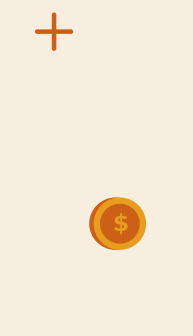


## What I Learned

- Cyphering and Selecting Sources
- The Importance of Delegation
- Efficient Methods of Analysis of Data



## Important Skills Gained

- Time Management
  - Public Speaking
  - Networking
- 



# Club Highlights!

A very busy and successful competition season- supported by Mr. Zopes, parents and alumni



44 current members of the National Speech and Debate Association Honors Society

2/3 have earned special distinctions within the honor society



Members of the CHS Speech and Debate Team helped organize and host the MA State Speech and Debate Finals, run by the Massachusetts Speech and Debate League. Roughly 375 competitors, judges, coaches, and tournament support staff participated in the tournament.

Best of luck to Sophia Roy as she prepares to compete at the Nationals in June!!



# Mock Trial Team

- Returned to in-person competition for the first time in 3 years
- Strong performance at each competition



Thank you to the following Attorneys:

*Dennis McHugh  
Kevin Sullivan,  
Lynda Dantas  
Lauren Stagnon*

Congratulations to the following team standouts:

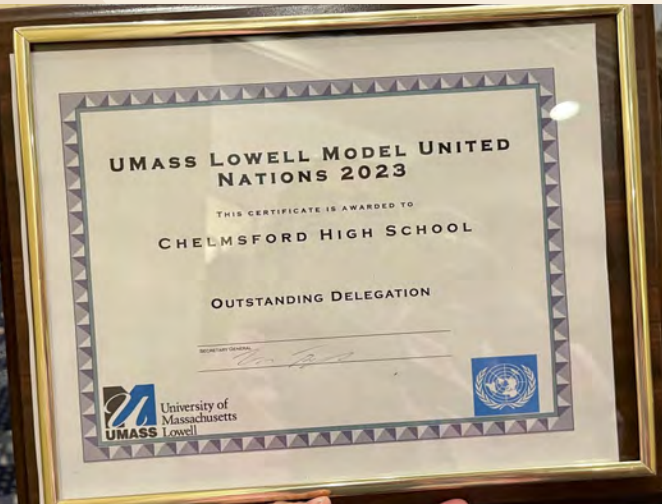
*Ashleigh Sorbet  
Jocelyn Silva  
Tomas Wetzel  
Thomas Colpoy*





# Model UN

- UMass Lowell Conference in April, 2023 +
- 4 students placed in the top 4 in their committees
- 2 students were in the top 2.
- **CHS earned the Outstanding Delegation Award!**





# What's next?

- \*8th grade Civics MCAS–Spring 2024
- \*Expand opportunities to work with the community
- \*Humanities and Ai
- \*Continue review of curriculum and resources to enhance inclusive and inquiry based instructional practices



# Thanks!

Do you have any questions?

[quinns@chelmsford.k12.ma.us](mailto:quinns@chelmsford.k12.ma.us)

<https://chelmsfordschools.org/programs/social-sciences/>



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**Valley Collaborative  
FY24 Board Member Appointment**

Dr. Jay Lang was appointed to the Valley Collaborative Board of Directors  
(Board Member Name)

on May 16, 2023 by Chelmsford School Committee for the term July 1, 2023 – June 30, 2024.  
(date of appointment) (School Committee)

**Respectfully Submitted,**

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**Donna M. Newcomb**  
Chair, Chelmsford School Committee

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 11, 2023

Re: Student Transportation Program Report & Fees: 2023/24 School Year

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I am writing to provide an update on student transportation, as the district has implemented changes over the past few years with the goal of improving the experience for students and parents.

### RIDER INFORMATION

In a typical year, we transport approximately 3,400 students using 29 buses daily. Most of the buses make three (3) runs each morning and afternoon, with the high school students on the first run, the middle school students on the second run, and the elementary students on the third run. There are also ten (10) late day runs three (3) days a week from mid-October to early-June for students who elect to participate in after school activities. Service time begins at 6:30 a.m. and typically ends by 5 p.m. daily.

### FEE STRUCTURE

The School Committee is also being asked to approve the bus fee structure for next school year (2023/2024) at the May 16, 2023 school committee meeting, with no changes to the fee structure, but extending the date for the early bird registration period to July 4, 2023 since we did not have registrations in May.

The determination of a fee or no fee to ride the school bus is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE

## REGISTER TO RIDE THE BUS

All students are required to register on-line each year if they would like to ride the bus, even if they do not have to pay a fee. We believe that if all students (parents) take the steps to register, this data will allow us to have a more accurate student rider count, be more efficient, and have better on-time performance. The annual registrations are then used to prepare bus route, bus stop and bus pass information. Several ConnectEd messages are sent to families regarding the on-line bus registration process and on-line payment process (still using MySchoolBucks). The bus registration information is also on the home page and the transportation page of the Chelmsford Public Schools website. The key reminder is that all students must register to ride the bus, even if there is no fee.

The chart below highlights the bus registrations in a typical school year – referencing 2022/2023 which totaled 3,476 students riding the school bus.

Registration Period	Dates	# of Riders
Early Bird	June 1 to July 4	1993
Regular	July 5 to August 1	600
Late	August 1 to August 15	355
	August 16 to September 6	376
	September 7 to January 31	128
Half Year	Feb 1 through end of May	24

## BUS ROUTE AND BUS PASS INFO

We made some changes beginning in FY18, continuing through FY23. In July of 2017, we hired a full time Transportation Coordinator, Mr. Peter Brekalis, to bring many functions related to transportation planning back to the district, rather than having the bus vendor perform these functions. We also purchased bus scheduling software, Transfinder Routefinder Pro, to assist with these functions. We have been actively working to make Transfinder and X2 (our student records database) compatible to have most information available to parents and staff.

Bus routes are created using the registration data which is then entered into our bus software system. The routing process takes into account bus capacity and on-time performance. Below is a summary of the buses for each school in a typical school year – referencing 2022/2023.

School	# of Buses	Students	Avg Count
Byam	8	399	50
Center	7	371	53
CHS	20	729	37
Harrington	7	316	46
McCarthy	16	711	45
Parker	13	568	44
South Row	7	382	55

# CHELMSFORD PUBLIC SCHOOLS

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After the routes are created, bus passes are printed and mailed out to each student who registered. The first set of bus passes were mailed to the home addresses on *August 17, 2022*. Mailings continued daily as we received new bus registrations. Bus passes for Kindergarten students were blue this year and all other student bus passes were light green. The bus pass includes information such as the bus number, bus stop location, and pick-up and drop-off times. This information, by student, is also available in X2 for those who have registered to ride the bus. Plastic bus pass holders are available at the schools for students to receive upon their return to the classrooms.

## SUMMARY

Going forward we plan to build on the progress made in FY23 and continue our processes which include:

- 1) Bus routes and bus stops are created in-house and bus passes mailed to homes in mid-August.
- 2) Synovia GPS tracking program provided by the bus company to assist in routing issues.
- 3) On-line bus registration for everyone. All students need to register each year if they would like to ride the bus, even if they do not need to pay a fee. Prior to FY18, on-line registration for students in grades K-6 who lived over two miles from the school (no fee) was not required to register. This process limited the accuracy of the student rider count. We believe that if all students take the steps to register, this data will allow us to be more efficient and have better on-time performance.
- 4) Feedback, complaints and concerns are handled in-house, and the transportation coordinator continues to work directly with the bus company to resolve issues. While school leadership and staff do assist students, an effort has been made to streamline communication and resolution of complaints or concerns through the Transportation Coordinator who works directly with parents and staff.
- 5) Since school starts August 29 this upcoming school year, the initial route creation will begin in mid-July. After the routes are created, the bus drivers begin driving the routes, so the drivers are prepared in advance of the first day of school. Registrations received in August and later will be processed, and students will be assigned to existing bus stops for the start of the school year. Additional bus stops and/or route reconfigurations required as a result of late registrations are evaluated on an individual basis.

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 11, 2023

Re: Transportation Fees: 2023/2024 School Year

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Each year the school committee votes to establish fees for student transportation. The current student transportation fee structure consists of a \$ 200.00 annual transportation fee per student with a \$ 500.00 family cap. In previous years, a \$ 25.00 “early bird” discount has been authorized for registrations received between June 1 and July 4 preceding the school year when transportation services are sought. During the “early bird” registration period, a \$ 400.00 family cap is provided. Further, a \$ 25.00 late fee is assessed for registrations received after August 1<sup>th</sup> preceding the school year when transportations services are sought. Finally, a half year registration fee of \$100 applies for registrations after February 1.

I recommend keeping the same date range associated with the fee structure. These dates allow Early Bird Registration to July 4 to provide families a little extra time since we did not have registration in May. These dates are to encourage families to register in advance of the start of school.

I recommend the school committee adopt the fee structure noted below for the 2023/2024 school year and vote to establish the regular, early, late and half year registration rates as follows:

<b><u>Early Registration Period</u></b>	June 1, 2023 – July 4, 2023
Per Student Fee	\$175.00
Maximum Family Cap:	\$400.00

<b><u>Regular Registration Period</u></b>	July 5, 2023 – July 31, 2023
Per Student Fee	\$200.00
Maximum Family Cap:	\$500.00

<b><u>Late Registration Period</u></b>	August 1, 2023 – January 31, 2024
Per Student Fee	\$225.00
Maximum Family Cap:	\$500.00

<b><u>Half Year Registration Period</u></b>	February 1, 2024 –
Per Student Fee	\$100.00
Maximum Family Cap:	\$500.00

## 2023-2024 BUS TRANSPORTATION



### **ALL STUDENTS MUST REGISTER ON-LINE**

It's time to register on-line to ride the bus for the 2023/2024 school year using **MYSCHOOLBUCKS**. Please view the Chelmsford Public School (CPS) website, click the **PARENTS TAB**, click the **TRANSPORTATION** option and select **HOW TO REGISTER & PAY ONLINE**. Student ID number OR Student Date of Birth is needed to register. *Please read and follow the directions on how to register and pay online, since MYSCHOOLBUCKS is the platform for registering for the bus this year.*

### **EARLY BIRD DISCOUNT UNTIL JULY 4**

Chelmsford Public Schools offers a discount of \$25.00 off of the regular bus fee of \$200.00 per rider if purchased before July 04, 2023. The family cap for this early purchase is \$400.00.

### **JULY 5 TO JULY 31**

Beginning July 5 thru July 31, 2023, the regular bus fee is \$200.00 per rider with a family cap of \$500.00.

### **AUGUST 1 to JANUARY 31**

Beginning August 1, 2023 thru January 31, 2024, the late registration bus fee is \$225.00 per rider with a family cap of \$500.00.

### **FEBRUARY 1**

Beginning February 1, 2024, a half year registration bus fee is \$100.00 per rider with a family cap of \$500.00.

### **ALL RIDERS MUST REGISTER, EVEN IF THERE IS NO FEE**

All current CPS Students and incoming (registered) new students are required to register and pay on-line using MYSCHOOLBUCKS for both registration and payment. Since ALL registrations are on-line and linked to the on-line payment, payments by personal check or cash are not accepted.

All students are required to register every year if they would like to ride the bus, even if they do not need to pay a fee. If all students register to ride the bus, the district has more accurate student/rider data, therefore bus routes may be established with better efficiency and on-time performance.

The determination of a fee or no fee is based on the grade of the student and the mileage between home and school. To summarize:

GRADE	UNDER TWO MILES	OVER TWO MILES
K-6	PAY FEE	NO FEE
7-12	PAY FEE	PAY FEE



Initial bus route creation will be based on student registrations received as of July 31, 2023. Students who register to ride the bus on or before July 31, 2023 will have their bus pass mailed to their home address on Wednesday August 16, 2023. The bus pass will contain the assigned bus number, bus stop location, and estimated pick-up/drop off time. Students who register late to ride the bus on August 1, 2023 through August 21, 2023 will be assigned an existing bus stop location based upon the initial bus routes created. Additional bus stops may be added, and bus routes may be updated based upon late registrations received, however the initial bus routes for the 2023/2024 school year will be in effect from the start of the school year through mid-September. In the event bus routes are to be changed due to additional stops being added, prior notice shall be provided to families through an email communication and updated route information posted to X2. Students who register after August 21, 2023 will be assigned an existing bus stop location based upon the bus routes created. The review of bus routes for efficiency, including adding/removing bus stop locations is ongoing throughout the school year. If and when modifications to existing routes are made, prior notice of route adjustments shall be provided to families through an e-mail communication and updated route information posted to X2.

A student may also be eligible to have their bus fee waived if they are approved by the state for free and reduced lunch. If you feel you may be eligible for a fee waiver, please register for the bus on MySchoolBucks and select from the drop-down box option (per student), "Seeking Financial Assistance". Once approved by the state, please provide the award letter (to the email address below) to receive a bus pass. If not approved by the state, the bus fee will be the current rate at the time of the notification to the CPS Transportation Coordinator.

Any student that will be using an alternate address from the home address (such as a daycare address) MUST e-mail CPS transportation at the email address below. As with prior years, alternate addresses must be for five (5) days per week. This information must be supplied every year. All student addresses are reset to the home address every school year.

Please contact Peter Brekalis, CPS Transportation Coordinator, at [brekalis@chelmsford.k12.ma.us](mailto:brekalis@chelmsford.k12.ma.us) or (978)-251-5100 x 6942. Additional information may also be viewed in the frequently asked questions section of the CPS website. To access the website, click the PARENTS TAB, then click the TRANSPORTATION option. Please call MySchoolBucks directly at 855-832-5226 for assistance if you encounter trouble processing your on-line registration using the MySchoolBucks product.

**ALL BUS PASSES WILL BE MAILED HOME IN AUGUST BEFORE SCHOOL BEGINS**

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 12, 2023

Re: FY2023 Recommended One-Time Expenditures and Budget Transfers

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As discussed at the May 2, 2023 regular meeting of the school committee, the initial list of recommended one-time expenditures was presented and approved by the Committee along with associated FY2023 budget transfers. The one-time expense recommendations are limited to equipment, supplies and/or projects that do not have recurring costs in future fiscal years. Attached please find an additional list of one-time purchase recommendations and the associated DESE function code category for each item, as we have had the opportunity to review additional projects, quotes and availability of items since the May 2, 2023 meeting. FY2023 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

*I recommend the school committee vote at the regular school committee meeting on May 16, 2023 to approve the FY2023 local operating budget transfers totaling \$ 593,361 for the Chelmsford Public Schools as presented. This budget transfer is shifting from five DESE categories that are favorable to six DESE categories where the items should be purchased.*

One other FY2023 budget transfer is required, unrelated to the one-time purchase list presented.

This budget transfer request is shifting budget funds from a computer services category to an instructional equipment category to purchase new computers for administrative staff (e.g. school clerks, school secretaries, admin support staff).

From		To			Amount
14400000-52472	Computer Services	12420000	58510	Instructional Equip – Central	
		12420100	58510	Instructional Equip – CHS	
		12420200	58510	Instructional Equip – McC	
		12420300	58510	Instructional Equip – Pkr	
		12420400	58510	Instructional Equip – Byam	
		12420500	58510	Instructional Equip – Center	
		12420600	58510	Instructional Equip – Harrington	
		12420700	58510	Instructional Equip – South Row	
				Total	<b>77,000</b>

*I recommend the school committee vote at the regular school committee meeting on May 16, 2023 to approve the FY2023 local operating budget transfers totaling 77,000 for the Chelmsford Public Schools as presented.*

Thank you for your consideration in approving these budget transfers.

## FY2023 One-Time Purchase Recommendations

Amount	Description	School	Contact	FY23 Budget Transfer From DESE Category		To DESE Category	
\$ 6,880	Purchase Single Head embroidery machine (5,000) and software (1,880) for School Store	Chelmsford High School	Marilyn Sweeney	Specialist Teachers	2310	General Supplies	2430
\$ 166,309	Purchase Cleartouch Chromeboxes (upgrade of 325)	Districtwide	Bill Silver	Paraprofessionals	2330	Instructional Tech	2450
\$ 4,650	Purchase furnishings for deescalation spaces for ASD Program	Harrington Elementary School	Amy Reese	Classroom Teachers	2305	Maint of Bldgs/Grounds	4210
\$ 5,824	Purchase and install sound sytem in fitness room	McCarthy Middle School	Bill Silver	Psychological Svcs	2880	Instructional Tech	2450
\$ 22,742	Move all materials (crates, dollies, bins), for middle school realingment	McCarthy and Parker Middle Schools	Brian Curley	Guidance Services	2710	Maint of Bldgs/Grounds	4210
\$ 3,800	Paint fitness center for PE classes as well as sport team use after school (added cost to 69,726 presented 5.2.2023)	McCarthy Middle School	Katie Simes	Classroom Teachers	2305	Instuctional Equip and Athletics	2420 & 3510
\$ 80,983	Upgrade eight (8) science labs - flooring abatement (68,008) and oversite of abatement (12,975)	McCarthy Middle School	Jon Morris	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 51,000	Purchase and install floor tile in 8 science labs and two storage closets	McCarthy Middle School	Brian Curley	Specialist Teachers	2310	Capital Land & Bldgs	7200
\$ 245,349	Purchase and install equipment/furniture in 8 science labs	McCarthy Middle School	Brian Curley	Paraprofessionals	2330	Capital Land & Bldgs	7200
\$ 5,824	Purchase and install sound sytem in fitness room	Parker Middle School	Bill Silver	Psychological Svcs	2880	Instructional Tech	2450
<b>\$ 593,361</b>	<b>TOTAL Recommended One-Time Purchases 5.16.2023</b>						

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 12, 2023  
Re: FY2024 Budget Adjustments

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Attached please find an updated FY2024 local operating budget for the Chelmsford Public Schools to reflect the recently negotiated individual employment agreements, non-affiliated rate increases, and collective bargaining agreement with the building custodians. Funds have been moved from the Salary Reserve for COLA account listed under Section 2300-2305 to the various labor accounts in the budget where the actual FY24 salaries of employees will be paid. You will note this brings the Salary Reserve for COLA account to a zero (\$ 0) balance as all contracts are settled for FY24. The bottom line \$ 70.7 million dollar budget for the operation of the Chelmsford Public Schools does not change. Having the correct figures entered in the FY24 salary accounts will eliminate the need for transfers at the beginning of the fiscal year and provide better monthly forecasting of salary expenditures.

I recommend the school committee vote at the regular meeting of May 16, 2023 to approve the FY24 revised summary level account detail as outlined by MA DESE function code totaling \$ 70,700,000.

Summary Level Totals

	2020-21 FPE	2020-21 ACTUAL	2021-22 FPE	2021-22 BUDGET	2022-23 FPE	2022-23 BUDGET	2023-24 FPE	2023-24 BUDGET
1110 SCHOOL COMMITTEE	0.0	23,513	0.0	25,816	0.0	34,050	0.0	34,050
1210 SUPERINTENDENT	3.0	403,100	3.0	439,979	3.0	449,689	3.0	456,786
1220 ASST. SUPERINTENDENT	2.0	235,225	2.0	243,331	2.0	256,685	2.0	268,207
1230 DISTRICT WIDE	0.0	339,287	0.0	405,496	0.0	420,700	0.0	530,700
1410 BUSINESS AND FINANCE	6.0	400,180	6.0	417,120	6.0	437,984	6.0	476,214
1420 HUMAN RESOURCES	3.7	239,283	3.3	233,267	3.3	349,592	3.6	368,588
1430 - 1435 LEGAL SERVICES & SETTLEMENTS	0.0	115,053	0.0	86,063	0.0	178,000	0.0	128,000
1450 DISTRICTWIDE MIS	10.0	1,219,945	10.0	1,490,875	10.0	1,422,680	10.0	1,495,196
2110 CURRICULUM DIRECTORS - REGULAR EDUCATION	12.0	1,214,937	12.0	1,288,460	12.0	1,325,968	12.0	1,400,891
2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION	9.0	877,390	9.0	913,441	9.0	936,347	9.0	999,958
2210 SCHOOL LEADERSHIP	41.0	2,656,838	42.0	2,748,087	42.0	2,917,971	42.0	3,075,857
2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION	291.9	23,064,296	291.9	23,514,254	291.9	25,385,515	285.5	25,110,252
2310 TEACHERS SPECIALISTS - REGULAR EDUCATION	20.0	1,637,470	20.0	1,737,981	20.0	2,098,640	20.0	2,227,404
2310 TEACHERS SPECIALISTS - SPECIAL EDUCATION	85.0	6,365,810	85.0	6,588,205	88.0	6,899,777	89.5	7,430,185
2320 MEDICAL/THERAPEUTIC SERVICES	5.4	399,456	5.4	400,000	5.4	412,390	5.4	447,729
2325 SUBSTITUTES	0.0	447,720	0.0	517,622	0.0	811,000	0.0	811,000
2330 PARAPROFESSIONALS	219.5	3,365,979	219.5	3,529,062	221.5	4,249,008	223.5	4,684,984
2340 LIBRARY/MEDIA CENTER	15.0	761,187	15.0	762,078	15.0	792,616	15.0	829,070
2357 PROFESSIONAL DEVELOPMENT	0.0	80,633	0.0	123,055	0.0	218,275	0.0	218,275
2410 - 2415 TEXTBOOKS & INSTRUCTIONAL MATERIALS	0.0	963,975	0.0	515,538	0.0	563,440	0.0	547,405
2420 INSTRUCTIONAL EQUIPMENT	0.0	194,997	0.0	143,127	0.0	161,450	0.0	173,300
2430 GENERAL SUPPLIES	0.0	650,559	0.0	687,274	0.0	594,808	0.0	597,008
2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL ED	0.0	87,366	0.0	150,934	0.0	190,000	0.0	190,000
2451 - 2455 CLASSROOM INST TECHNOLOGY & SOFTWARE	0.0	1,189,656	0.0	1,117,716	0.0	695,000	0.0	735,000
2710 - 2800 GUIDANCE & PSYCHOLOGICAL SERVICES	29.0	2,284,570	29.0	2,333,461	33.0	2,705,864	32.8	2,875,082
3200 MEDICAL & HEALTH SERVICES	10.6	780,646	10.6	824,110	10.6	884,101	11.5	995,976
3300 TRANSPORTATION	4.0	3,269,206	4.0	3,962,466	4.0	4,298,419	4.0	4,469,566
3400 FOOD SERVICES	1.0	438,294	1.0	436,870	1.0	123,174	1.0	125,628
3510 ATHLETIC DEPARTMENT	3.4	1,046,183	3.4	988,674	3.4	922,338	3.4	952,800
3520 OTHER STUDENT ACTIVITIES	0.0	157,900	0.0	207,680	0.0	202,690	0.0	204,240
3600 SCHOOL SECURITY	4.0	201,589	4.0	213,377	4.0	192,351	4.0	204,004
4110 - 4210 - 4230 CUSTODIAL SERVICES	11.3	2,379,908	11.3	2,030,941	11.3	1,972,196	11.0	1,977,005
4120 - 4130 HEATING OF BUILDINGS & UTILITY SERVICES	0.0	1,121,846	0.0	1,314,510	0.0	1,273,070	0.0	1,311,145
5150 EMPLOYEE SEPARATION COSTS	0.0	248,607	0.0	288,464	0.0	249,632	0.0	168,909
6200 - 7200 CIVIC ACTIVITIES & CAPITAL LAND & BLDGS	0.0	668,469	0.0	-	0.0	-	0.0	-
9300 TUITIONS	0.0	2,135,927	0.0	3,399,033	0.0	2,874,580	0.0	4,179,586
<b>Grand Total</b>	<b>786.8</b>	<b>61,667,000</b>	<b>787.4</b>	<b>64,078,367</b>	<b>796.4</b>	<b>67,500,000</b>	<b>794.2</b>	<b>70,700,000</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1110 SCHOOL COMMITTEE</b>						
RECORDING SECRETARY	\$ 5,400	\$ 4,400	-	\$ 5,850	-	\$ 5,850
Total Personnel	\$ 5,400	\$ 4,400	0.0	\$ 5,850	0.0	\$ 5,850
OTHER EXPENSES	\$ 18,113	\$ 21,416	-	\$ 28,000	-	\$ 28,000
SUPPLIES	\$ -	\$ -	-	\$ 200	-	\$ 200
Total Non-Personnel	\$ 18,113	\$ 21,416	0.0	\$ 28,200	0.0	\$ 28,200
<b>Total 1110 SCHOOL COMMITTEE</b>	<b>\$ 23,513</b>	<b>\$ 25,816</b>	<b>0.0</b>	<b>\$ 34,050</b>	<b>0.0</b>	<b>\$ 34,050</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1210 SUPERINTENDENT</b>						
SUPERINTENDENT OF SCHOOLS	\$ 200,277	\$ 204,283	1.0	\$ 208,368	1.0	\$ 217,577
VACATION BUYBACK	\$ 20,176	\$ 21,440	-	\$ 22,708	-	\$ 14,314
ADMINISTRATIVE ASSISTANT	\$ 43,429	\$ 73,920	1.0	\$ 58,140	1.0	\$ 62,233
COMMUNICATIONS & MEDIA DIRECTOR	\$ 41,895	\$ 61,200	1.0	\$ 62,424	1.0	\$ 64,612
Total Personnel	\$ 305,777	\$ 360,843	3.0	\$ 351,640	3.0	\$ 358,736
CONTRACTED SERVICES	\$ 46,692	\$ 12,350	-	\$ 50,000	-	\$ 50,000
OTHER EXPENSES	\$ 48,719	\$ 61,111	-	\$ 38,049	-	\$ 38,050
SUPPLIES	\$ 1,912	\$ 5,675	-	\$ 10,000	-	\$ 10,000
Total Non-Personnel	\$ 97,323	\$ 79,136	0.0	\$ 98,049	0.0	\$ 98,050
<b>Total 1210 SUPERINTENDENT</b>	<b>\$ 403,100</b>	<b>\$ 439,979</b>	<b>3.0</b>	<b>\$ 449,689</b>	<b>3.0</b>	<b>\$ 456,786</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1220 ASSISTANT SUPERINTENDENT</b>						
ASSISTANT SUPERINTENDENT OF SCHOOLS	\$ 157,000	\$ 160,060	1.0	\$ 163,181	1.0	\$ 170,424
VACATION BUYBACK	\$ 11,711	\$ 11,845	-	\$ 11,982	-	\$ 11,212
ADMINISTRATIVE ASSISTANT	\$ 56,480	\$ 56,395	1.0	\$ 57,522	1.0	\$ 62,571
<b>Total Personnel</b>	<b>\$ 225,191</b>	<b>\$ 228,300</b>	<b>2.0</b>	<b>\$ 232,685</b>	<b>2.0</b>	<b>\$ 244,207</b>
OTHER EXPENSES	\$ 5,487	\$ 12,617	-	\$ 19,000	-	\$ 19,000
SUPPLIES	\$ 4,547	\$ 2,414	-	\$ 5,000	-	\$ 5,000
<b>Total Non-Personnel</b>	<b>\$ 10,034</b>	<b>\$ 15,031</b>	<b>0.0</b>	<b>\$ 24,000</b>	<b>0.0</b>	<b>\$ 24,000</b>
<b>Total 1220 ASSISTANT SUPERINTENDENT</b>	<b>\$ 235,225</b>	<b>\$ 243,331</b>	<b>2.0</b>	<b>\$ 256,685</b>	<b>2.0</b>	<b>\$ 268,207</b>



Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1230 DISTRICT WIDE</b>						
ADVERTISING	\$ 806	\$ 1,050	-	\$ 1,500	-	\$ 1,500
COPIERS	\$ 102,474	\$ 142,904	-	\$ 140,000	-	\$ 250,000
DUES & CONFERENCES (COORDINATORS)	\$ 1,375	\$ 5,609	-	\$ 13,000	-	\$ 13,000
POSTAGE	\$ 28,609	\$ 35,189	-	\$ 36,200	-	\$ 36,200
ADMINISTRATIVE SOFTWARE	\$ 206,023	\$ 220,744	-	\$ 230,000	-	\$ 230,000
Total Non-Personnel	\$ 339,287	\$ 405,496	0.0	\$ 420,700	0.0	\$ 530,700
<b>Total 1230 DISTRICT WIDE</b>	<b>\$ 339,287</b>	<b>\$ 405,496</b>	<b>0.0</b>	<b>\$ 420,700</b>	<b>0.0</b>	<b>\$ 530,700</b>

Notes:

The "copiers" line item has increased as a majority of the existing copier fleet was purchased in January of 2020, when the five-year lease expired. The budget increase is to address the per click maintenance costs that occurs after the warranty period (three years) expires, as well as replacing three aging copiers in the CHS RICOH Center that are from 2014 and 2019.

Chelmsford Public School District  
 FY2024 School Committee Approved Budget  
 February 28, 2023

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1410 BUSINESS AND FINANCE</b>						
DIRECTOR OF BUSINESS & FINANCE	\$ 127,726	\$ 133,538	1.0	\$ 139,614	1.0	\$ 154,961
VACATION BUYBACK	\$ 5,602	\$ 5,857	-	\$ 6,123	-	\$ 10,195
BUSINESS OFFICE STAFF	\$ 251,461	\$ 259,291	5.0	\$ 267,247	5.0	\$ 286,058
Total Personnel	\$ 384,789	\$ 398,686	6.0	\$ 412,984	6.0	\$ 451,214
CONTRACTED SERVICES	\$ 10,300	\$ 11,000	-	\$ 15,000	-	\$ 15,000
OTHER EXPENSES	\$ 3,028	\$ 3,964	-	\$ 6,900	-	\$ 6,900
SUPPLIES	\$ 2,063	\$ 3,470	-	\$ 3,100	-	\$ 3,100
Total Non-Personnel	\$ 15,391	\$ 18,434	0.0	\$ 25,000	0.0	\$ 25,000
<b>Total 1410 BUSINESS AND FINANCE</b>	<b>\$ 400,180</b>	<b>\$ 417,120</b>	<b>6.0</b>	<b>\$ 437,984</b>	<b>6.0</b>	<b>\$ 476,214</b>

Notes:

The "contracted services" line item contains funding associated with the MA DESE End-of-Year Report financial audit and one (1) student activity account audit annually.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1420 HUMAN RESOURCES</b>						
DIRECTOR OF PERSONNEL & PROFESSIONAL LEARNING	\$ 131,726	\$ 105,683	1.0	\$ 139,614	1.0	\$ 136,209
VACATION BUYBACK	\$ 5,602	\$ -	-	\$ 6,123	-	\$ 5,974
HUMAN RESOURCES OFFICE STAFF	\$ 73,645	\$ 106,031	2.0	\$ 113,730	2.0	\$ 121,735
SUBSTITUTE COORDINATOR	\$ 20,926	\$ 10,522	0.3	\$ 12,750	0.6	\$ 27,295
<b>Total Personnel</b>	<b>\$ 231,899</b>	<b>\$ 222,236</b>	<b>3.3</b>	<b>\$ 272,217</b>	<b>3.6</b>	<b>\$ 291,213</b>
CONTRACTED SERVICES	\$ 1,870	\$ -	-	\$ 45,000	-	\$ 45,000
OTHER EXPENSES	\$ 4,100	\$ 9,725	-	\$ 30,375	-	\$ 30,375
SUPPLIES	\$ 1,414	\$ 1,306	-	\$ 2,000	-	\$ 2,000
<b>Total Non-Personnel</b>	<b>\$ 7,384</b>	<b>\$ 11,031</b>	<b>0.0</b>	<b>\$ 77,375</b>	<b>0.0</b>	<b>\$ 77,375</b>
<b>Total 1420 HUMAN RESOURCES</b>	<b>\$ 239,283</b>	<b>\$ 233,267</b>	<b>3.3</b>	<b>\$ 349,592</b>	<b>3.6</b>	<b>\$ 368,588</b>

Notes:

The "Substitute Coordinator" position FPE has been increased due to a reallocation of time from the "Secretary - Facility Services" position.

The "contracted services" line item contains funding to provide for the costs associated with providing staff employment accommodations necessitated by medical documentation.

The "contracted services" line item contains funding to provide for consulting services related to the upgrade of the personnel management (School Spring) software system utilized by the Chelmsford Public Schools.

The "other expenses" line item contains funding to provide an upgrade to the personnel management system, Talent Ed Records Module.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1430 - 1435 LEGAL SERVICES &amp; SETTLEMENTS</b>						
LEGAL FEES - GENERAL & COLLECTIVE BARGAINING COUNSEL	\$ 99,564	\$ 44,173	-	\$ 125,000	-	\$ 75,000
LEGAL FEES - SPECIAL EDUCATION COUNSEL	\$ 15,489	\$ 41,890	-	\$ 45,000	-	\$ 45,000
LEGAL SETTLEMENTS - SPECIAL EDUCATION	\$ -	\$ -	-	\$ 8,000	-	\$ 8,000
Total Non-Personnel	\$ 115,053	\$ 86,063	0.0	\$ 178,000	0.0	\$ 128,000
<b>Total 1430 - 1435 LEGAL SERVICES &amp; SETTLEMENTS</b>	<b>\$ 115,053</b>	<b>\$ 86,063</b>	<b>0.0</b>	<b>\$ 178,000</b>	<b>0.0</b>	<b>\$ 128,000</b>

Notes:

The "legal services - general" line item has been reduced as collective bargaining costs are anticipated to be less in FY24. Contracts have been settled with all major employee unions for FY24.

Chelmsford Public School District  
 FY2024 School Committee Approved Budget  
 February 28, 2023

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>1450 DISTRICTWIDE MIS</b>						
DIRECTOR OF INFO., COMM., & TECHNOLOGY SERVICES	\$ 133,726	\$ 139,538	1.0	\$ 139,614	1.0	\$ 154,961
VACATION BUYBACK	\$ 5,602	\$ 5,857	-	\$ 6,123	-	\$ 10,195
NETWORK OFFICE STAFF	\$ 182,457	\$ 208,200	2.0	\$ 145,462	2.0	\$ 160,165
TECHNOLOGY OFFICE STAFF	\$ 250,803	\$ 331,344	7.0	\$ 414,481	7.0	\$ 427,875
<b>Total Personnel</b>	<b>\$ 572,588</b>	<b>\$ 684,939</b>	<b>10.0</b>	<b>\$ 705,680</b>	<b>10.0</b>	<b>\$ 753,196</b>
CONTRACTED SERVICES	\$ 72,884	\$ 58,526	-	\$ 80,000	-	\$ 80,000
OTHER EXPENSES	\$ -	\$ -	-	\$ 12,000	-	\$ 12,000
EQUIPMENT	\$ 208,815	\$ 50,000	-	\$ 50,000	-	\$ 70,000
NETWORK SERVICES	\$ 306,626	\$ 541,363	-	\$ 440,000	-	\$ 440,000
SECURITY	\$ 39,409	\$ 133,767	-	\$ 100,000	-	\$ 100,000
SUPPLIES	\$ 12,000	\$ 12,000	-	\$ 20,000	-	\$ 20,000
TRAVEL	\$ 7,623	\$ 10,280	-	\$ 15,000	-	\$ 20,000
<b>Total Non-Personnel</b>	<b>\$ 647,357</b>	<b>\$ 805,936</b>	<b>0.0</b>	<b>\$ 717,000</b>	<b>0.0</b>	<b>\$ 742,000</b>
<b>Total 1450 DISTRICTWIDE MIS</b>	<b>\$ 1,219,945</b>	<b>\$ 1,490,875</b>	<b>10.0</b>	<b>\$ 1,422,680</b>	<b>10.0</b>	<b>\$ 1,495,196</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2110 CURRICULUM DIRECTORS</b>						
CURRICULUM COORDINATORS	\$ 1,124,350	\$ 1,208,558	11.0	\$ 1,213,107	11.0	\$ 1,284,205
CURRICULUM STIPENDS - Course Scheduler	\$ 5,000	\$ 5,000	-	\$ 5,000	-	\$ 5,000
SECRETARY FOR CURRICULUM COORDINATORS	\$ 37,805	\$ 38,861	1.0	\$ 38,861	1.0	\$ 42,686
<b>Total Personnel</b>	<b>\$ 1,167,155</b>	<b>\$ 1,252,419</b>	<b>12.0</b>	<b>\$ 1,256,968</b>	<b>12.0</b>	<b>\$ 1,331,891</b>
CONTRACTED SERVICES	\$ 24,050	\$ 18,972	-	\$ 35,000	-	\$ 35,000
EQUIPMENT	\$ 5,000	\$ 5,000	-	\$ 5,000	-	\$ 5,000
PROFESSIONAL DEVELOPMENT	\$ 14,428	\$ 7,042	-	\$ 10,000	-	\$ 10,000
SUPPLIES	\$ 2,007	\$ 958	-	\$ 2,000	-	\$ 2,000
TRANSLATION SERVICES	\$ 2,297	\$ 1,414	-	\$ 7,000	-	\$ 7,000
TUITION REIMBURSEMENT	\$ -	\$ 2,655	-	\$ 10,000	-	\$ 10,000
<b>Total Non-Personnel</b>	<b>\$ 47,782</b>	<b>\$ 36,041</b>	<b>0.0</b>	<b>\$ 69,000</b>	<b>0.0</b>	<b>\$ 69,000</b>
<b>Total 2110 CURRICULUM DIRECTORS</b>	<b>\$ 1,214,937</b>	<b>\$ 1,288,460</b>	<b>12.0</b>	<b>\$ 1,325,968</b>	<b>12.0</b>	<b>\$ 1,400,891</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION</b>						
DIRECTOR OF STUDENT SUPPORT SERVICES	\$ 130,726	\$ 136,538	1.0	\$ 142,614	1.0	\$ 157,961
VACATION BUYBACK	\$ 5,602	\$ 5,857	-	\$ 6,123	-	\$ 10,392
ASSISTANT DIRECTOR OF STUDENT SUPPORT SERVICES	\$ 113,029	\$ 116,707	1.0	\$ 119,041	1.0	\$ 121,422
SECRETARIES - SPECIAL EDUCATION	\$ 81,803	\$ 85,118	2.0	\$ 87,727	2.0	\$ 97,565
SPECIAL EDUCATION ADMINISTRATIVE CHAIRPERSON	\$ 425,768	\$ 436,904	4.0	\$ 438,226	4.0	\$ 463,093
COORDINATOR OF INTEGRATED PRE-SCHOOL (CHIPS)	\$ 93,212	\$ 106,896	1.0	\$ 108,216	1.0	\$ 115,125
<b>Total Personnel</b>	<b>\$ 850,140</b>	<b>\$ 888,020</b>	<b>9.0</b>	<b>\$ 901,947</b>	<b>9.0</b>	<b>\$ 965,558</b>
COMPUTER EQUIPMENT	\$ 3,508	\$ 2,946	-	\$ 3,500	-	\$ 3,500
DUES/OTHER	\$ 11,495	\$ 12,528	-	\$ 15,000	-	\$ 15,000
PAC EXPENSES	\$ 474	\$ 524	-	\$ 1,000	-	\$ 1,000
SUPPLIES	\$ 8,561	\$ 5,204	-	\$ 6,000	-	\$ 6,000
TRAVEL	\$ 3,212	\$ 4,219	-	\$ 8,900	-	\$ 8,900
<b>Total Non-Personnel</b>	<b>\$ 27,250</b>	<b>\$ 25,421</b>	<b>0.0</b>	<b>\$ 34,400</b>	<b>0.0</b>	<b>\$ 34,400</b>
<b>Total 2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION</b>	<b>\$ 877,390</b>	<b>\$ 913,441</b>	<b>9.0</b>	<b>\$ 936,347</b>	<b>9.0</b>	<b>\$ 999,958</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2210 SCHOOL LEADERSHIP</b>						
PRINCIPALS	\$ 885,358	\$ 899,732	7.0	\$ 927,516	7.0	\$ 961,108
ASSISTANT PRINCIPALS - ELEMENTARY	\$ 416,615	\$ 430,225	4.0	\$ 435,502	4.0	\$ 465,952
ASSISTANT PRINCIPALS - MIDDLE	\$ 218,426	\$ 224,054	2.0	\$ 225,374	2.0	\$ 238,455
DEANS	\$ 339,252	\$ 326,236	3.0	\$ 337,997	3.0	\$ 347,396
CHS ACCREDIATION - Stipends	\$ -	\$ -	-	\$ 7,000	-	\$ 7,000
SECRETARIES	\$ 432,086	\$ 449,249	12.0	\$ 449,685	15.0	\$ 601,259
SCHOOL CLERKS	\$ 238,695	\$ 252,345	12.0	\$ 291,725	9.0	\$ 203,987
COPY CENTER CLERKS	\$ 34,974	\$ 34,065	2.0	\$ 34,465	2.0	\$ 38,043
<b>Total Personnel</b>	<b>\$ 2,565,406</b>	<b>\$ 2,615,906</b>	<b>42.0</b>	<b>\$ 2,709,264</b>	<b>42.0</b>	<b>\$ 2,863,200</b>
ADMIN INST, CONFERENCES & DUES	\$ 13,958	\$ 11,891	-	\$ 41,990	-	\$ 43,140
COMPUTER SUPPLIES & MAINTENANCE	\$ 34,913	\$ 34,261	-	\$ 43,000	-	\$ 43,000
CHS ACCREDIATION	\$ -	\$ 1,441	-	\$ 3,650	-	\$ 3,650
CHS GRADUATION	\$ 23,423	\$ 23,972	-	\$ 28,000	-	\$ 28,000
PRINTING	\$ 2,820	\$ 4,700	-	\$ 18,542	-	\$ 21,342
SOFTWARE	\$ 6,100	\$ 27,301	-	\$ 40,000	-	\$ 40,000
SUPPLIES	\$ 10,218	\$ 28,615	-	\$ 33,525	-	\$ 33,525
<b>Total Non-Personnel</b>	<b>\$ 91,432</b>	<b>\$ 132,181</b>	<b>0.0</b>	<b>\$ 208,707</b>	<b>0.0</b>	<b>\$ 212,657</b>
<b>Total 2210 SCHOOL LEADERSHIP</b>	<b>\$ 2,656,838</b>	<b>\$ 2,748,087</b>	<b>42.0</b>	<b>\$ 2,917,971</b>	<b>42.0</b>	<b>\$ 3,075,857</b>



Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION</b>						
LONGEVITY	\$ 45,525	\$ 22,280	-	\$ 6,650	-	\$ 18,295
SALARY RESERVE FOR LEVEL (LANE) CHANGES	\$ -	\$ -	-	\$ 106,657	-	\$ 150,075
SALARY RESERVE FOR COLA	\$ -	\$ -	-	\$ 1,352,522	-	\$ -
ELEMENTARY TEACHERS	\$ 5,450,801	\$ 5,729,309	75.0	\$ 5,892,352	74.0	\$ 6,186,432
KINDERGARTEN TEACHERS	\$ 1,346,635	\$ 1,341,404	18.0	\$ 1,345,730	17.0	\$ 1,353,994
MIDDLE SCHOOL TEACHERS - GRADES 5 & 6	\$ 2,748,144	\$ 2,732,282	32.0	\$ 2,710,486	32.0	\$ 2,895,445
TEACHERS - ART	\$ 836,020	\$ 803,070	10.4	\$ 819,449	10.4	\$ 859,001
TEACHERS - BUSINESS	\$ 172,978	\$ 175,955	2.0	\$ 176,438	2.0	\$ 187,224
TEACHERS - ENGLISH	\$ 1,801,758	\$ 1,878,095	23.0	\$ 1,987,298	22.0	\$ 2,035,487
TEACHERS - FAMILY CONSUMER SCIENCE	\$ 86,489	\$ 88,219	1.0	\$ 88,219	1.0	\$ 93,612
TEACHERS - HEALTH	\$ 593,497	\$ 563,570	7.0	\$ 569,703	7.0	\$ 614,680
TEACHERS - MATHEMATICS	\$ 2,122,171	\$ 2,117,832	25.0	\$ 2,205,104	24.0	\$ 2,226,341
TEACHERS - MUSIC	\$ 1,053,726	\$ 1,102,458	14.1	\$ 1,122,678	14.1	\$ 1,165,215
TEACHERS - PHYSICAL EDUCATION	\$ 1,087,619	\$ 1,162,748	13.8	\$ 1,184,649	14.0	\$ 1,288,296
TEACHERS - SCIENCE	\$ 1,941,702	\$ 1,968,960	24.0	\$ 1,940,144	23.0	\$ 2,018,753
TEACHERS - SOCIAL STUDIES	\$ 1,869,213	\$ 1,946,841	22.0	\$ 1,926,318	21.0	\$ 1,968,392
TEACHERS - TECHNOLOGY	\$ 683,534	\$ 657,620	9.0	\$ 693,647	9.0	\$ 764,393
TEACHERS - WORLD LANGUAGE	\$ 1,158,319	\$ 1,157,927	15.6	\$ 1,190,103	15.0	\$ 1,213,839
STIPENDS - PRINCIPAL DESIGNEE (ELEMENTARY & MIDDLE)	\$ 7,218	\$ 7,218	-	\$ 7,218	-	\$ 7,583
STIPENDS - TEAM LEADERS & SPECIALISTS (ELEMENTARY)	\$ 33,684	\$ 33,684	-	\$ 33,684	-	\$ 35,389
STIPENDS - TEAM LEADERS & FACILITATORS (MIDDLE)	\$ 25,263	\$ 24,782	-	\$ 26,466	-	\$ 27,806
Total Personnel	\$ 23,064,296	\$ 23,514,254	291.9	\$ 25,385,515	285.5	\$ 25,110,252
<b>Total 2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION</b>	<b>\$ 23,064,296</b>	<b>\$ 23,514,254</b>	<b>291.9</b>	<b>\$ 25,385,515</b>	<b>285.5</b>	<b>\$ 25,110,252</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2310 TEACHER SPECIALISTS - REGULAR EDUCATION</b>						
TUTORING	\$ 6,307	\$ 61,006	-	\$ 408,800	-	\$ 408,800
TEACHERS - ENGLISH LANGUAGE LEARNERS	\$ 489,228	\$ 506,852	7.0	\$ 541,942	7.0	\$ 586,051
TEACHERS - READING	\$ 1,141,935	\$ 1,170,123	13.0	\$ 1,147,898	13.0	\$ 1,232,553
Total Personnel	\$ 1,637,470	\$ 1,737,981	20.0	\$ 2,098,640	20.0	\$ 2,227,404
<b>Total 2310 TEACHERS SPECIALIST - REGULAR EDUCATION</b>	<b>\$ 1,637,470</b>	<b>\$ 1,737,981</b>	<b>20.0</b>	<b>\$ 2,098,640</b>	<b>20.0</b>	<b>\$ 2,227,404</b>

Notes:

The "tutoring" line item contains funding to provide twenty (20) part-time instructional staff positions to augment grant funding in support of the elementary and middle school interventionist staffing/model.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2310 TEACHER SPECIALISTS - SPECIAL EDUCATION</b>						
BOARD CERTIFIED BEHAVIOR ANALYST (BCBA)	\$ 401,886	\$ 404,253	5.0	\$ 417,007	5.5	\$ 470,680
TEACHERS - INTEGRATED PRE-SCHOOL	\$ 600,490	\$ 631,023	8.0	\$ 651,802	8.0	\$ 707,091
Less: Offset to CHIPS Revolving Fund	\$ -	\$ -	-	\$ (115,000)	-	\$ (115,000)
TEACHERS - SPECIAL EDUCATION	\$ 4,172,543	\$ 4,347,796	61.0	\$ 4,707,227	62.0	\$ 5,079,784
TEACHERS - SPEECH LANGUAGE PATHOLOGIST	\$ 1,096,459	\$ 1,088,056	14.0	\$ 1,133,741	14.0	\$ 1,182,630
TEACHERS - SUMMER SCHOOL	\$ 94,432	\$ 117,077	-	\$ 105,000	-	\$ 105,000
Total Personnel	\$ 6,365,810	\$ 6,588,205	88.0	\$ 6,899,777	89.5	\$ 7,430,185
<b>Total 2310 TEACHER SPECIALISTS - SPECIAL EDUCATION</b>	<b>\$ 6,365,810</b>	<b>\$ 6,588,205</b>	<b>88.0</b>	<b>\$ 6,899,777</b>	<b>89.5</b>	<b>\$ 7,430,185</b>

Notes:

The "teachers - integrated pre-school" line item is offset by \$ 115,000 allocated to the CHIPS Revolving Fund.

The "teachers - special education" line item contains funding to add a 1.0 special education teacher position (a new middle school language based program) to comply with Individual Education Plans (IEPs).

The "board certified behavior analyst (bcba)" line item contains funding to increase the 0.5 board certified behavior analyst position to 1.0 at Harrington Elementary School to support new elementary level ASD programming.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2320 MEDICAL/THERAPEUTIC SERVICES</b>						
PHYSICAL THERAPISTS	\$ 111,200	\$ 117,921	1.4	\$ 121,602	1.4	\$ 132,253
OCCUPATIONAL THERAPISTS	\$ 288,256	\$ 282,079	4.0	\$ 290,788	4.0	\$ 315,476
Total Personnel	\$ 399,456	\$ 400,000	5.4	\$ 412,390	5.4	\$ 447,729
<b>Total 2320 MEDICAL/THERAPEUTIC SERVICES</b>	<b>\$ 399,456</b>	<b>\$ 400,000</b>	<b>5.4</b>	<b>\$ 412,390</b>	<b>5.4</b>	<b>\$ 447,729</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2325 SUBSTITUTES</b>						
SUBSTITUTES - PARAS AND SECRETARIES	\$ 50,962	\$ 103,043	-	\$ 157,000	-	\$ 157,000
SUBSTITUTE TEACHERS - DAY-TO-DAY	\$ 212,700	\$ 257,344	-	\$ 422,000	-	\$ 422,000
SUBSTITUTE TEACHERS - LONG TERM	\$ 146,058	\$ 100,235	-	\$ 232,000	-	\$ 232,000
SUBSTITUTE TEACHERS - CONTRACTED SERVICES	\$ 38,000	\$ 57,000	-	\$ -	-	\$ -
Total Personnel	\$ 447,720	\$ 517,622	0.0	\$ 811,000	0.0	\$ 811,000
<b>Total 2325 SUBSTITUTES</b>	<b>\$ 447,720</b>	<b>\$ 517,622</b>	<b>0.0</b>	<b>\$ 811,000</b>	<b>0.0</b>	<b>\$ 811,000</b>

Notes:

	FY2024 Rates
Rate Types:	
Day-to-Day Substitute Teacher	\$ 125.00/Day
Day-to-Day Substitute Teacher (Retired Teacher - formerly licensed)	\$ 150.00/Day
Associates Degree Required/Bachelor's Degree Preferred	
Long-Term Substitute Teacher (10+ days in same assignment)	\$ 200/Day
Bachelor's Degree & DESE License Required	
Day-to-Day Substitute Paraprofessional or Recess Aide	\$ 16.00/Hour
No degree required	

Chelmsford Public School District  
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Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2330 PARAPROFESSIONALS</b>						
LUNCH & RECESS AIDES	\$ 318,612	\$ 399,497	50.0	\$ 439,751	52.0	\$ 494,834
PARAPROFESSIONALS - SPECIAL EDUCATION	\$ 3,034,717	\$ 3,113,932	171.5	\$ 3,795,257	171.5	\$ 4,164,950
PARAPROFESSIONALS - TOILETING STIPEND	\$ 12,650	\$ 15,633	-	\$ 14,000	-	\$ 25,200
Total Personnel	\$ 3,365,979	\$ 3,529,062	221.5	\$ 4,249,008	223.5	\$ 4,684,984
<b>Total 2330 PARAPROFESSIONALS</b>	<b>\$ 3,365,979</b>	<b>\$ 3,529,062</b>	<b>221.5</b>	<b>\$ 4,249,008</b>	<b>223.5</b>	<b>\$ 4,684,984</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2340 LIBRARY/MEDIA CENTER</b>						
LIBRARIANS	\$ 251,392	\$ 259,629	3.0	\$ 262,222	3.0	\$ 280,092
LIBRARY ASSISTANTS	\$ 182,336	\$ 189,128	4.0	\$ 193,772	4.0	\$ 198,079
LIBRARY CLERKS - CIRCULATION	\$ 52,413	\$ 54,063	2.0	\$ 54,063	2.0	\$ 59,540
TECHNOLOGY ASSISTANTS	\$ 275,046	\$ 259,258	6.0	\$ 282,559	6.0	\$ 291,359
Total Personnel	\$ 761,187	\$ 762,078	15.0	\$ 792,616	15.0	\$ 829,070
<b>Total 2340 LIBRARIANS/MEDIA CENTER</b>	<b>\$ 761,187</b>	<b>\$ 762,078</b>	<b>15.0</b>	<b>\$ 792,616</b>	<b>15.0</b>	<b>\$ 829,070</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2357 PROFESSIONAL DEVELOPMENT</b>						
MENTOR STIPENDS	\$ 24,154	\$ 30,046	-	\$ 35,000	-	\$ 35,000
Total Personnel	\$ 24,154	\$ 30,046	0.0	\$ 35,000	0.0	\$ 35,000
COURSE REIMBURSEMENT - SECRETARIES & PARAPROFESSIONALS	\$ 800	\$ -	-	\$ 5,000	-	\$ 5,000
COURSE REIMBURSEMENT - TEACHERS	\$ 33,739	\$ 57,013	-	\$ 75,000	-	\$ 75,000
DUES & CONFERENCES	\$ 21,940	\$ 35,996	-	\$ 53,275	-	\$ 53,275
SPEAKERS & WORKSHOPS	\$ -	\$ -	-	\$ 50,000	-	\$ 50,000
Total Non-Personnel	\$ 56,479	\$ 93,009	0.0	\$ 183,275	0.0	\$ 183,275
<b>Total 2357 PROFESSIONAL DEVELOPMENT</b>	<b>\$ 80,633</b>	<b>\$ 123,055</b>	<b>0.0</b>	<b>\$ 218,275</b>	<b>0.0</b>	<b>\$ 218,275</b>

Notes:

A "speakers and workshop" line item has been included to provide for fees and materials associated with districtwide professional development initiatives.



Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2410 - 2415 TEXTBOOKS &amp; INSTRUCTIONAL MATERIALS</b>						
CONTRACTED SERVICES - REBINDING	\$ 483	\$ 1,011	-	\$ 4,000	-	\$ 4,000
CONTRACTED SERVICES - LIBRARY	\$ 11,000	\$ 6,282	-	\$ 11,000	-	\$ 6,000
CURRICULUM EXPENSE - SPECIAL EDUCATION	\$ 26,884	\$ 32,874	-	\$ 42,000	-	\$ 42,000
EXTENDED YEAR / SUMMER CURRICULUM DEVELOPMENT	\$ 4,085	\$ 8,615	-	\$ 50,000	-	\$ 50,000
SUPPLIES - LIBRARY	\$ 32,616	\$ 34,401	-	\$ 37,000	-	\$ 42,000
TEXTBOOK ADOPTIONS - DISTRICT-WIDE	\$ 610,242	\$ 133,927	-	\$ 141,235	-	\$ 127,000
TEXTS - GENERAL	\$ -	\$ -	-	\$ 3,186	-	\$ 3,186
TEXTS - BUSINESS	\$ 5,000	\$ 9,500	-	\$ 12,000	-	\$ 12,000
TEXTS - ENGLISH LANGUAGE LEARNERS	\$ 454	\$ 2,928	-	\$ 3,000	-	\$ 3,000
TEXTS - ENGLISH LANGUAGE ARTS	\$ 84,635	\$ 79,731	-	\$ 84,000	-	\$ 87,000
TEXTS - FOREIGN LANGUAGE	\$ 8,415	\$ 9,498	-	\$ 9,800	-	\$ 11,000
TEXTS - HEALTH	\$ -	\$ -	-	\$ -	-	\$ -
TEXTS - MATHEMATICS	\$ 97,299	\$ 101,703	-	\$ 106,252	-	\$ 106,252
TEXTS - MUSIC	\$ 8,899	\$ 7,874	-	\$ 9,967	-	\$ 9,967
TEXTS - READING	\$ 3,666	\$ 3,134	-	\$ 6,000	-	\$ 6,000
TEXTS - SCIENCE	\$ 29,477	\$ 43,339	-	\$ 12,000	-	\$ 10,000
TEXTS - SOCIAL STUDIES	\$ 40,820	\$ 40,721	-	\$ 32,000	-	\$ 28,000
Total Non-Personnel	\$ 963,975	\$ 515,538	0.0	\$ 563,440	0.0	\$ 547,405
<b>Total 2410 - 2415 TEXTBOOKS &amp; INSTRUCTIONAL MATERIALS</b>	<b>\$ 963,975</b>	<b>\$ 515,538</b>	<b>0.0</b>	<b>\$ 563,440</b>	<b>0.0</b>	<b>\$ 547,405</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2420 INSTRUCTIONAL EQUIPMENT</b>						
EQUIPMENT & MAINTENANCE - GENERAL (SCHOOL)	\$ 81,317	\$ 77,601	-	\$ 86,000	-	\$ 86,000
EQUIPMENT & MAINTENANCE - ART	\$ -	\$ 954	-	\$ 1,100	-	\$ 600
EQUIPMENT & MAINTENANCE - INDUSTRIAL ARTS	\$ 3,925	\$ 6,573	-	\$ 6,900	-	\$ 7,000
EQUIPMENT & MAINTENANCE - PHYSICAL EDUCATION	\$ 44,026	\$ 23,415	-	\$ 20,450	-	\$ 20,700
EQUIPMENT & MAINTENANCE - SCIENCE	\$ 48,729	\$ 14,086	-	\$ 21,500	-	\$ 31,000
EQUIPMENT & MAINTENANCE - TECHNOLOGY	\$ 17,000	\$ 20,498	-	\$ 25,500	-	\$ 28,000
Total Non-Personnel	\$ 194,997	\$ 143,127	0.0	\$ 161,450	0.0	\$ 173,300
<b>Total 2420 INSTRUCTIONAL EQUIPMENT</b>	<b>\$ 194,997</b>	<b>\$ 143,127</b>	<b>0.0</b>	<b>\$ 161,450</b>	<b>0.0</b>	<b>\$ 173,300</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2430 GENERAL SUPPLIES</b>						
SUPPLIES - COPY PAPER	\$ 26,921	\$ 52,489	-	\$ 52,400	-	\$ 52,400
SUPPLIES - ENGLISH LANGUAGE LEARNERS	\$ 2,718	\$ 2,319	-	\$ 2,500	-	\$ 3,000
SUPPLIES - EVALUATIONS - SPECIAL EDUCATION	\$ 20,288	\$ 29,780	-	\$ 42,500	-	\$ 42,500
SUPPLIES - GENERAL (SCHOOL/CLASSROOM)	\$ 357,439	\$ 310,356	-	\$ 207,625	-	\$ 208,625
SUPPLIES - ART	\$ 51,497	\$ 53,281	-	\$ 50,700	-	\$ 50,700
SUPPLIES - BUSINESS	\$ 7,476	\$ 763	-	\$ 8,000	-	\$ 8,000
SUPPLIES - ENGLISH LANGUAGE ARTS	\$ 6,846	\$ 7,769	-	\$ 13,200	-	\$ 13,200
SUPPLIES - FOREIGN LANGUAGE	\$ 7,000	\$ 6,917	-	\$ 7,000	-	\$ 7,000
SUPPLIES - HEALTH	\$ 3,256	\$ 3,966	-	\$ 3,900	-	\$ 4,400
SUPPLIES - INDUSTRIAL ARTS	\$ 4,780	\$ 6,869	-	\$ 7,500	-	\$ 7,500
SUPPLIES - MATHEMATICS	\$ 14,275	\$ 14,964	-	\$ 18,350	-	\$ 18,350
SUPPLIES - MUSIC	\$ 37,872	\$ 75,651	-	\$ 40,033	-	\$ 40,633
SUPPLIES - PHYSICAL EDUCATION	\$ 200	\$ 197	-	\$ 200	-	\$ -
SUPPLIES - READING	\$ 1,379	\$ 498	-	\$ 5,500	-	\$ 5,500
SUPPLIES - SCIENCE	\$ 50,688	\$ 65,126	-	\$ 80,200	-	\$ 68,000
SUPPLIES - SOCIAL STUDIES	\$ 17,088	\$ 15,305	-	\$ 14,200	-	\$ 21,200
SUPPLIES - TECHNOLOGY	\$ 40,836	\$ 41,025	-	\$ 41,000	-	\$ 46,000
Total Non-Personnel	\$ 650,559	\$ 687,274	0.0	\$ 594,808	0.0	\$ 597,008
<b>Total 2430 GENERAL SUPPLIES</b>	<b>\$ 650,559</b>	<b>\$ 687,274</b>	<b>0.0</b>	<b>\$ 594,808</b>	<b>0.0</b>	<b>\$ 597,008</b>

Category Level Detail

	FY2021	FY2022	FY23	FY2023	FY24	FY2024
	ACTUAL	ACTUAL	FPE	BUDGET	FPE	BUDGET

2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL EDUCATION

CONTRACTED SERVICES - SPECIAL EDUCATION	\$ 60,500	\$ 114,138	-	\$ 125,000	-	\$ 125,000
CRISIS INTERVENTION/CONTINGENCY - SPECIAL EDUCATION	\$ 14,630	\$ 15,177	-	\$ 45,000	-	\$ 45,000
TUTORING - SPECIAL EDUCATION	\$ 12,236	\$ 21,619	-	\$ 20,000	-	\$ 20,000
Total Non-Personnel	\$ 87,366	\$ 150,934	0.0	\$ 190,000	0.0	\$ 190,000
<b>Total 2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL ED</b>	<b>\$ 87,366</b>	<b>\$ 150,934</b>	<b>0.0</b>	<b>\$ 190,000</b>	<b>0.0</b>	<b>\$ 190,000</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2451 - 2455 CLASSROOM INSTRUCTIONAL TECHNOLOGY &amp; SOFTWARE</b>						
COMPUTER EQUIPMENT & SUPPLIES	\$ 721,473	\$ 650,568	-	\$ 320,000	-	\$ 320,000
CONTRACTED SERVICES - 1:1 LAPTOP INITIATIVE LEASE	\$ 136,621	\$ 136,621	-	\$ 136,621	-	\$ 136,621
Less: School Choice Funds Offset	\$ -	\$ -	=	\$ (136,621)	=	\$ (136,621)
COMPUTER SUPPLIES - FOREIGN LANGUAGE	\$ 9,027	\$ 8,823	-	\$ 10,000	-	\$ 10,000
INSTRUCTIONAL SOFTWARE	\$ 322,535	\$ 321,704	-	\$ 365,000	-	\$ 405,000
Total Non-Personnel	\$ 1,189,656	\$ 1,117,716	0.0	\$ 695,000	0.0	\$ 735,000
<b>Total 2451 - 2455 CLASSROOM INST TECHNOLOGY &amp; SOFTWARE</b>	<b>\$ 1,189,656</b>	<b>\$ 1,117,716</b>	<b>0.0</b>	<b>\$ 695,000</b>	<b>0.0</b>	<b>\$ 735,000</b>

Notes:

The "contracted services - 1:1 laptop initiative lease" line item contains funding for the costs associated with the lease/purchase of laptops for all incoming 5th grade students at Parker Middle School and incoming 9th grade students at Chelmsford High School. The annual lease expense is offset to the School Choice Revolving fund.

The "instructional software" line item contains funding to provide for the per-student license fees associated with diagnostic universal screening/intervention software programs.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>2710 - 2800 GUIDANCE &amp; PSYCHOLOGICAL SERVICES</b>						
GUIDANCE COUNSELORS	\$ 1,268,813	\$ 1,277,419	16.0	\$ 1,270,568	16.0	\$ 1,370,601
GUIDANCE COUNSELORS - STIPEND - EXTENDED YEAR CHS	\$ 7,308	\$ 8,807	-	\$ 21,600	-	\$ 21,600
GUIDANCE SECRETARIES	\$ 74,167	\$ 28,063	1.0	\$ 39,058	1.0	\$ 44,478
CAREER AND COLLEGE READINESS FACILITATOR	\$ -	\$ 17,977	1.0	\$ 64,260	1.0	\$ 66,512
MTSS/SEL BUILDING LEADER STIPENDS	\$ 42,500	\$ 39,750	-	\$ 42,500	-	\$ 42,500
PSYCHOLOGISTS	\$ 818,117	\$ 873,815	11.0	\$ 963,450	10.8	\$ 981,459
SOCIAL WORKERS	\$ 58,641	\$ 62,872	4.0	\$ 254,546	4.0	\$ 299,018
<b>Total Personnel</b>	<b>\$ 2,269,546</b>	<b>\$ 2,308,703</b>	<b>33.0</b>	<b>\$ 2,655,982</b>	<b>32.8</b>	<b>\$ 2,826,168</b>
GUIDANCE SUPPLIES	\$ 15,024	\$ 24,758	-	\$ 49,882	-	\$ 48,914
<b>Total Non-Personnel</b>	<b>\$ 15,024</b>	<b>\$ 24,758</b>	<b>0.0</b>	<b>\$ 49,882</b>	<b>0.0</b>	<b>\$ 48,914</b>
<b>Total 2710 - 2800 GUIDANCE &amp; PSYCHOLOGICAL SERVICES</b>	<b>\$ 2,284,570</b>	<b>\$ 2,333,461</b>	<b>33.0</b>	<b>\$ 2,705,864</b>	<b>32.8</b>	<b>\$ 2,875,082</b>

Notes:

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>3200 MEDICAL &amp; HEALTH SERVICES</b>						
SCHOOL NURSES	\$ 720,079	\$ 741,716	10.6	\$ 781,450	11.5	\$ 849,232
SCHOOL NURSES - SUBSTITUTE COVERAGE	\$ 1,760	\$ 30,510	-	\$ 60,000	-	\$ 60,000
SCHOOL NURSES - STIPENDS	\$ -	\$ -	-	\$ 5,000	-	\$ 2,200
TOWN HEALTH EDUCATOR	\$ 25,166	\$ 26,337	-	\$ -	-	\$ -
<b>Total Personnel</b>	<b>\$ 747,005</b>	<b>\$ 798,563</b>	<b>10.6</b>	<b>\$ 846,450</b>	<b>11.5</b>	<b>\$ 911,432</b>
CONTRACT SERVICES - CARESOLACE & AED SUPPORT	\$ 9,648	\$ 11,982	-	\$ 12,583	-	\$ 58,883
COURSE REIMBURSEMENT (NURSE)	\$ 3,510	\$ 1,700	-	\$ 4,000	-	\$ 4,000
EQUIPMENT & MAINTENANCE (NURSE)	\$ 2,000	\$ -	-	\$ 2,000	-	\$ 2,100
INSURANCE (NURSE)	\$ 645	\$ 552	-	\$ 1,375	-	\$ 1,375
SUPPLIES (NURSE)	\$ 14,713	\$ 8,813	-	\$ 11,993	-	\$ 12,486
TRAVEL (NURSE)	\$ -	\$ -	-	\$ 700	-	\$ 700
SCHOOL DOCTOR	\$ 3,125	\$ 2,500	-	\$ 5,000	-	\$ 5,000
<b>Total Non-Personnel</b>	<b>\$ 33,641</b>	<b>\$ 25,547</b>	<b>0.0</b>	<b>\$ 37,651</b>	<b>0.0</b>	<b>\$ 84,544</b>
<b>Total 3200 MEDICAL &amp; HEALTH SERVICES</b>	<b>\$ 780,646</b>	<b>\$ 824,110</b>	<b>10.6</b>	<b>\$ 884,101</b>	<b>11.5</b>	<b>\$ 995,976</b>

Notes:

The "school nurses" line item contains funding to increase the three (3) LPN positions from 0.7 to 1.0 at McCarthy and Parker Middle Schools and Chelmsford High School to assist with increased student nursing needs.

The "contracted services – Care Solace and AED support" line item has increased to provide funds for the change in service providers for mental health resources to meet the increased needs of students and families (from William James to Care Solace).

FY2024  
Rate

Rate Type:

Day-to-Day Substitute Nurse:

\$ 200.00/Day

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>3300 TRANSPORTATION</b>						
CROSSING GUARDS	\$ 3,282	\$ 4,400	3.0	\$ 10,800	3.0	\$ 10,800
TRANSPORTATION COORDINATOR	\$ 47,754	\$ 48,709	1.0	\$ 49,684	1.0	\$ 53,181
Total Personnel	\$ 51,036	\$ 53,109	4.0	\$ 60,484	4.0	\$ 63,981
REGULAR TRANSPORTATION: BASE CONTRACT	\$ 1,800,279	\$ 1,954,200	-	\$ 2,150,640	-	\$ 2,215,890
Less: Offset to Transportation Revolving Fund	\$ -	\$ -	-	\$ (266,700)	-	\$ (266,700)
REGULAR TRANSPORTATION: LATE BUS RUNS	\$ -	\$ 45,000	-	\$ 64,000	-	\$ 66,400
REGULAR TRANSPORTATION: FOSTER	\$ 4,920	\$ 49,920	-	\$ 40,000	-	\$ 40,000
REGULAR TRANSPORTATION: HOMELESS	\$ 24,059	\$ 38,895	-	\$ 45,000	-	\$ 45,000
SPECIAL EDUCATION TRANSPORTATION	\$ 1,383,917	\$ 1,816,347	-	\$ 2,200,000	-	\$ 2,300,000
SOFTWARE	\$ 4,995	\$ 4,995	-	\$ 4,995	-	\$ 4,995
Total Non-Personnel	\$ 3,218,170	\$ 3,909,357	0.0	\$ 4,237,935	0.0	\$ 4,405,585
<b>Total 3300 TRANSPORTATION</b>	<b>\$ 3,269,206</b>	<b>\$ 3,962,466</b>	<b>4.0</b>	<b>\$ 4,298,419</b>	<b>4.0</b>	<b>\$ 4,469,566</b>

Notes:

Fees collected for student riders (Grades 7 - 12 AND all students living under 2 miles from school) offset the cost of contracted student transportation.

The "special education transportation" line item contains funding to provide additional buses associated with the projected enrollment in the CHIPS integrated pre-school program.



Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>3400 FOOD SERVICES</b>						
DIRECTOR OF SCHOOL NUTRITION	\$ 94,362	\$ 96,249	1.0	\$ 98,174	1.0	\$ 100,628
SUPPORT STAFF	\$ 202,054	\$ 209,917	-	\$ -	-	\$ -
Total Personnel	\$ 296,416	\$ 306,166	1.0	\$ 98,174	1.0	\$ 100,628
CONTRACTED SERVICES	\$ 4,620	\$ 16,654	-	\$ 25,000	-	\$ 25,000
SUPPLIES	\$ 137,258	\$ 114,050	-	\$ -	-	\$ -
OTHER EXPENSES - UNCOLLECTED DEBT	\$ -	\$ -	-	\$ -	-	\$ -
Total Non-Personnel	\$ 141,878	\$ 130,704	0.0	\$ 25,000	0.0	\$ 25,000
<b>Total 3400 FOOD SERVICES</b>	<b>\$ 438,294</b>	<b>\$ 436,870</b>	<b>1.0</b>	<b>\$ 123,174</b>	<b>1.0</b>	<b>\$ 125,628</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>3510 ATHLETIC DEPARTMENT</b>						
ATHLETIC DIRECTOR	\$ 106,094	\$ 109,536	1.0	\$ 110,856	1.0	\$ 118,604
ATHLETIC TRAINER	\$ 50,095	\$ 51,097	1.0	\$ 52,119	1.0	\$ 55,787
SECRETARY SALARY	\$ 21,989	\$ 24,871	1.0	\$ 30,706	1.0	\$ 39,670
ATHLETIC STUDENT ASSISTANT	\$ 8,300	\$ 9,875	0.4	\$ 13,892	0.4	\$ 14,239
ATHLETIC COACH STIPENDS	\$ 312,934	\$ 337,917	-	\$ 366,180	-	\$ 366,180
Less: Offset to Athletic Revolving Fund (Athletic Fees & Gate Receipts)	\$ -	\$ -	-	\$ (174,350)	-	\$ (174,350)
<b>Total Personnel</b>	<b>\$ 499,412</b>	<b>\$ 533,296</b>	<b>3.4</b>	<b>\$ 399,403</b>	<b>3.4</b>	<b>\$ 420,130</b>
ATHLETICS DEPARTMENT STADIUM LIGHTS	\$ 1,820	\$ 1,098	-	\$ 2,000	-	\$ 2,000
INSURANCE	\$ 28,410	\$ 28,410	-	\$ 27,935	-	\$ 30,170
EQUIPMENT RECONDITIONING	\$ 17,823	\$ 14,307	-	\$ 25,000	-	\$ 25,000
MEDICAL SUPPLIES	\$ 5,739	\$ 7,261	-	\$ 8,500	-	\$ 8,500
GAME OFFICIALS/POLICE DETAILS	\$ 63,704	\$ 92,622	-	\$ 122,000	-	\$ 132,000
OTHER EXPENSES	\$ 234,124	\$ 67,305	-	\$ 54,500	-	\$ 57,000
POOL & ICE RENTALS	\$ 53,971	\$ 72,387	-	\$ 105,000	-	\$ 95,000
SUPPLIES	\$ 90,644	\$ 88,672	-	\$ 68,000	-	\$ 68,000
TRANSPORTATION	\$ 50,536	\$ 83,316	-	\$ 110,000	-	\$ 115,000
<b>Total Non-Personnel</b>	<b>\$ 546,771</b>	<b>\$ 455,378</b>	<b>0.0</b>	<b>\$ 522,935</b>	<b>0.0</b>	<b>\$ 532,670</b>
<b>Total 3510 ATHLETIC DEPARTMENT</b>	<b>\$ 1,046,183</b>	<b>\$ 988,674</b>	<b>3.4</b>	<b>\$ 922,338</b>	<b>3.4</b>	<b>\$ 952,800</b>

Notes:

The projected student athletic participation fees and estimated revenue from athletic contests (gate receipts) is included as an offset to the Athletic Department budget to provide a more complete picture of the overall operating costs associated with the Chelmsford High School interscholastic athletic program.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>3520 OTHER STUDENT ACTIVITIES</b>						
MIDDLE SCHOOL REGIONAL KNOWLEDGE BOWL ADVISORS	\$ -	\$ 3,000	-	\$ 3,000	-	\$ 3,000
NIGHT SCHOOL INSTRUCTORS	\$ 2,500	\$ 3,161	-	\$ 5,000	-	\$ 5,000
STUDENT ACTIVITY ADVISORS	\$ 152,526	\$ 198,221	-	\$ 172,990	-	\$ 172,990
Total Personnel	\$ 155,026	\$ 204,382	0.0	\$ 180,990	0.0	\$ 180,990
OTHER EXPENSES	\$ -	\$ 3,298	-	\$ 21,700	-	\$ 23,250
Total Non-Personnel	\$ 2,874	\$ 3,298	0.0	\$ 21,700	0.0	\$ 23,250
<b>Total 3520 OTHER STUDENT ACTIVITIES</b>	<b>\$ 157,900</b>	<b>\$ 207,680</b>	<b>0.0</b>	<b>\$ 202,690</b>	<b>0.0</b>	<b>\$ 204,240</b>

Notes:

The "student activity advisors" line item contains funding to maintain student activity fees at McCarthy and Parker Middle Schools and Chelmsford High School at \$ 50/year.

Category Level Detail

	FY2021	FY2022	FY23	FY2023	FY24	FY2024
	ACTUAL	ACTUAL	FPE	BUDGET	FPE	BUDGET

3600 SCHOOL SECURITY

SUPERVISOR OF STUDENTS	\$ 192,589	\$ 204,377	4.0	\$ 183,351	4.0	\$ 189,004
CPS COURT LIAISON	\$ 9,000	\$ 9,000	-	\$ 9,000	-	\$ 15,000
Total Personnel	\$ 201,589	\$ 213,377	4.0	\$ 192,351	4.0	\$ 204,004
<b>Total 3600 SCHOOL SECURITY</b>	<b>\$ 201,589</b>	<b>\$ 213,377</b>	<b>4.0</b>	<b>\$ 192,351</b>	<b>4.0</b>	<b>\$ 204,004</b>

Chelmsford Public School District  
 FY2024 School Committee Approved Budget  
 February 28, 2023

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>4110 - 4210 - 4230 CUSTODIAL SERVICES</b>						
DIRECTOR OF FACILITY SERVICES	\$ 112,366	\$ 118,052	1.0	\$ 124,025	1.0	\$ 139,340
VACATION BUYBACK	\$ 4,928	\$ 5,178	-	\$ 5,440	-	\$ 9,167
SECRETARY - FACILITY SERVICES	\$ 7,874	\$ 8,208	0.3	\$ 12,750	-	\$ -
DAYTIME LEAD BUILDING CUSTODIANS	\$ 452,623	\$ 522,324	10.0	\$ 478,155	10.0	\$ 501,036
CUSTODIAL OVERTIME - GENERAL	\$ 12,350	\$ 20,459	-	\$ 15,000	-	\$ 16,500
CUSTODIAL OVERTIME - SNOW & ICE REMOVAL	\$ 3,158	\$ 5,602	-	\$ 10,000	-	\$ 10,000
<b>Total Personnel</b>	<b>\$ 593,299</b>	<b>\$ 679,823</b>	<b>11.3</b>	<b>\$ 645,370</b>	<b>11.0</b>	<b>\$ 676,043</b>
CONTRACTUAL SERVICES	\$ 1,061,719	\$ 855,254	-	\$ 976,506	-	\$ 927,579
OTHER EXPENSES	\$ 54,421	\$ 1,096	-	\$ 1,577	-	\$ 1,577
<i>Less: Offset to Community Education Revolving Fund</i>	<i>\$ (36,032)</i>	<i>\$ -</i>	<i>-</i>	<i>\$ (36,533)</i>	<i>-</i>	<i>\$ (38,314)</i>
SUPPLIES - AUDITORIUM & PAC	\$ 23,124	\$ 12,000	-	\$ 12,000	-	\$ 15,000
SUPPLIES - CUSTODIAL	\$ 209,032	\$ 197,758	-	\$ 262,276	-	\$ 273,520
GENERAL MAINTENANCE	\$ 400,766	\$ 251,350	-	\$ 45,000	-	\$ 60,000
EQUIPMENT	\$ 68,579	\$ 28,660	-	\$ 60,000	-	\$ 55,000
CLOTHING ALLOWANCE	\$ 5,000	\$ 5,000	-	\$ 6,000	-	\$ 6,600
<b>Total Non-Personnel</b>	<b>\$ 1,786,609</b>	<b>\$ 1,351,118</b>	<b>0.0</b>	<b>\$ 1,326,826</b>	<b>0.0</b>	<b>\$ 1,300,962</b>
<b>Total 4110 - 4210 - 4230 CUSTODIAL SERVICES</b>	<b>\$ 2,379,908</b>	<b>\$ 2,030,941</b>	<b>11.3</b>	<b>\$ 1,972,196</b>	<b>11.0</b>	<b>\$ 1,977,005</b>

Notes:

The "Secretary - Facility Services" position FPE has been reallocated to the "Substitute Coordinator" position.

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>4120 - 4130 HEATING OF BUILDINGS &amp; UTILITY SERVICES</b>						
UTILITIES - FUEL	\$ 349,274	\$ 363,282	-	\$ 394,550	-	\$ 406,255
UTILITIES - ELECTRICITY	\$ 595,356	\$ 777,951	-	\$ 641,900	-	\$ 661,100
UTILITIES - TELEPHONE	\$ 170,103	\$ 158,705	-	\$ 223,900	-	\$ 230,700
UTILITIES - WATER	\$ 7,113	\$ 14,571	-	\$ 12,720	-	\$ 13,090
Total Non-Personnel	\$ 1,121,846	\$ 1,314,510	0.0	\$ 1,273,070	0.0	\$ 1,311,145
<b>Total 4120 - 4130 HEATING OF BUILDINGS &amp; UTILITY SERVICES</b>	<b>\$ 1,121,846</b>	<b>\$ 1,314,510</b>	<b>0.0</b>	<b>\$ 1,273,070</b>	<b>0.0</b>	<b>\$ 1,311,145</b>

Chelmsford Public School District  
 FY2024 School Committee Approved Budget  
 February 28, 2023

Category Level Detail

	FY2021	FY2022	FY23	FY2023	FY24	FY2024
	ACTUAL	ACTUAL	FPE	BUDGET	FPE	BUDGET

5150 EMPLOYEE SEPARATION COSTS

RETIREMENT INCENTIVE/SICK LEAVE BUY-BACK	\$ 248,607	\$ 288,464	-	\$ 249,632	-	\$ 168,909
Total Personnel	\$ 248,607	\$ 288,464	0.0	\$ 249,632	0.0	\$ 168,909
<b>Total 5150 EMPLOYEES SEPARATION COSTS</b>	<b>\$ 248,607</b>	<b>\$ 288,464</b>	<b>0.0</b>	<b>\$ 249,632</b>	<b>0.0</b>	<b>\$ 168,909</b>

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>6200 - 7200 CIVIC ACTIVITIES &amp; CAPITAL LAND &amp; BUILDINGS</b>						
CIVIC ACTIVITIES & COMMUNITY SERVICES	\$ 86,900	\$ 86,094	-	\$ -	-	\$ -
CAPITAL LAND & BUILDINGS	\$ 581,569	\$ 835,539	-	\$ -	-	\$ -
Total Personnel	\$ 668,469	\$ 921,633	0.0	\$ -	0.0	\$ -
<b>Total 6200 CIVIC ACTIVITIES COSTS</b>	<b>\$ 668,469</b>	<b>\$ 921,633</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>

Notes:

In FY20, FY21, and FY22, the "civic activities and community services" line item funded the bond principal and interest payments for the two turf fields (Chelmsford High School and McCarthy Middle School). These annual payments are typically funded by the Turf Field Revolving Fund (518), however in FY20 and FY21 the spring rentals of the turf fields were not possible/limited due to COVID 19 pandemic restrictions.



Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
<b>9300 TUITIONS</b>						
TUITIONS - OUT OF DISTRICT	\$ 4,439,971	\$ 3,989,851	-	\$ 5,400,000	-	\$ 6,754,354
PREPAID TUITION	\$ 1,247,607	\$ 1,520,311	-	\$ -	-	\$ -
Less: Circuit Breaker Funds	\$ (3,014,088)	\$ (2,330,272)	-	\$ (2,525,420)	-	\$ (2,574,768)
Less: School Choice Funds Offset	\$ -	\$ -	-	\$ -	-	\$ -
Less: Valley Collaborative Tuition Credit/Refund	\$ (537,563)	\$ (530,857)	-	\$ -	-	\$ -
Less: Pre-Paid Student Tuition (FY21 Surplus Funding)	\$ -	\$ -	-	\$ -	-	\$ -
FY22 Allocation of Funds to Special Education Reserve Fund		\$ 750,000				
Total Non-Personnel	\$ 2,135,927	\$ 3,399,033	0.0	\$ 2,874,580	0.0	\$ 4,179,586
<b>Total 9300 TUITIONS</b>	<b>\$ 2,135,927</b>	<b>\$ 3,399,033</b>	<b>0.0</b>	<b>\$ 2,874,580</b>	<b>0.0</b>	<b>\$ 4,179,586</b>

Chelmsford Public School District  
FY2024 School Committee Approved Budget  
February 28, 2023

Category Level Detail

	FY2021 ACTUAL	FY2022 ACTUAL	FY23 FPE	FY2023 BUDGET	FY24 FPE	FY2024 BUDGET
Grand Total	\$ 61,667,000	\$ 65,000,000	796.4	\$ 67,500,000	794.2	\$ 70,700,000

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 12, 2023

Re: Recommended Updates to the Use of Facilities Procedures and Regulations

---

As discussed at the May 2, 2023 regular meeting of the school committee, the rates charged to groups who rent our facilities, such as gymnasiums, the Performing Arts Center (PAC) at Chelmsford High School and the McCarthy Auditorium were presented and recommended increases to a few of the categories were approved by the committee (such as the custodial fee per hour). The new rates go into effect July 1, 2023.

There are also two Use of Facility regulation documents, one for the CHS PAC and McCarthy Auditorium and one for the other building rentals. Attached please find these two documents with recommended updates reflected in red.

*I recommend the school committee vote at the regular school committee meeting on May 16, 2023 to approve these updates to the two use of facility regulation documents as presented, effective July 1, 2023.*

Thank you for your consideration.

Chelmsford Public Schools  
230 North Road  
Chelmsford, MA 01824

Policy Handbook  
For Use of the

McCarthy Middle School  
Auditorium

And

Chelmsford High School  
Performing Arts Center

Approved by the Chelmsford School Committee: August 28, 2007  
Updated May 16, 2023

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## **Welcome to the Chelmsford High School Performing Arts Center and McCarthy Middle School Auditorium!**

Between the brand new, state-of-the-art Performing Arts Center at the High School and the intimacy of McCarthy Middle School's smaller auditorium, we have the ability to accommodate your event with ease and comfort. We are pleased you are considering our facilities for your event and would like to thank you in advance for your patronage.

This handbook has been compiled to be a useful resource for you and your organization as you proceed with planning your event or activity. Whether you are a group from within the school district, within the Chelmsford community, or from the surrounding communities, all of the information you will need is contained on the pages that follow.

Fall 2007 marked the grand opening of the brand new 1,000 seat state-of-the-art Performing Arts Center at Chelmsford High School. Outfitted with plenty of space for large groups of performers and even larger audiences this new theatre's proscenium stage configuration, full-size orchestra pit, and lighting and sound equipment can and will house the most spectacular events.

For smaller, more intimate performances McCarthy Middle School's auditorium is still the place to be. Certain events with smaller expected audiences will get lost in the bigger space, so when appropriate we will recommend McCarthy as a way to provide the spectator with the best possible experience while maintaining the big-stage feel for the performers.

Management of the Chelmsford High School Performing Arts Center and McCarthy Middle School auditorium is the responsibility of a two-member operations team comprised of:

### **Auditorium Manager & Technical Director**

This team is supported by the following critical personnel:

**Head Custodians**-The Head Custodians at Chelmsford High School and McCarthy Middle School are responsible for coordinating all custodial services associated with auditorium events.

**Night Custodians**-Night custodians will serve as resource persons to the coordinators of auditorium events. The need for custodial overtime or additional custodial services is coordinated at the time of the signing of the contract.

**Technicians**-A team of student technicians will be assigned to all events requiring technical support during the performance, i.e. lighting, sound, etc. The technicians will receive technical training through the Chelmsford High School curriculum. The technicians will be managed by the Technical Director.

**Overall Supervision**-The Fine & Performing Arts Curriculum Coordinator serves as the supervisor of the auditorium operations team.

## **Scheduling and Application Policies**

### **a. General Scheduling Rules**

- All scheduling will adhere to the priority scale listed below.
- All organizations must submit a fully completed Use of Chelmsford School Facilities form, which will be used to determine if space is available.
- Upon approval of the Use of Facility form, a contract will be issued by the Manager.
- Organizations from all categories of the priority scale are encouraged to submit a Use of Chelmsford School Facilities form by June of the year preceding the actual date of the event.
- Applications will be accepted at an earlier date, but the yearly schedule for the use of the Performing Arts Center and McCarthy Middle School auditorium will not be finalized by the Auditorium Manager until the second week of June of the school year of the event.
- Applications throughout the school year will be accepted but must be received no later than one week prior to the desired date of the event. It will be the role of the principal and the Auditorium Manager to schedule events according to the priority scale in an equitable manner based on the availability.
- Scheduling of events/activities throughout the school year for events during school hours is the responsibility of the building principal or his/her designee.
- Upon scheduling events/activities throughout the school year for events during school hours the building principal or his/her designee is required to communicate such to the Auditorium Manager.
- Scheduling of events/activities throughout the school year for events after school or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Schedule updates for both the auditoriums will be made on the district website [www.chelmsfordschools.org](http://www.chelmsfordschools.org) or by the Auditorium Manager. This will assist users planning their schedule and serve as a vehicle for quality communication.

### **b. Use by Individuals**

- Use of the Performing Arts Center and McCarthy Middle School auditorium is for groups and organizations.
- Requests by individuals to use either space will be reviewed and granted at the discretion of the School Committee.

### **c. Priority Scale**

- The ability to schedule an event in either auditorium is based on the following priority scale:

<u>Priority</u>	<u>Category</u>
1 <sup>st</sup>	Secondary staff and students of Chelmsford High Schools, McCarthy Middle School and Parker Middle School
2 <sup>nd</sup>	All other Chelmsford Schools
3 <sup>rd</sup>	Organizations affiliated with Chelmsford Schools
4 <sup>th</sup>	Town Organizations
5 <sup>th</sup>	Chelmsford Community Organizations
6 <sup>th</sup>	Non-Chelmsford Organizations
7 <sup>th</sup>	Individual Use with School Committee Approval

- Once an organization has booked an event/activity and it has been appropriately confirmed, the respective auditorium is no longer available regardless of interest from other organizations with a higher priority level.

**c. Chelmsford Schools and Affiliated Organizations (Priority 1-3)**

- Chelmsford High School, Parker Middle School and McCarthy Middle School have full use of the respective auditoriums during school hours.
- Any user affiliated with the Chelmsford Public Schools will be required to submit a Use of Facility form no later than one week prior to the desired date of the event.
- If the desired date is available, users will be notified by the Auditorium Manager and a contract will be issued.
- Certain fees may apply and be charged to the user. Fees will be made part of the contract at the time of signing.

**e. Organizations and Individuals Not Affiliated with Chelmsford Schools (Priority 4-7)**

- Outside organizations will not have access to either auditorium during school hours.
- Scheduling of events/activities after school hours or on weekends will be done through the application process and the Auditorium Manager. Availability will be determined using the aforementioned priority scale on a first come, first serve basis.
- Organizations not affiliated with Chelmsford Public Schools must submit a Use of Facility form no later than one week prior to the desired date of the event:
- If the desired date is available, users will be notified by the Auditorium Manager and a contract will be issued.
- Once the contract has been executed and a deposit paid, the event will be confirmed.

**Application Procedures**

**a. Deadline to Apply**

- All applicants must complete an application form at least one (1) week prior to the desired date of their event.
- Upon approval of the applications, a contract will be issued and signed by the Auditorium Manager and the main contact of the event. A copy of the contract will be provided to the organization holding the event; a copy will be filed with the Auditorium Manager and a copy will be sent to all members of the Operations Team. This contract is subject to the



review and approval of the Chelmsford Public Schools District Business Manager.

**b. Applications**

- Applications can be obtained from the main office of all Chelmsford School District schools, Central Administration, directly from the office of the Auditorium Manager, or on the Chelmsford Public Schools website: [www.chelmsfordschools.org](http://www.chelmsfordschools.org).
- To receive an application to reserve the Chelmsford High School Performing Arts Center or the McCarthy Middle School auditorium, or to submit a completed application, interested parties may also contact the Auditorium Manager- Monday through Friday between the hours of 8:00a.m. through 4:00p.m. by calling (978) 944-0938 or via e-mail at battleb@chelmsford.k12.ma.us.

**c. Deposit**

- Upon signing the contract, a deposit of 40% of the expected fee(s) will be required for Priority 4-7 groups. In the event the activity is canceled by the applicant less than 3 months prior to the event, the Chelmsford Public Schools will retain the deposit.
- Deposit and other fees can be paid with credit cards or by check made out to Chelmsford Public Schools.

**d. Walk Through**

- The Technical Director and/or the Auditorium Manager will conduct a pre-event walk through of the space in which the event is to be held to verify satisfaction of the condition of the facilities.
- A post-event walk through will take place to verify that the space is being left in acceptable condition. Final payment will be due upon the completion of the post event walk through.

**e. Reservation Confirmation**

- No reservation for the use of either facility will be confirmed until a contract has been signed and, when acceptable, a deposit of 40% of total fees has been received by the Auditorium Manager.
- Delays in signing of the contract and payment of the deposit can result in an auditorium being booked by another group.

**Facility Specifications and Inventory**

**a. McCarthy Middle School Auditorium**

- House Size
  - o 601 seats
- Stage Dimensions
  - o Proscenium arch: 40' wide
  - o Depth of stage, upstage of the proscenium: 24'
  - o Depth of apron in front of proscenium arch: 4
  - o Width of proscenium: 1' 8"

- Lighting Equipment
  - o Lighting Console: Leprecon LP1536 (Manual available in paper and electronic forms)
- Sound Equipment
  - o TBA
- Fly System and Line Sets
  - o Three-quarter height fly space
  - o Three available empty batons
  - o All legs and traveling curtains (main, mid and rear) are dead-hung
- Stock Scenery
  - o None
- Dressing Rooms
  - o None (some classrooms available for an addition cost)

**b. Chelmsford High School Performing Arts Center**

- House Size
  - o 999 seats plus 11 wheelchair accessible seating
- Stage Dimensions
  - o Proscenium arch: 40' wide and XX's tall
  - o Depth of stage upstage of the proscenium: 24'
  - o Depth of apron in front of proscenium arch: 11'
  - o Apron arc radius: 43' 10"
  - o Width of proscenium: 1'
- Lighting Equipment
  - o Lighting Console: EDI Bijou Plus (Manual available in paper and electronic forms)
  - o Dimmers: 96 available EDI dimmers plus an additional 54 EDI house light dimmers
  - o Three On-Stage Electrics
  - o All fixtures are Altman ellipsoidal, Altman Par 54's, with 4 Altman Far Cyc's
  - o Circuit Layout
    - Front of House Catwalk
      - 1-33
    - 1<sup>st</sup> Electric
      - 34-59
    - 2<sup>nd</sup> Electric
      - 60-77
    - 3<sup>rd</sup> Electric
      - 78-95
    - Tormentor Positions
      - 96-118

- Sound Equipment
  - TBA
  
- Fly System and Line Sets
  - Full stage height Fly System with Mid and Upper Loading Galleries
  - All stage soft goods (including: main valence, three borders, two sets of legs, middle and rear full stage curtains) can rise completely out of sightlines.
  - 4 available empty batons
  - 3 flying pivoting acoustical "cloud" ceilings
  - 1 white seamless cyclorama
  - Fly system order (downstage to upstage):
    - Fire Curtain
    - Main Teaser
    - 1<sup>st</sup> Electric
    - Spare Batten
    - 1<sup>st</sup> Acoustical
    - 1<sup>st</sup> Leg
    - 2<sup>nd</sup> Teaser
    - 2<sup>nd</sup> Electric
    - Mid Traveler
    - 2<sup>nd</sup> Acoustical
    - 3<sup>rd</sup> Teaser
    - 2<sup>nd</sup> Leg
    - Spare Batten
    - 3<sup>rd</sup> Electric
    - Spare Batten
    - 3<sup>rd</sup> Acoustical
    - 4<sup>th</sup> Teaser
    - Back Traveler
    - Cyc
  
- Stock Scenery
  - None
  
- Dressing Rooms
  - Two dressing rooms with multiple sinks and mirrors.
  - One single person bathroom contained in each room.
  - Additional space may be available for an extra rental fee

## **Technical Operations and Procedures**

### **a. Technical Consultation**

- The Technical Director is available for consultation with all Users to facilitate the planning and execution of any and all technical needs.
- Technical consultations may be subject to a fee. Said fee will be made part of the contract at time of signing.

**b. Technical Equipment**

- All technical equipment is available for use under the guidance and supervision of the Technical Director of his/her designee.
- Use of lighting, sound and other technical equipment is the sole responsibility of the Technical Director and will be made part of the contract at the time of signing.
- Users are not permitted to use technical equipment without the permission and/or supervision of the Technical Director.
- No equipment belonging to Chelmsford Public Schools may be used unless stated in the contract.
- Groups and organizations wishing to bring in their own lighting and sound equipment may do so only with the express written consent of the Auditorium Manager and/or the Technical Director.

**c. Technicians**

- Student Technicians will be assigned to all events when necessary.
- Student Technicians are supervised by the Technical Director.
- It is the policy of Chelmsford Public Schools to maintain a high standard of professional. Therefore, no untrained or under qualified Technicians will be assigned to an event.

**d. Custodial Support**

- A school custodian must be on duty in the school for each event.
- Users shall be responsible for any and all custodial fees associated with each event.
- The custodian assigned to an event will be the main contact with the User for any and all issues that may arise.
- Custodial fees will be made part of the contract at the time of signing.

**e. Curtain Requirements**

- Curtains shall not be used, removed or altered by the User without the permission and/or supervision of the Technical Director.

**f. Fly Rail System**

- Theatrical Fly Rail systems are extremely dangerous and can cause serious injury or death.
- Under no circumstances should alterations be made to the stage counterweight system, the fly rail, or the settings of any of the line sets without the permission and supervision of the Technical Director.

**g. Stage Tape**

- Tape used to mark on, and offstage areas shall be industry standard theatrical gaffers, splice, and glow tape only.
- Masking and duct tape are not permitted.
- At the conclusion of the event it is the responsibility of the User to remove all tape.
- If your group does not have the proper tape, it can be provided to you for an additional fee.

Said fee will be made part of the contract at time of signing.

**h. Sets and Scenery**

- No sets or scenery shall be left on stage during the week without the written approval of the Auditorium Manager.
- Sets and scenery shall be constructed in such a way that they are not nailed or otherwise tacked to the stage deck.
- No sets or scenery shall be placed downstage of the proscenium wall without prior written consent.

**i. Open Flame and Pyrotechnics**

- The use of open flame is strictly prohibited.
- The use of pyrotechnics is strictly prohibited.

**House and Facility Rules**

**a. Condition of Facility**

- At the conclusion of the event it will be the responsibility of the User to return the facility to its original condition as stipulated in the contract.
- Failure to do so may result in additional custodial overtime and other fees to be paid by the User.

**b. Smoking, Alcoholic Beverages, and Drugs**

- Smoking and alcoholic beverages are not permitted in the auditorium or on school property at any time for any reason.
- All Chelmsford Public School grounds and facilities are Drug Free Zones. Drugs are strictly prohibited.

**c. Police Presence**

- When the Auditorium Manager determines that it is necessary to have police presence, the User shall be responsible for providing the appropriate police supervision, as well as any detail fees associated with such supervision.
- Arrangements for the use of police supervision will be made by the User in direct communication with the Chelmsford Police Department: (978) 256-2521.
- Written notification of the agreement between the User and the Chelmsford Police Department will be submitted to the Auditorium Manager three days prior to the event.

**d. Fire Department Expectations**

- Decorations, set materials, etc. may be subject to regulations set by the Chelmsford Fire Department.
- If there is a need for Fire Department review, it will be stipulated in the contract.
- Failure to comply with fire regulations will result in immediate termination of the event.

**e. Capacities**

- Performing Arts Center maximum capacity: 1000
- McCarthy auditorium maximum capacity: 601
- Established capacities shall not be exceeded under any circumstances.

**f. Food and Drink**

- No tape will be placed on auditorium seats for any reason.

**Supervision**

**a. Presence of User**

- The designated User, i.e. the individual signing the contract, is responsible for supervising the event participants and must be present at all times. This includes supervision of performance participants and audience members.

**b. Adult Supervision**

- There must be one adult supervisor assigned and present for every twenty children at the elementary and middle school level.
- There must be one adult supervisor assigned and present for every forty students at the high school level.
- Dressing Room Monitor: One adult monitor is required for each dressing room area in those instances where school-aged children are using the facility.

**c. End of Event Supervision**

- At least one adult supervisor is required to stay at the facility until all students have left the facility and existing school grounds.

**d. CORI**

- CORI checks shall be required for all personnel that will be involved with any Chelmsford Public School program or event. It is left up to the discretion of outside users to CORI check participating adults. All monitoring is the responsibility of the user.

**Insurance**

**a. Indemnification**

- The user hereby releases, acquits, discharges, and covenants to hold harmless the Committee, its successors, officers, employees, servants and agents, of and from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses, and compensation on account of, or in any way growing out of directly or indirectly, all known and unknown personal injuries or property damage which it may now or hereafter have resulting from personal injuries and/or any harm to person(s) participating in or attending a specific event performed at either the Chelmsford High School or McCarthy Middle School auditoriums.
- Food and drink are not allowed in either auditorium under any circumstances. The consumption of food and drink is allowed in the lobby only.

- Serving and the sale of food at the Performing Arts Center will be confined to the gymnasium lobby, when available. Otherwise food should be served in the far corner of the lobby across from the men's room.
- All clean-up of food and drink is the responsibility of the user.
- The following items may not be sold or consumed: soda, coffee and juices, chips and pretzels, gum or gum-like candies such as Swedish fish, candies that are in pieces such as M&M and Skittles.
- The consumption of food and drink by performers and technicians is confined to the dressing room and scene shop areas only. No food or drink is allowed backstage.

**b. Photography and Video**

- The taking of photographs and video footage is up to the discretion of the user.
- It is the sole responsibility of the user to publicly announce and enforce the desired policy.

**c. Cell Phones**

- It is the responsibility of the user to insure that all cell phones are turned off or placed on an inaudible setting inside the auditorium building.
- The use of cell phones will be permitted only in the lobby or parking lot.

**d. Use of Other School Space**

- The user does not have access to other parts of the Chelmsford High School or McCarthy Middle School facilities unless otherwise stated in the contract.

**e. Time Limitations**

- Scheduled use of each auditorium shall not extend beyond 11:00 p.m. without permission detailed in the contract.

**f. Sales/Displays/Exhibits/Sponsorship**

- Nothing will be sold, given away, displayed or exhibited without permission as stated in the contract.
- The user accepts full responsibility for collection and safety of all cash generated by event receipts.
- Events sponsored by businesses other than the user must be approved by the Auditorium Manager Specific details regarding the sponsor and the sponsorship agreement will be required.

**g. Computer and Internet Access**

- Users are not permitted to connect personal computers to the Chelmsford Public School network, including the Internet.
- Any and all computers in the McCarthy Auditorium and Performing Arts Center are to be used by authorized personnel only.

**h. Care for Auditorium Seats**

- In the event that the applicant cancels the event less than 3 months prior to the scheduled event, the Chelmsford Public Schools retains the 40% deposit for that event.
- In the event that the Chelmsford Public Schools cancels the event due to inclement weather and an acceptable alternate date is not available, the Chelmsford Public Schools will return any collected monies to the applicant including 40% deposit.

**i. Right of Refusal**

- The Chelmsford Public Schools, through the Auditorium Manager and/or the Technical Director, reserves the right to deny use of the Performing Arts Center and McCarthy Middle School auditorium based upon evidence of content not in compliance with policies of the Chelmsford School Committee.

**j. Copyright Laws**

- The parties understand and agree that it shall be the user's sole responsibility to procure and otherwise obtain appropriate approvals, including but not limited to all proper licenses, to allow the user to put on its event. The user shall be solely responsible for complying with any copyright, trademark, patent or other intellectual property requirements as a pre-condition to performing any events. The user specifically agrees to waive and forever release the Committee, its successors, officers, employees, servants and agents from any and all actions causes of action claims, demands, damages, costs on account of, or in any way growing out of, directly or indirectly, all claims resulting from the user's procurement or compliance with, or lack thereof, any copyright trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements. The user agrees to indemnify the Committee, its successors, officers, employees, servants and agents from any loss or damage or cost, including attorney's fees for all claims resulting from the user's procurement or compliance with, or lack thereof, of any copyright, trademark, patent or other intellectual property issues, including but not limited to any statutory or common law requirements.

**k. Communications of Expectations**

- The user is responsible for making an audible announcement not more than ten minutes before each performance notifying the occupants of the location of the exits in the event of an emergency.
- The Performing Arts Center staff may be able to provide you with a pre-recorded announcement, if desired.
- An example of an appropriate announcement appears below:  
*Can I please have your attention? In accordance with the Massachusetts State Fire Marshalls Office, we ask you to take this time to locate exits to be used in the case*



*of fire alarm activation or other emergency. Remember, the closest exits may be behind you. At this time, please take a moment to turn off cell phones and other electronic devices. Also, you are reminded that food or drinks are limited to the lobby area only. Thank you, and enjoy the show.*

*FUTHERMORE, the user agrees to protect the Committee, its successors, officers, employees, servants and agents against any claim for damages, compensation or otherwise on the part of the user or its members growing out of or resulting from injury to the user, its members or any guest in connection with its/their participation in or attendance at any events performed at the Chelmsford High School or McCarthy Middle School auditoriums, and to INDEMNIFY, reimburse or make good to the Committee its successors, officers, employees, servants and agents any loss or damage of costs, including attorney's fees, the Committee or its representatives may have to pay if any litigation arises from the user or its' members' intentional, grossly negligent, or reckless acts or omissions while participating in any events at the Chelmsford High School or McCarthy Middle School auditoriums.*

#### **I. Insurance Requirements**

- Each organization using the auditorium must provide the Chelmsford Public Schools with a written copy of a policy of liability insurance in the amount of one million dollars (\$1,000,000).
- The Town of Chelmsford and the Chelmsford School Committee, as well as their officers, *employees and agents shall be named as an additional insured.*

#### **Miscellaneous**

##### **a. Inventory**

- All users will be given a copy of the inventory of all spaces being used.
- The user will be charged for any equipment or materials missing from the auditorium following rental.
- Inventory will be taken at the end of all rental periods.
- The user noted on the contact will be contacted within two days of rental if equipment or materials are missing.

##### **b. Inclement Weather and Cancellation Policy**

- On those occasions when school is cancelled due to inclement weather or other emergency conditions, the performing Arts Center and McCarthy auditorium may not be available.
- The Auditorium Manager, based on a consultation with the Chelmsford School District Superintendent will communicate with the user regarding the status of event.
- Information regarding the status of the event will also be posted on the Internet ([www.chelmsfordschools.org](http://www.chelmsfordschools.org)) and on the Auditorium Manager's voicemail, which may be called by the user and the public.
- The Auditorium Manager and Technical Director have the right to cancel any performance or use of the auditorium whenever such cancellation is deemed necessary prior to or during a performance.

**c. Failure to Comply**

- Failure to comply with any and all rules and regulations detailed herein will result in the forfeiture of deposit and the right to access either auditorium for future events.

**Rental Charges**

**a. Explanation of Fees**

- Users renting the Performing Arts Center and McCarthy auditorium may be assessed certain fees such as those associated with the cost of the time required to prepare the facility for use and clean up, technical consultation, support of the technical requirements of the event, custodial services, administration, etc. These fees shall be in addition to the hourly rental charges and will be made part of the contract at signing.

**b. Fee Payment**

- The fee for use is due in the following installations:
  - 40% due at time of signing the contract;
  - 60% due at the final walk through.
- Charges billed to the user are due on the dates specified in the contract.
- Failure to pay fees within thirty days and/or not meeting other components of the contract may result in grounds for denying future use of the facility.
- Failure to pay within thirty days will result in a 2% monthly surcharge on the total bill due.

<b>FEE SCHEDULE FOR CHELMSFORD HIGH SCHOOL PERFORMING ARTS CENTER***</b>		
<i>Chelmsford Based Groups &amp; Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
<b>SPACE REQUIREMENTS</b>	<b>(Hourly Rate)</b>	<b>(Hourly Rate)</b>
Performing Arts Center Complex*	\$75.00	\$125.00
Gymnasium	\$35.00	\$125.00
Classroom	\$35.00	\$75.00
<b>SERVICE REQUIREMENTS</b>		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00
<i>Other Groups and Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
<b>SPACE REQUIREMENTS</b>	<b>(Hourly Rate)</b>	<b>(Hourly Rate)</b>
Auditorium Complex*	\$125.00	\$150.00
Gymnasium	\$35.00	\$125.00
Classroom	\$35.00	\$75.00
<b>SERVICE REQUIREMENTS</b>		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00

\*Use of the Chelmsford High School Performing Arts Center Complex includes the lobby, dressing rooms, set storage room, stage and house.

\*\*Use of the McCarthy Middle School Auditorium Complex includes the outer lobby, stage and house, and chorus room.

\*\*\*Deposit and other fees can be paid with credit cards, or by check made out to Chelmsford Public Schools.

School groups to be charged actual per hour cost for custodian.

Approved May 2, 2023 by School Committee rates in effect July 1, 2023

**FEE SCHEDULE FOR MCCARTHY MIDDLE SCHOOL AUDITORIUM\*\*\***

<i>Chelmsford Based Groups &amp; Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
<b>SPACE REQUIREMENTS</b>	<b>(Hourly Rate)</b>	<b>(Hourly Rate)</b>
Auditorium Complex*	\$65.00	\$85.00
Band/Chorus/Orchestra Room (Each)	\$35.00	\$75.00
Cafeteria	(See Use of Facility Schedule)	(See Use of Facility Schedule)
<b>SERVICE REQUIREMENTS</b>		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00
<i>Other Groups and Organizations</i>	<i>Non-Profit Organization</i>	<i>For-Profit Organization</i>
<b>SPACE REQUIREMENTS</b>	<b>(Hourly Rate)</b>	<b>(Hourly Rate)</b>
Auditorium Complex*	\$100.00	\$125.00
Band/Chorus/Orchestra Room (Each)	\$35.00	\$75.00
Cafeteria	(See Use of Facility Schedule)	(See Use of Facility Schedule)
<b>SERVICE REQUIREMENTS</b>		
Stage Set-Up/Prep	\$40.00	\$40.00
Custodial Services (Monday-Saturday)	\$40.00	\$40.00
Custodial Services (Sunday & Holidays)	\$40.00	\$40.00
Consultation with Technical Director	\$40.00	\$40.00
Use of Technicians (per Technician)	\$15.00	\$15.00

\*Use of the Chelmsford High School Performing Arts Center Complex includes the lobby, dressing rooms, set storage room, stage and house.

\*\*Use of the McCarthy Middle School Auditorium Complex includes the outer lobby, stage and house, and chorus room.

\*\*\*Deposit and other fees can be paid with credit cards, or by check made out to Chelmsford Public Schools.

School groups to be charged actual per hour cost for custodian.

Approved May 2, 2023 by School Committee rates in effect July 1, 2023

## **EMERGENCY AND CONTACT INFORMATION**

In case of a life or death emergency Call 911 immediately.

For non-emergency issues or for questions, comments, or concerns please contact:

Bernie Battle                      978-944-0938  
Auditorium Manager            [battleb@chemsford.k12.ma.us](mailto:battleb@chemsford.k12.ma.us)

Tom Peterson                      978-423-6141  
Technical Director              [petersont@chelmsford.k12.ma.us](mailto:petersont@chelmsford.k12.ma.us)

Chelmsford Public Schools  
230 North Road  
Chelmsford, MA 01824

Policy Handbook  
For Use of the

Chelmsford Public School Facilities

**Including:**

*Gym*  
*Classrooms/Library*  
*Parking Lot*  
*Cafeteria*

Approved by the Chelmsford School Committee August 28, 2007  
Updated May 16, 2023

# Chelmsford School District

## Use of Facilities

### PROCEDURES AND REGULATIONS

The Chelmsford School Committee allows the use of school facilities by responsible and properly organized groups and organizations for worthwhile educational, recreational, social and cultural purposes. The following guidelines and procedures must be followed.

#### On-site Contacts

*The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event. The MPFT (maintenance staff) person will be the District's contact person.*

1. The rental contact person must check in with the district contact person upon their arrival. They will need to provide a cell phone number in order to contact the district contact person in the event of an emergency or other problem.
2. The rental and district contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The District contact person will indicate what other facilities may or may not be used (hallways, bathrooms, exterior doors, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will contact the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person.

#### Rates and Insurance

1. The facility will not be reserved until the facilities rental coordinator has received 50% payment of the fees. Payment must be paid by check, payable to the Chelmsford Public Schools.
2. In addition to the rental rates, set-up and breakdown charges will be assessed for each use of the facilities based on the needs of the group. Additional clean-up fees will be charged if the space is not left in the same condition as upon arrival.
3. The School Committee establishes facility rental rates annually. All other groups will be charged market rates. Current rates are attached.
4. Full liability for any damages to District property or injuries to persons, whether in District building or on the grounds, shall be assumed by the renter. Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property. In the event the renter requires excessive clean-up, set-up or breakdown, additional fees may be assessed.
5. For all events, a minimum \$1,000,000 insurance binder naming Chelmsford Public Schools as an additional insured must be submitted to the District prior to final approval.
- ~~6. Instructors of private tutoring and music lessons arranged through Chelmsford will be assessed \$50.00 per student per year per activity for use of the space.~~

## Facilities Use Regulations

1. The school administration will, at their discretion, require Police Officer coverage at the cost of the renter. Any event expecting greater than 500 attendees will require police coverage. Police coverage will be charged at the current Police Department rates with a 4-hour minimum per officer.
2. Members of the School Administration or their representatives must be permitted to attend the event and be present on District property at any time during the event.
3. The renter is granted access to, and use of, only the areas and date/times specified on the application. Additional space may not be used, including hallways or public areas.
4. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the local Police will be called.
5. Decorations, posters and other items may not be affixed to any part of the building. Exceptions to this policy must be requested at the time of the application.
6. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed not later than after school hours the following day. The District is not responsible for any property left on the premises.
7. The use of school supplies, apparatus, or equipment is not included in the use of the facility, unless specifically noted on the application.
8. The buildings and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
9. District staff will be responsible for supervision of lights, curtains, computer labs and other equipment. Only authorized personnel shall use equipment that requires special knowledge or skill. The renter will be responsible for any additional required personnel costs.
10. In the case of school cancellation or early dismissal, the facilities will not be available for use.
11. The renter contact person must check out with the District contact person at the end of the event (or each day for multiple day events) to review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described above will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.
12. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant.
13. No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the Administration.

## Participant Requirements

1. The applicant assumes full responsibility for control and supervision of all participants and visitors in conjunction with the event. This includes control of behavior and actions within the rental space, all adjoining space (hallways, bathrooms, etc.), and the exterior of the building.
2. Participants or guests may not use any wheeled equipment inside or in the immediate vicinity of the building. This includes, but is not limited to, skateboards, wheelie shoes, or scooters.
3. Participants and guests must remain in the rented space and the immediate vicinity. They may not be in other areas of the building.
4. The entrance/exit closest to the rented area must be used at all times.
5. Based on state law, smoking or the use of any tobacco product is prohibited in all school buildings and on school property.
6. Use of drugs or alcohol is not permitted in all school buildings or on school property. No person under the influence of alcohol or other intoxicants is permitted on school property.
7. Beverages or food (including candy) may not be sold or served on school property without prior written permission by the Administration.



8. Prior to the event, the renter must distribute the attached "Participant Notice" to all participants and guests who may attend.

### Application Procedure

Any group or organization wishing to use Chelmsford Public School facilities must abide by the following requirements.

1. Preference for facilities, in the event there is a scheduling conflict, will be given in the following order:
  - a. Chelmsford Public School activities.
  - b. Town endorsed groups or organizations serving Chelmsford students.
  - c. Community-based groups or organizations serving Chelmsford adults.
  - d. Chelmsford individuals.
  - e. Organizations or groups outside of Chelmsford.
2. Applications will be accepted and acted upon based on the schedule listed below. Applications submitted after the published deadline date will be acted upon as quickly as possible. Applicants will be notified no later than the notification date of the status of their application, including the facilities and dates/times for which they have been approved.

#### Classrooms, and Cafeteria's

<u>Season</u>	<u>Application Deadline</u>	<u>Notification</u>
September 1 – June 15	August 15	Sept. 7
June 15- August 30	March 15	April 15

#### Gym

<u>Season</u>	<u>Application Deadline</u>	<u>Notification</u>
September 1 – November 30	August 15	Sept. 7
December 1 – March 15	October 1	October 20
March 15- June 30	December 15	January 15

3. Copies of the required insurance binder and, if applicable, evidence of Chelmsford non-profit status must be included with the application.
4. The renter must not publicize the event prior to notification of approval.
5. For events that take place in more than one season, a new application must be submitted for each season.
6. Chelmsford Public School retains the right to bump a scheduled activity. When possible, Chelmsford will provide two days' notice.
7. In the event a renter does not follow the established procedures, a written warning will be issued. If they continue to disregard procedures, approval for use of the space will be revoked indefinitely.
8. Applications and all questions regarding facility use should be addressed to Jane McDonald at [mcdonaldj@chelmsford.k12.ma.us](mailto:mcdonaldj@chelmsford.k12.ma.us) or 978-251-5100, ext. 6901.

## Use of Facilities Rates\*

<u>Chelmsford, Community, Non-Profit Rates</u>		<u>Rental Rates, All Others</u>	
Gym	\$35.00/Hr.	Gym	\$125.00/Hr.
Classroom/Library	\$35.00/Hr.	Classroom/Library	\$75.00/Hr.
Parking Lot	\$35.00/Hr.	Parking Lot	\$75.00/Hr.
Cafeteria	\$45.00/Hr.	Cafeteria	\$100.00/Hr.
Custodian	\$40.00/Hr.	Custodian	\$40.00/Hr.

Approved May 2, 2023 by School Committee rates in effect July 1, 2023

All applications are online at <https://chelmsfordschools.org/departments/business/facilities-rentals/>  
 (SEE BELOW FOR EXAMPLES)

# REQUEST FACILITY USE FOR PUBLIC

Title of the Event:

Organization Name:

Type of Organization:

Organization Address:      
Street City or Town State Zip

Mailing Address (if different):

Organization Telephone Number:  -  -

Representative Filing this Application:

Email:

Representative Telephone Number:  -  -

Select a facility in **South Row Elementary School**

Date:

Start Time:

End Time:

Will this event occur on multiple dates?  Yes  No  
**If yes is selected, you will be asked for additional date information at completion of this form**

The facility will be used for the following purpose(s):

Number of people using the facility:

Is extra custodial service needed?  Yes  No

Will admission be charged?  Yes  No

Will food and/or beverages be served?  Yes  No

List any special arrangements or equipment you are requesting (lighting, score board, speakers, kitchen facilities, etc.):

Liability Insurance of not less than \$1,000,000 is required.  
Do you have coverage in force?  Yes  No

Name of Insurance Broker:

Policy Limit:

By checking this box, the applicant agrees to all terms and conditions contained in the **Regulations Governing the Use of School Facilities** and agrees to be fully responsible for all damage to persons, property and/or theft resulting from the use of the school department facilities.

# REQUEST FACILITY USE FOR SCHOOL STAFF

Title of the Event:

Organization Name:

Organization Address:

Street                      City or Town                      State      Zip

Representative Filing this Application:

Email:

Representative Telephone Number:  -  -

Select a facility in **Parker Middle School**

Date:

Start Time

End Time

Will this event occur on multiple dates?  Yes  No

**If yes is selected, you will be asked for additional date information at completion of this form**

The facility will be used for the following purpose(s):

Number of people using the facility:

Is extra custodial service needed?  Yes  No

Will admission be charged?  Yes  No

Will food and/or beverages be served?  Yes  No

List any special arrangements or equipment you are requesting (lighting, score board, speakers, kitchen facilities, etc.):

By checking this box, the applicant agrees to all terms and conditions contained in the **Regulations Governing the Use of School Facilities** and agrees to be fully responsible for all damage to persons, property and/or theft resulting from the use of the school department facilities.

Chelmsford School District  
Available Facilities for Rental  
May 16, 2023

Secondary Schools

- ~~Performing Arts Center at C.H.S.~~
  - ~~LCD display on projector screen~~
  - ~~Stage with curtain~~
  - ~~Light and Sound production~~
  - ~~One Technician for lights and sound~~
  
- ~~Auditorium at McCarthy Middle School~~
  - ~~LCD display on projector screen~~
  - ~~Stage with curtain~~
  - ~~Light and Sound production~~
  - ~~One Technician for lights and sound~~
  
- Gym at C.H.S.
  - Full size basketball court, or two smaller courts
  - Bleachers
  - Volleyball Court
  - Wrestling & ~~Weight Room off Gym~~
  
- Gyms at McCarthy & Parker Middle Schools
  - Full size basketball court, or two smaller courts
  - Bleachers
  - Volleyball Court
  
- Selected Classrooms
  - 5 available located in the music/cafeteria area
  - White board
  - Wireless Internet Access
  
- Cafeterias at C.H.S.
  - Wireless Internet Access
  - ~~Pull down projector screen~~
  - Two dining halls available at C.H.S.
  
- Cafeterias at McCarthy and Parker Middle Schools
  - Wireless Internet Access
  - ~~Pull down projector screen~~
  - One cafeteria available at each middle school
  
- ~~Computer Lab at C.H.S.~~
  - ~~Internet~~
  - ~~24 student stations, 1 instructor station~~
  - ~~Printer~~
  - ~~Scanner~~
  - ~~White Board~~
  
- ~~Computer Lab at Middle School~~
  - ~~Internet~~
  - ~~24 student stations, 1 instructor station~~
  - ~~Printer~~
  - ~~Scanner~~
  - ~~White Board~~

All Spaces can be equipped with any of the following portable audio-visual equipment:

- Microphones
- TV with VCR
- Laptop w/LCD projector
- Overhead projectors
- Podium

Desks, tables, and chairs are also available and can be configured in rented space as needed.

**Elementary Schools**

- Elementary School Gymnasiums
- Cafeterias at Elementary Schools
- Playgrounds/Fields

## **School Committee Policy Update**

1.) JIC – Student Discipline

## STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

### **Principal's Discretion**

A Principal, when deciding the consequences for a student, shall exercise discretion, consider ways to re-engage the student in the learning process, and avoid using expulsion as a consequence until other remedies and consequences have been employed.

### **Alternative Remedies for Disciplinary Consequences**

Before issuing any disciplinary consequences under Massachusetts General Laws c. 71, § 37H  $\frac{3}{4}$  and not subject to G.L. c. 71, §§ 37H and 37H  $\frac{1}{2}$ , as discussed below, a Principal shall consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals or in-school suspensions, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H  $\frac{1}{2}$ . This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H  $\frac{1}{2}$ , which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

A Principal shall consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem solving. Use and results of such alternative remedies shall be documented in writing. A Principal shall consider, use to the extent possible, and document in writing such alternative remedies before issuing a suspension or expulsion under Massachusetts General Laws c. 71, § 37H  $\frac{3}{4}$ . A Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. A Principal shall not implement such models in direct response to a specific incident.



A Principal shall document specific reasons where alternative remedies are unsuitable or counter-productive. A Principal shall also document specific reasons in situations where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school.

## **Suspension**

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning prior to issuing any disciplinary consequences, as discussed above; and avoid using long term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

## **Notice of Suspension:**

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

## **Emergency Removal**

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation, 603 CMR 53.06(2); (b) Provide written notice to the student and parent as required by 603 CMR 53.06(2) above; (c) Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, 603 CMR 53.08(2) or (3), and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; and (4) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulations, 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d).

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

## **In School Suspension – not more than 10 days consecutively or cumulatively**

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation, 603 CMR 53.10(3) through (5).

The Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident.

If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally as soon as possible of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least two attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

## **Principal's Hearing – Short Term Suspension of up to 10 days**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

**Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)**

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: (1) In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; (2) The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) The right to cross-examine witnesses presented by the school district; (5) The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, e-mail to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: (1) Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) Set out the key facts and conclusions reached by the Principal; (3) Identify the length and effective date of the suspension, as well as a date of return to school; (4) Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; (5) Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: (a) The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and (b) that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

### **Superintendent's Hearing**

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate.

The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation, 603 CMR 53.08(3)(d)1. through 4. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

## **Expulsion**

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student who is found in possession of a dangerous weapon or a controlled substance on school grounds or at school-sponsored or school-related events or assaults a staff member, shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, a Principal may, in his discretion, decide to suspend rather than expel the student for those offenses.

An expelled student shall also have the right to appeal to the Superintendent. The expelled student shall have 10 days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

A Principal may suspend a student who was indicted with a felony for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal

and the process for appealing such suspension. The suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than 5 calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within 3 calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision the school district with regard to the suspension.

A Principal may expel a student who was convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency upon determination that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than 5 calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within 3 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within 5 calendar days of the hearing. Such decision shall be the final decision of the school district with regard to the expulsion.

Any student expelled from school for such ~~an~~ offenses shall be afforded an opportunity to receive educational services and make academic progress.

### **Academic Progress**

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and

make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

## **Reporting**

The school district shall collect and annually report data to DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC – August 2022

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); 76:17; 603 CMR 53.00  
603 CMR 53.00

[Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School](#)

[Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973](#) *and*

[Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's \(IDEA's\) Discipline Provisions.](#)

APPROVED: March 7, 2023

**NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H<sup>1/2</sup>. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year, except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.**

**Chapter 222, An Act Relative to Student Access to Educational Services and Exclusion from School, addresses continuation of educational services for students when they are excluded from school.**

**New Federal Guidance related to Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 that students are effectively supported when responding to behavior that is based on a student's disability that could lead to student discipline has been added as a legal reference.**



# CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: May 4, 2023

Re: Personnel Report – April 2023

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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 – April 2023

### New Hires

**Bastien, Matthew**

**BCBA**

**Harrington Elementary School**

Effective date: 8/28/23

**Cox, Colin**

**Clinical Psychologist**

**Chelmsford Public Schools**

Effective date: 8/30/23

**Doolan, Meghan**

**Paraprofessional**

**Chelmsford Integrated Preschool (CHIPs)**

Effective date: 5/8/23

**Edouard, Marie**

**Lunch/Recess Aide**

**McCarthy Middle School**

Effective date: 4/24/23

**Pimental, Meghan**

**Library Assistant**

**Harrington Elementary School**

Effective date: 8/28/2023

### Resignations:

**McMahon, Melissa**

**Grade 7 ELA Teacher**

**McCarthy Middle School**

Effective date: 4/4/23

**Roberge-Hornbaker, Darlene**

**Lunch/Recess Aide**

**McCarthy Middle School**

Effective date: 4/12/23

Retirements:

Assignment Changes:

**Ayoub, Erica (formerly Interim Paraprofessional @ Parker Middle School)**

**Paraprofessional**

**Parker Middle School**

Effective: 4/25/23

**Conatser, Christine (formerly Interim Paraprofessional@ Center Elementary School)**

**Paraprofessional**

**Center Elementary School**

Effective date: 4/7/23

**Corbo, Stacy (formerly Special Education Teacher @ Parker Middle School)**

**Special Education Teacher – Language Based Program**

**Parker Middle School**

Effective date: 8/28/23

**Lally, Erin (formerly Speech Language Pathologist @ Byam Elementary School)**

**Speech Language Pathologist**

**McCarthy Middle School**

Effective date: 8/28/23

## **Approval of Field Trip Requests**

- 1.) Community Education Program  
SummerQuest Field Trip  
Canobie Lake Park  
Salem, New Hampshire  
July 17, July 20, and August 3, 2023
  
- 2.) Community Education Program  
SummerQuest Field Trip  
Chunky's / Mine Falls Parks  
Nashua, New Hampshire  
August 2, 2023
  
- 3.) Community Education Program  
SummerQuest Field Trip  
Block Party Social  
Hooksett, New Hampshire  
July 17, 2023
  
- 4.) Community Education Program  
SummerQuest Field Trip  
Oceanarium  
Hampton, New Hampshire  
July 19, 2023
  
- 5.) Community Education Program  
SummerQuest Field Trip  
Mel's Funway  
Litchfield, New Hampshire  
July 24, 2023

**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  COMM.ED.   
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 7/17/23 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: Chelmsford Comm Ed Cell Phone: 978-251-5151

Grade, Group, Class(es) or Course(es): 4, 5, 4/6 grade

Total Number of Students: 40 Number of Male      Number of Female     

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4-8 Number of Male      Number of Female     

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

Faculty/Chaperones (Names): Unknown at this time. All are Comm Ed Employees Cell Phone #:     

Faculty/Chaperone with Epi-Pen Designation (Name): Supervisor on duty  
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 of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Event/Purpose of the Trip: Summerfest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
Summerfest field trip

Destination: Canobie Lake Park (603) 993-3506  
Name of Facility Facility Telephone  
85 N Olive Street Salem NH  
Facility Street Address City State

Estimated Leave Time: 10:00 (a.m.) / p.m. Estimated Return Time: 3:00 a.m. / (p.m.)

No. of Regular School Buses Needed: 1 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) Commed 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: None

**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: Commed pays for all Bussing \$ \_\_\_\_\_

Student paying \$ 0 per person for: \_\_\_\_\_ \$ \_\_\_\_\_

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]  
Signature of Trip Sponsor Date 4/25/23

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator Date

[Signature] 4/26/23  
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  COMM.ED.   
 BYAM  CENTER  HARRINGTON  SOUTH ROW

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

Trip Date: 7 / 17 / 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: CommEd Cell Phone: 978-251-5757

Grade, Group, Class(es) or Course(es): SummerQuest grade 6-9

Total Number of Students: 40 Number of Male      Number of Female     

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Carissa Mause,  
Nick Pleva, TBD Cell Phone #:     

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki  
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 of School Nurse

Date

Event/Purpose of the Trip: Summer Quest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)

Summer Quest field trip

Destination: Block Party Social

Name of Facility

(603) 621-5750

Facility Telephone

St Zepora Dr.

Facility Street Address

Hooksett

City

NH

State

Estimated Leave Time: 4:00 (a.m.) / p.m. Estimated Return Time: 2:30 a.m. (p.m.)

No. of Regular School Buses Needed: \_\_\_\_\_ 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) Commed Building

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: \_\_\_\_\_

**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: Commed pays for Bussing \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/25/23  
Signature of Trip Sponsor Date

Approved by:

\_\_\_\_\_  
Signature of Dept. Head/Coordinator Date

[Signature] 4/26/23  
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 \_\_\_\_\_ COMM.ED. \_\_\_\_\_  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7/19/23 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: CommEd Cell Phone: \_\_\_\_\_

Grade, Group, Class(es) or Course(es): Summer Quest Grade 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Carissa Imroze,  
Nick Pavia, TBD Cell Phone #: \_\_\_\_\_

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

Is a Nurse Needed? Yes \_\_\_\_\_ No X

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 of School Nurse Date

Event/Purpose of the Trip: Summer Quest Field Trip

Curriculum Standard Addressed by Trip (Reason for the Trip)

Summer Quest field trip

Destination: Oceanarium (603) 758-7998  
Name of Facility Facility Telephone

367 Ocean Blvd  
Facility Street Address

Hampton  
City

NH  
State

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / (p.m.)

No. of Regular School Buses Needed:      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) Commed Building

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:     

**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: Commed pays for all bussing \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: Mishale Pileash  
Signature of Trip Sponsor Date

Approved by:       
Signature of Dept. Head/Coordinator Date

Adrian 4/26/20  
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 \_\_\_\_\_ COMM.ED.  \_\_\_\_\_  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7/20/23 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: CommEd Cell Phone: \_\_\_\_\_

Grade, Group, Class(es) or Course(es): SummerQuest Grade 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Carissa Mrause,  
Nick Rava, TBD Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra  
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 of School Nurse Date

Event/Purpose of the Trip: SummerQuest Field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)

SummerQuest Field trip

Destination: Canobie Lake Park  
Name of Facility

(603) 893-3506  
Facility Telephone

85 N Policy Street  
Facility Street Address

Salem  
City

NH  
State

Estimated Leave Time: 9:00 (a.m.) p.m. Estimated Return Time: 2:30 a.m. (p.m.)

No. of Regular School Buses Needed: 1 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) CommEd building

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: \_\_\_\_\_

**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: CommEd will pay for busses \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: M. White Pielerski 4/25/23  
Signature of Trip Sponsor Date

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Dept. Head/Coordinator Date M. Adams 4/24/23  
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 \_\_\_\_\_ COMM.ED.   
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7/24/23 If Overnight Trip, Return Date: 1/1/

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: Commed Cell Phone: \_\_\_\_\_

Grade, Group, Class(es) or Course(es): Summer Quest Grade 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Carissa Mrouse,  
Nick Aeva, TRD Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki  
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 of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Event/Purpose of the Trip: Summer Quest Field Trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
Summer Quest Field Trip

Destination: MPI's Funway (603) 424-2292  
Name of Facility Facility Telephone  
454 Charles Bancroft Hwy Litchfield NH  
Facility Street Address City State

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) Commed Building

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:     

**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: Commed pays for all \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: Michelle Proleski 4/25/23  
Signature of Trip Sponsor Date

Approved by:            
Signature of Dept. Head/Coordinator Date

Michael Adams 4/26/23  
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 \_\_\_\_\_ COMM.ED.  \_\_\_\_\_  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8/2/23 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: CommEd Cell Phone: \_\_\_\_\_

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

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Nick Reval, Gritsa Mraz, TJD Cell Phone #: \_\_\_\_\_

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

Is a Nurse Needed? Yes \_\_\_\_\_ No

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

Reviewed by: \_\_\_\_\_  
Signature of School Nurse Date

Event/Purpose of the Trip: Summer Quest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
Summer Quest field trip

Destination: Chunkys Movie Theater (603) 880-8055  
Name of Facility Facility Telephone

Chunkys - KSI Ediseum Ave Nashua NH  
Facility Street Address City State  
Mine Falls Park - Whipple Street Nashua NH

cc: April Laskey, Food Service Director

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) Commed 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: \_\_\_\_\_

**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: Commed will pay for bussing \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: Mrs. Michele Poleski  
Signature of Trip Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

M. Adams 4/21/20  
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 \_\_\_\_\_ COMM.ED.  \_\_\_\_\_  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8 / 3 / 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: CommEd Cell Phone: \_\_\_\_\_

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

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 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): Kendra Czernicki, Nick Pleira,  
Carissa Mrose, TBD Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki  
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 of School Nurse

Date

Event/Purpose of the Trip: SummerQuest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)

SummerQuest field Trip

Destination: Canobie Lake Park

Name of Facility

(603) 893-3506

Facility Telephone

95 N Policy Street

Facility Street Address

Salem

City

NH

State

Estimated Leave Time: 8:30 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

No. of Regular School Buses Needed: 1 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) Commed 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: \_\_\_\_\_

**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: Commed \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: Michale & Pielecki  
Signature of Trip Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Robyn Adams 4/24/23  
Signature of Building Principal \_\_\_\_\_ Date \_\_\_\_\_

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