



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

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

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

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 12:00 p.m. on Tuesday June 6, 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 16, 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: Chelmsford Community Education Program
2. Presentation – CPS School Nutrition Program Year-in-Review
3. Recognition of LGBTQ+ Pride Month – June 2023

4. MASC Resolution
5. FY2023 Recommended One-Time Budget Expenditures
6. FY2023 Recommended Budget Transfers
7. Vote to Approve FY2024 Non-Affiliated Staff Salary Increases
8. Middle School Merger/Realignment Update
9. 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 16, 2023
Meeting Minutes**

Members Present: Ms. Donna Newcomb (Chair), Mr. Dennis King (Vice Chair), Ms. Susan Mackinnon (Secretary) and Ms. Maria Santos. Mr. John Moses is not present tonight.

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 May 2, 2023.

Mr. King motioned to accept the minutes of the meeting on May 2, 2023. Ms. Santos seconded. Motion carries 4-0.

CHS Student Representative Announcements

Keya shared that the sophomores had math MCAS testing today which will continue tomorrow. Today juniors had a “Job Shadow Day” where they spent the day with a professional from a career in which they are interested. The Crochet Club donated more than 30 hats to patients at Lowell General Hospital who are being treated for cancer. This is the last week of school for seniors. Any seniors who need to take finals will do so next week.

Lana added the seniors are celebrating spirit week this week: Monday - PJ Day; Tuesday - Beach Day; Wednesday – CHS Apparel Day; Thursday – College Apparel Day and Friday – Sundress/Jersey Day. The week of May 30th the senior prom will be held. On June 1st there will be a senior bar-b-que. On Friday June 2nd they will rehearse for graduation with Saturday, June 3rd celebrating graduation at the Tsongas Center. The third Annual Emily Myerson Memorial Soccer Tournament will take place on June 11, 2023, at the CHS Stadium.

Public Comments

None

New Business

1. Spotlight on the Departments: Social Studies

Stephanie Quinn, Social Science Department Coordinator, along with Rachel O'Brien, Class of 2023, and Nhyira Nkansah, Class of 2023, joined the meeting. The presentation will cover: Community Connections; Building Opportunities; Research and Inquiry; Clubs and a glimpse of the future. Opportunities for community connections include 3rd graders visit to the historic Garrison House. "Massachusetts Civics Learning Week" also gave the some 3rd graders an opportunity to meet virtually with a judge to learn more about judges' roles in Massachusetts. Additionally, CHS civics classes met with community leaders and some students were able to visit the State House in Boston. Last week the CHS criminal justice classes visited the Chelmsford Police Department which provided students with insight in careers in the criminal justice field. CHS offers several dual-enrollment courses with Middlesex Community College, that allow interested students to earn college credits toward the field of criminal justice.

Rachel spoke of the many related courses she has taken to lead her on the path to a career in criminal justice. She will attend the University of New Hampshire next year for the "History and Law" program which will entail three years of undergraduate courses followed by three years of law school. She has benefitted by taking dual-enrollment classes through Middlesex Community College.

Ms. Quinn shared that from elementary through high school students are able to engage in research and inquiry from K through 12. History's Mysteries: Private I History Detectives are offered free from The State for K through 5th grade. For middle and high school students Action Civics Projects are offered which "promotes and enhances civic engagement". Through this, students are able to choose their topic, offer a solution and present this to classmates, teachers and administrators.

Additionally, the AP Capstone research project is available to students at CHS. Nhyira, who is almost a graduate, participated in this program (which culminates in an honor's level thesis). She spoke about her project called "A Tune as Old as Time" which included history and the effects of misogyny/misogyny noir and the ways in which these effect black girls in the Merrimack Valley. Her research included surveys from three area schools. Her conclusion was that there is an effect of misogyny noir in "rap music" on black girls which is a problem not currently a highly prioritized. She researched literature on this topic. Finally, she was able to analyze the data collected. Through this project, Niyira learned the skill of "time management" and improved her ability for public speaking. She also enhanced her ability for networking. She will attend UMASS Lowell next year and study computer science in their honors program.

Ms. Quinn shared highlights of CHS clubs that support social sciences: The Mock Trial Team which had a terrific season; and the Model UN, which earned the Outstanding Delegation Award! Moving forward there will be an 8th grade MCAS for civics starting in 2024. Civics is included in the 8th grade curriculum and will be expanding to provide opportunities to work with the community for civic engagement for the students. The issue of "Humanities and Ai" continues to be explored. Ms. Quinn added that there will continue to be a review "of curriculum and resources to enhance inclusive and inquiry based instructional practices".

Tonight's presentation may be viewed on Chelmsford Telemedia to be fully appreciated!

2. Appointment of Superintendent Lang to the Valley Collaborative Board of Directors

Dr. Lang has been on the Board of Directors of the Valley Collaborative since he joined the Chelmsford Public Schools and would welcome the opportunity to serve again.

Mr. King motioned to appoint Superintendent Lang to serve as the Chelmsford representative of the Valley Collaborative Board of Directors. Ms. Santos seconded. Motion carries 4-0.

3. 2023/24 Student Transportation Program Registration Dates and Fees

Ms. Johnson-Collins shared memoranda and spoke about the current school year where the district was serviced by 29 busses daily. She stipulated who needs to pay to ride the bus and how the fee schedule is determined. Registration begins in June and continues through early August. Those who enroll early receive a discounted rate. The registration method is the same as last year and the fee structure is also the same.

Mr. King motioned to adopt the transportation fee structure for the 2023-2024 school year and establish a regular early, late and half year registration rate with the dates presented. Ms. Santos seconded. Motion carries 4-0.

4. FY2023 Recommended One-Time Budget Expenditures

Ms. Johnson-Collins shared information in tonight's agenda packet concerning these expenditures.

5. FY2023 Recommended Budget Transfers

Dr. Lang spoke of the rationale behind making budget transfers at this point in the fiscal year to allow for funding of one-time purchases.

Mr. King motioned 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. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

Mr. King motioned to approve the FY2023 local operating budget transfers totaling \$77,000 for the Chelmsford Public Schools to purchase new computers for administrative staffs as presented. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

6. FY2024 Budget Adjustments

Mr. King motioned to approve the FY24 revised summary level account detail as outlined by MA DESE function code totaling \$ 70,700,000. Ms. Santos seconded. A roll call vote was taken. Motion carries 4-0.

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

Ms. Johnson-Collins included a memorandum and the policy handbook with changes awaiting The Committee's approval in red.

Mr. King motioned to approve the updates to the policy handbook for the use of the CHS Performing Arts Center and the McCarthy Auditorium and updates to the use of facilities procedures and regulations as presented. Ms. Santos seconded. Motion carries 4-0.

9. Approval of School Committee Policies

Dr. Lang shared that during the past winter and early spring all the policies were subject to review to ascertain if they were up to date. The MASC policy updates were reviewed, and work was done to align our policies with theirs. Policy JIC – Student Discipline was not updated at that time. This policy has now been reviewed by the Committee's attorney to be sure the policy reflects the State Statute.

Mr. King motioned to approve changes to School Committee Policy JIC – Student Discipline as presented. Ms. Santos seconded. Motion carries 4-0.

10. Personnel Report: April 2023

No action required.

11. Approval of Field Trip Requests

Mr. King motioned to approve the Community Education out-of-state summer field trips as presented. Ms. Santos seconded. Motion carries 4-0.

Liaison Reports

Mr. King attended his first meeting of the Alumni Association. This year's scholarship winners will be notified by mail soon.

Ms. Mackinnon attended The Day on the Hill with Donna and Marie on May 4th. She was pleased to connect with other MASC members and hear from legislators. Ms. Santos was able to meet with representatives Cataldo and Arciero on that day. They would both like to hear more about the middle school building proposal. She would like to arrange a meeting for The Committee and all the representatives and Senator Barrett. The Chair suggests a meeting after schools are closed for the summer. Dr. Lang would present the history of the building plan to date. Dr. Lang and Ms. Santos will set a breakfast up for this meeting.

Action/New Items

Dr. Lang shared that an update on the Sidewalk Study will be presented at the June 5th meeting.

The Chair would like to discuss the Committee's goals at the second meeting in June.

Dr. Hirsch will share a list of all field trips that are directory related to curriculum and are thus paid for by the Chelmsford Public Schools.

Public Comments

None

Adjournment (7:31 p.m.)

Mr. King motioned to adjourn. Ms. Santos seconded. Motion carries 4-0.

*Respectfully submitted,
Sharon Giglio, Recording Secretary*

2022-2023



CHELMSFORD
COMMUNITY EDUCATION

NEW AT CHELMSFORD COMMUNITY EDUCATION

SummerSplash – Two
Summer options for
Preschool Age
Students (part day or
full day)

Lion's Pride North –
Full day
Preschool/PreK
located at CHS

Travel – Return of
day and weekend
trips

LION'S PRIDE NORTH – NEW PROGRAM



- Full Day – 6:45-4:45
- 15 students
- High School Students enrolled in Early Childhood work with our students
- Fully enrolled with Waitlist

- 456 participants
- Locations at all four Elementary Schools and Parker Middle School
- Before and After School Care offered
- Vacation Care offered



EXTENDED DAY

Pop-Up Library Visit at Extended Day



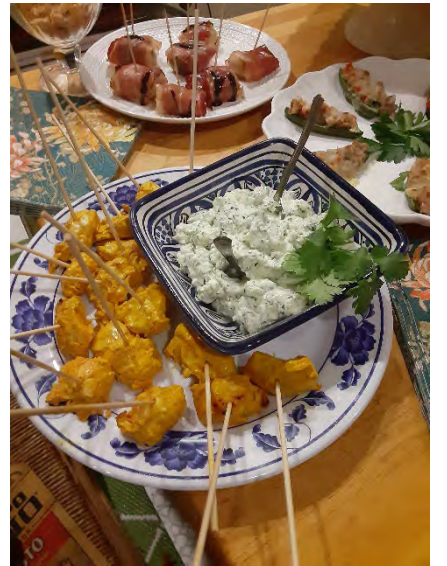
EXTENDED DAY FUN

ADULT EDUCATION 2022-2023

- 2,750 participants
- Evening Classes held at CHS and Westlands
- Courses offered for all ages



COMMED FAVORITES: COOKING



UPCOMING CLASSES – ADULT AND CHILDREN

Adults

- Chess
- Baking
- Trips
- Pickleball
- Beginner and Intermediate Drawing for Adults
- Digital Photography
- Chakras for Beginners
- Music Lessons
- Cooking

Children

- Mountain Biking
- Skyhawks Sports
- Music Coding Bootcamp
- Youth Summer Basketball League
- Slime Week
- Spectacular Science
- Music Lessons
- Archery
- Field Play
- Jewelry Making



SUMMERFEST

- Full day Summer program for children in grades 1-6
- 273 participants
- Waitlist for all weeks
- Weekly themes and field trips



SUMMERQUEST

Launched in 2019

- A full day Summer program for teenagers
- Daily field trips to local parks and places of interest
- 40 students enrolled per week



PRESCHOOL
PRE-WRITING
SKILLS
AT LION'S
PRIDE





TOUCH A TRUCK



TODDLER SCIENCE OBSERVATIONS



PREK

FOUNTAS AND PINNELL
LITERACY CURRICULUM

FUNDATIONS WRITING
CURRICULUM

MATH EXPRESSIONS
CURRICULUM

Off to Kindergarten

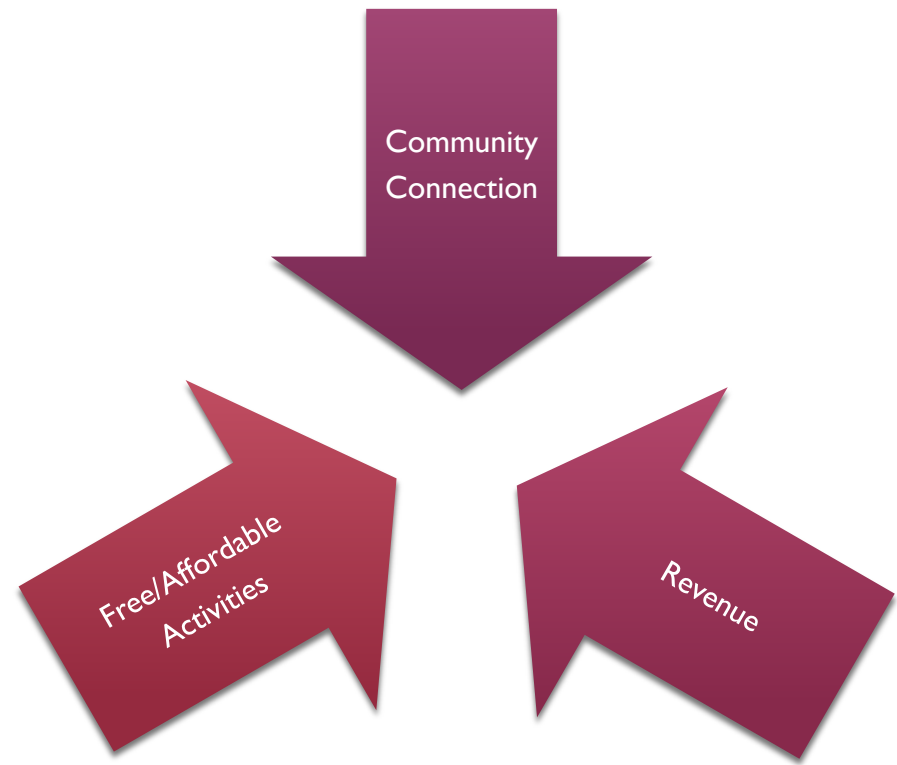


REVENUE

| Program | Revenue | Notes |
|--------------------|----------------|--|
| Extended Day | \$1,001,236.96 | Enrollment opens late June |
| Lion's Pride | \$657,785.85 | Full, with a waitlist, for 2023-2024 |
| Lion's Pride North | \$134,928.00 | Full, with a waitlist, for 2023-2024 |
| Adult Education | \$258,583.62 | |
| Music | \$82,699.00 | |
| Summerfest | \$191,496.90 | Enrollment was full within 5 minutes of registration opening |
| SummerQuest | \$60,760.00 | Full, with a waitlist |

LONG TERM PLANS

- Continue to reinvest in our programs that serve the children and families of Chelmsford.
- Expand Adult Education by offering more courses and increase hours to meet the diverse needs and interests of the community.
- Build Community Relationships.



CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Cc: Nancy Antolini, Director of School Nutrition

Date: June 1, 2023

Re: CPS School Nutrition Services – 2022/2023 Year in Review

The Director of School Nutrition, Ms. Nancy Antolini, will address the Committee at the June 6, 2023 school committee meeting. The items Ms. Antolini will address are a year-in-review summary, meals served, meal prices (USDA and Commonwealth of MA 100% funded) with recommended meal price stability for next year (no change), a summary of the bid awards (by product, vendor) for the 2023/2024 school year, and an approval of two new job positions funded from the food service revolving fund.

Also, this year I will not need to ask for the Committee to vote and approve a transfer from the general fund to the food service revolving fund to cover the meal price when a student was unable to pay for a meal. There was no cost to the students this year for breakfast and lunch as this was funded 100% by the USDA and the Commonwealth of Massachusetts. The USDA federal funding guidance for next school year is that schools will continue the traditional model of free, reduced and paid meal options. The Commonwealth of Massachusetts has not passed the FY2024 budget to date, therefore at this time it is unknown if breakfast and lunch will remain at no cost to students for the 2023/2024 school year. We will update the Committee as decisions are made at the state level in the FY2024 budget.

The attached job descriptions address two positions. The first, School Nutrition Operations Supervisor / Registered Dietitian (a non-affiliated position), is a new position funded from the food service revolving fund. The second position is a new role of School Culinary Manager (a non-affiliated position). This position would also be funded from the food service revolving fund. Our plan would be to post both positions and for the successful candidates to begin in August of 2023. Should the Committee agree with the recommendations for these two positions, the suggested motions would be:

I recommend a motion to approve the new position of Chelmsford Public Schools School Nutrition Operations Supervisor / Registered Dietitian as presented.

I recommend a motion to approve the new position of Chelmsford Public Schools School Culinary Manager as presented.

Ms. Antolini will go into the details of meal pricing in her presentation. Currently, the meal prices are:

| | |
|---|---------|
| Breakfast at all schools | \$ 1.75 |
| Lunch at the High School and Middle Schools | \$ 3.25 |
| Lunch at the Elementary Schools | \$ 2.75 |

In closing, I would like to thank Ms. Antolini for her leadership and directing the school nutrition program over the past year. Under her leadership, her team is on track to serve more meals and grow the participation rate at several schools this year. She remained flexible with the modifications needed to menus (due to some lingering supply chain challenges from the pandemic), meal preparation and staff safety, packaging, and meal delivery to the schools. She will also be receiving recognition from Valley Collaborative this month due to the collaboration this year with Valley's team from their Adult and Transitional Services Program. She has also provided valuable design input to the team on the two kitchen renovation capital projects at McCarthy Middle School and Chelmsford High School. She has made many positive contributions to the program and continues to do great work as she shares her ideas for the next set of enhancements to the program that are within our funding abilities. I would also like to thank the entire school nutrition team for their hard work and commitment each day to the students, families, and fellow staff members of the Chelmsford Public Schools.

Chelmsford Public Schools

Job Description

| | | | |
|--|---|--------------------|------------------------------|
| Job Title: | SCHOOL NUTRITION OPERATIONS SUPERVISOR/REGISTERED DIETITIAN | FTE: | Full Time |
| Location: | CHELMFORD HIGH SCHOOL | Reports to: | DIRECTOR OF SCHOOL NUTRITION |
| Qualifications: | | | |
| JOB SUMMARY Support and assist the department in accordance with department, district, state and federal policies and regulations to ensure nutrition and financial integrity. | | | |
| REQUIREMENTS: <ul style="list-style-type: none">Registered DietitianDemonstrated knowledge of school nutrition and operations with a minimum of 3 years' experience in food service operations.Must be SERV Safe and Mass Allergen Certified and obtain the following within six (6) months of hire: SNA Certified and SNS Credentialed | | | |
| EDUCATION: <ul style="list-style-type: none">Requires a bachelor's degree at an accredited institution with course work accredited or approved by the appropriate nutrition and dietetics agencies for a Registered Dietitian.Earn and maintain applicable certifications, registrations, licenses, credentials, and continuing education requirements by the appropriate accredited local agencies. | | | |
| JOB DESCRIPTION: <ul style="list-style-type: none">Knowledge of USDA Child Nutrition Program, production records, food labels, allergens, recipe development.Supports nutrient analysis for all food items served.Support and assist the Director in accordance with department, district, state and federal policies and regulations to ensure nutrition and financial integrity.Assist with operational daily functions within the department to include but not limited to: inventory, meal counts, daily sales, production records, HACCP/SOP records, recipes, staff schedules, etc.Assists with development of bid specifications and procurement of foods and supplies.Experience in personnel management, including supervision of kitchen managers and frontline staff.Excellent communication: verbal and written communication skills, customer service and interpersonal skills.Excellent organizational and analytical skills.Exhibits leadership and professionalism among co-workers, school staff and all stakeholders.Demonstrated skill and knowledge in the use of technology, computers and food service software, proficient skills in MS Office, Google Drive and social media; willingness to learn new programs.Assists in the development and planning of in-service training.Update nutritional information when needed.Participate in Wellness Advisory Committee for the district and individual health care plan for students with any special dietary needs.Assist with Marketing projects for the department.Work cooperatively with all stakeholders and with a diverse population.Additional duties as assigned by the Director of School Nutrition.Valid Driver's License | | | |

Terms of Employment/Work Year):

6.5 Hours Per Day Paid/200 Days Per Year (Non-Affiliated Position)

Hours: 8 a.m. to 3 p.m.

School Year: August through June

Salary Range: \$45,000-\$55,000

Evaluation: Performance of this position will be evaluated annually in writing by the Director of School Nutrition

Date:

June 2023

Chelmsford Public Schools

Job Description

| | | | |
|--|-------------------------|--------------------|------------------------------|
| Job Title: | SCHOOL CULINARY MANAGER | FTE: | Full Time |
| Location: | CHELMFORD HIGH SCHOOL | Reports to: | DIRECTOR OF SCHOOL NUTRITION |
| Qualifications: | | | |
| <p>JOB SUMMARY</p> <p>Support and assist the department in accordance with department, district, state and federal policies and regulations to ensure nutrition and financial integrity. The Culinary Manager resides in the Food and Nutrition Services Department within the Operations Division of the Chelmsford Public Schools, reporting to the School Nutrition Director.</p> <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Restaurant industry background with 5-10 years' professional experience in food preparation, management in a multiple service environment, including with "scratch" cooking. • SERV Safe Certified <p>EDUCATION:</p> <ul style="list-style-type: none"> • Chef degree preferred. <p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> • Responsible for assuring that school site staff has the knowledge and skills to execute school meals in line with the recipes, menus, and department service standards. • Works as a team member for creativity and best implementation, with an eye to continuous improvement in efficiencies, expense management, waste reduction, maximizing staff time, and optimal communication. • Responsible for assuring that staff has the knowledge and skills to execute school meals in line with the recipes, menus, and department service standards. • Excellent analytical and problem-solving skills; ability to teach these skills to others and work with individuals with varying levels of computer skills and data literacy. • Excellent oral and written communication skills, particularly in working with staff for which English may be a second language. • Able to share responsibility for developing a high level of staff expertise for procedures and policies that govern the department's operations for consistency across all sites. • Manage the department's culinary execution with increasing onsite cooking at all school sites through staff coaching in preparation and service during school year, recipe development and testing; recommendations. • Demonstrated ability to manage projects and work cross-functionally. • Strong organizational and time-management skills, with ability to prioritize competing demands. • Commitment to continuous improvement in an increasingly complex and competitive environment. • Provide staff training to move school kitchen teams from heat-and-serve into onsite cooking; provide ongoing staff instruction/coaching/demonstrations in food preparation and service. • Enable site staff to effectively understand and utilize technology for ordering, receiving, storage, preparation, and service. • Proficiency with Microsoft Office products and business management software. • Ensure proper implementation of new menu items. • Facilitate communication and knowledge sharing. • Support and assist with innovation and plan development. • Knowledge of and experience with culturally appropriate menu choices. • Additional duties as assigned by the Director of School Nutrition. • Valid Driver's License | | | |

| | |
|--|-----------|
| | |
| Terms of Employment/Work Year): | |
| 7.5 Hours Per Day Paid/195 Days Per Year (Non-Affiliated Position) Hours: 6:30am to 2:30pm School Year: August through June Salary Range: \$50,000-\$60,000 Evaluation: Performance of this position will be evaluated annually in writing by the Director of School Nutrition | |
| Date: | June 2023 |



Chelmsford School Nutrition

SCHOOL COMMITTEE PRESENTATION

JUNE 6, 2023

NANCY ANTOLINI

DIRECTOR OF SCHOOL NUTRITION

Meals Served

Number of meals served thus far in the
2022-2023 school year (Aug 30th- April 30th)

| | 2022-2023 | Comparison to last year 2021-2022(Aug 31 – June 16) |
|-------------|-----------|--|
| Breakfasts: | 156,352 | 245,013 |
| Lunches: | 390,444 | 457,452 |
| Total: | 546,796 | 702,465 |

Breakfast and Lunch Pricing

Similar to last school year, Breakfast and Lunch for school year 2022-2023 is at **no cost to all students**. The source of the funding is slightly different than last school year (which was all from USDA federal funding). This school year the USDA returned to the traditional federal funding model of Free, Reduced and Paid meal prices. The remainder of the funding to keep all breakfast and lunch at no cost to students came from the Commonwealth of Massachusetts as part of the FY2023 budget.

The USDA federal funding guidance for next school year is that schools will continue the traditional model of Free, Reduced and Paid meal options. The Commonwealth of Massachusetts has not passed the FY2024 budget to date therefore at this time it is unknown if Breakfast and Lunch will remain at no cost to all students for the 2023-2024 school year.

We are not recommending any change to the current meal prices at this time. These prices were voted on at the May 17, 2022 school committee meeting. As a reminder, the paid breakfast and lunch price needs to be greater than the amount the USDA reimburses the district for Free and Reduced meals (amount will be known after July 1, 2023), since Free and Reduced meals cannot subsidize paid meals.

Current meal prices:

Breakfast: All Schools: \$ 1.75

Lunch:

High School and Middle Schools: \$ 3.25

Elementary Schools: \$ 2.75

Procurement

2023-2024 Metro North Collaborative Bid Awards:

- *Paper: Has been awarded to Mansfield Paper
- *Dairy: Rosev (roll over)
- *Grocery: Has been awarded to Thurston Foods
- *Bread: Fantini (roll over)
- *Fresh pizza: Gill's pizza (roll over)

Accomplishments 2022-2023

- Increased Meals Served – over 45% participation at each school
- Re-evaluated the needs of the school district and adapted the plans to meet those needs to serve breakfast and lunch at each site
- Continued to introduce new menu items with scratch cooking recipes
- Meals are prepared with state of the art equipment at the high school (commissary) and delivered to the elementary schools daily
- Completed the refresh of cafeteria tables for all schools, with the final three schools receiving the tables in the fall of 2022
- Installed three vending machines (as a pilot program) near the gymnasium at Chelmsford High School
- Provided input to the design plans for the McCarthy Kitchen Renovation Project and the High School Kitchen Renovation Project
- Hired new employees working closely with Human Resources and our recruitment efforts at regional job fairs
- Implemented a partnership with Valley Collaborative to have three to five individuals assist the team in the High School commissary daily.
- All staff received monthly sanitation training.
- All staff received three PD days of in-house training (review of National School Lunch Program guidelines, review of production records and inventory procedures and hands on culinary training for scratch cooking)
- Continued leadership role in the SNA of MA as President - planning the conferences in October 2022 (SNA) and February 2023 (USDA)

The Future

- Implement the modernization of the McCarthy and High School kitchens with capital funding
- Enhance cafeterias with updated painting and storefront murals
- Expand Taste It Tuesdays in all elementary schools
- Establish a Student Advisory Council
- Invite School Committee and Administration to lunch
- We will also continue:
 - Serving breakfast and lunch at all schools
 - Using the high school as a commissary to prepare elementary school meals for delivery
 - Hiring new staff to keep up with expanded participation
 - Updating nutritional information using a new software program
 - Professional development and teambuilding for School Nutrition Staff
 - The Chef to School program
 - Purchasing Farm to School products
 - Developing more scratch cooking recipes

Professional Accomplishments

President School Nutrition
Association of Massachusetts
2022-2023

Past President School Nutrition
Association of Massachusetts
2023-2024 - the role is to
develop the leadership board



Any questions and thank you.

Nancy Antolini
School Nutrition Director
antolinin@Chelmsford.k12.ma.us
978-251-5111 X5642

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 4, 2023
Re: Recognition of LGBTQ+ Pride Month – June 2023

In recent years, June has been dedicated as Lesbian, Gay, Bisexual, Transgender, Queer + Pride Month to honor the 1969 Stonewall riots and works to achieve equal justice and equal opportunity for lesbian, gay, bisexual, transgender, queer, and questioning Americans. In June of 1969, patrons and supporters of the Stonewall Inn in New York City staged an uprising to resist police harassment and persecution to which LGBTQ+ Americans were commonly subjected. This uprising marked the beginning of a movement to outlaw discriminatory laws and practices against LGBTQ+ Americans. The School Committee in collaboration with the Chelmsford Select Board has recognized Pride Month through a proclamation drafted by the Chelmsford Select Board members in June, 2019.

It is important for the CPS administration and School Committee to continue to recognize and promote the importance of equality, freedom of choice, fostering acceptance of all its citizens, and preventing discrimination and bullying based on sexual orientation and gender identify. Attached you will find an adaptation of the Chelmsford Select Board proclamation for the Chelmsford Public Schools to be signed in recognition of the month of June as Pride Month.

I recommend the school committee vote at their regular meeting of June 6, 2023 to proclaim and recognize June 2023 as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+) Pride Month in the Chelmsford Public Schools.



Chelmsford Public Schools

PROCLAMATION

Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+)

Pride Month June 2023

WHEREAS, the Chelmsford Public Schools is a welcoming learning community; and

WHEREAS, the Chelmsford Public Schools recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Chelmsford Public Schools’ Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, The Chelmsford Public Schools is dedicated to fostering acceptance of all its members and preventing discrimination and bullying based on sexual orientation and gender identity; and

WHEREAS, the Chelmsford Public Schools is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our system; and

WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBTQ + teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the district, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and school leaders.

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2023 as **Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ +) Pride Month** in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTQ + community and to actively promote the principles of equality and liberty.

Signed this 6th day of June, 2023

Dr. Jay Lang, Superintendent

Chelmsford School Committee

Resolution: To include training on issues related to diversity, equity, and inclusion within the Charting the Course School Committee orientation program for new and veteran school leaders. (Submitted by the Chelmsford School Committee)

Whereas, diversity, equity, and inclusion are key priorities of MASC and the National School Boards association.

Whereas, it is the responsibility of school committee members to develop and strengthen their knowledge, capacity, and skills necessary to address policies and practices to support equitable student outcomes for all students regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, and in its programs and activities.

Whereas, the Charting the Course orientation program is designed to introduce new and aspiring school committee members to the Key Components of School Leadership and to provide veteran members with an update on ever-changing requirements and regulations for school committee members.

Therefore be it resolved, that a session be included in the Charting the Course Orientation program for new and veteran school committee members to enhance their understanding of issues related to diversity, equity, and inclusion within their school communities. Additionally, MCAS will provide resources for diversity, equity, and inclusion training for School Committees wishing to extend their skills and knowledge in this area.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 2, 2023

Re: FY2023 Recommended One-Time Expenditures and Budget Transfers

As discussed at the May 2, 2023 and May 16, 2023 regular meetings of the Committee, the initial and subsequent list of recommended one-time expenditures was presented and approved by the Committee along with the 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 16, 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 June 6, 2023 to approve the FY2023 local operating budget transfers totaling \$ 168,683 for the Chelmsford Public Schools as presented. This budget transfer is shifting from four DESE categories that are favorable to five DESE categories where the items should be purchased.

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 | |
|-------------------|--|--------------------------|------------------|---|------|----------------------------------|-------------|
| \$ 20,510 | Refurbish teacher's lounge / room - furnishings | Byam Elementary School | Brian Curley | Classroom Teachers | 2305 | Bldgs/Grounds | 4210 |
| \$ 17,360 | Purchase chairs for students in 2nd and 4th grade (140) | Center Elementary School | Dianna Fulreader | Psychological Svcs | 2800 | General Supplies | 2430 |
| \$ 9,157 | Refurbish teacher's lounge / room - furnishings | Center Elementary School | Brian Curley | Psychological Svcs | 2800 | Bldgs/Grounds | 4210 |
| \$ 2,250 | Project oversite of the divider curtain installation at the CHS Gym (added cost to 52,991 presented 5.2.23 which also included the backboard stuctures) | Chelmsford High School | Dan Hart | Psychological Svcs | 2800 | Capital Land & Buildings | 7200 |
| \$ 15,570 | Purchase awning for area between main building and modular building | Harrington Elementary | Rob Asselin | Classroom Teachers | 2305 | Maint of | 4210 |
| \$ 14,530 | Purchase portable sinks for the 8 science labs (added cost to 377,332 presented 5.16.23) | McCarthy Middle School | Jon Morris | Classroom Teachers | 2305 | Capital Land & Bldgs | 7200 |
| \$ 5,300 | Purchase light fixtures for the 8 science labs (added cost to 377,332 presented 5.16.23) | McCarthy Middle School | Jon Morris | Psychological Svcs | 2800 | Capital Land & Bldgs | 7200 |
| \$ 16,957 | Build new doorways (3,902 + 4,610) firewall (3,995) and remove some plumbing (4,450)in fitness center for PE classes as well as sport team us after school (added cost to 73,526 presented 5.2.23 and 5.16.23) | McCarthy Middle School | Katie Simes | Library / Media Center | 2340 | Instuctional Equip and Athletics | 2420 & 3510 |
| \$ 28,319 | Refurbish teacher's lounge / room - furnishings | McCarthy Middle School | Brian Curley | School Security | 3600 | Bldgs/Grounds | 4210 |
| \$ 21,883 | Refurbish teacher's lounge / room - furnishings | Parker Middle School | Brian Curley | Psychological Svcs | 2800 | Bldgs/Grounds | 4210 |
| \$ 16,847 | Refurbish teacher's lounge / room, furnishings (10,597) abatement oversite(6,250) and abatement (quotes in progress) | South Row Elementary | Brian Curley | Library / Media Center | 2340 | Maint of Bldgs/Grounds | 4210 |
| \$ 168,683 | Total Recommended One-Time Purchases 6.6.2023 | | | | | | |

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 2, 2023

Re: Vote to Approve FY2024 Non-Affiliated Salary Increases

Attached please find the remaining list of non-affiliated employees of the Chelmsford Public Schools, employed as of May 19, 2023, that require a cost-of-living salary increase for FY2024. These employees are not part of a bargaining unit. I recommend the school committee vote to approve a 3% increase to the annual salary or hourly rate of pay as specified to these employees, effective July 1, 2023, at the regular meeting of the school committee on June 6, 2023. This increase is consistent with the cost-of-living salary increases for FY2024 approved at the March 21, 2023 school committee meeting and in the recently approved FY2024 budget adjustments presented at the May 16, 2023 school committee meeting.

Thank you for your consideration.

CHELMSFORD PUBLIC SCHOOLS

NON-AFFILIATED EMPLOYEES - PAY INCREASE

| Emp # | Last Name | First Name | Job Class Description | Group / BU Description | Current Annual / Hourly Salary | 3% COLA July 1, 2023 |
|--------------|------------------|-------------------|------------------------------|-------------------------------|---------------------------------------|-----------------------------|
| 22451 | ARGENZIANO | JEFFREY | TECHNICIANS | NON BARG | 53,220.38 | 54,816.99 |
| 24484 | CAIN | ROBERT | COMPUTER TECHNICIAN | NON BARG | 45,100.00 | 46,453.00 |
| 24570 | CUNNINGHAM | ALEXANDRA | CAREER AND COLLEGE READINESS | NON BARG | 64,575.00 | 66,512.25 |
| 24329 | DREW | MICHAEL | ICTS SERVICE MGR | NON BARG | 66,912.00 | 68,919.36 |
| 24462 | GUNTER | JORDAN | ICTS ASST DATA ANALYST | NON BARG | 65,500.00 | 67,465.00 |
| 24336 | MARCOUX | JASON | ICTS SECURITY NETWORK OPS | NON BARG | 66,912.00 | 68,919.36 |
| 24483 | NEHME | DAVID | ICTS NTKW ADMINISTRATOR | NON BARG | 91,737.50 | 94,489.63 |
| 22448 | NORMANDIN | STEVEN | TECHNICIANS | NON BARG | 47,530.67 | 48,956.59 |
| 24331 | O'DONNELL | CHRISTOPHER | MEDIA DIRECTOR | NON BARG | 62,730.00 | 64,611.90 |
| 24023 | PAWL | JOHN | NUTRITION SERVICES DRIVER | NON BARG | 18.90 | 19.47 |
| 23823 | SHIN | DONG | ICTS DATA ANALYST | NON BARG | 90,000.00 | 92,700.00 |
| 20847 | WESTLAND | LINDA | COMMUNITY ED SECRETARY | NON BARG | 50,800.00 | 52,324.00 |
| 24827 | WOODMAN | TYLER | COMPUTER TECHNICIAN | NON BARG | 44,000.00 | 45,320.00 |



Middle School Realignment

June 6, 2023

Then and Now

Where We Were...



Transition Team Meetings



Teaching Assignments



Support Staff Assignments



School Leadership Announcement/Hiring



Reviewing Transportation Routes



Attending Scheduling Institute

Where We Are Now...

- Support Staff Assignments
- Parker Middle School Principal Hire
- Final Bus Impact Decision
- Master Schedules Completed
- Staff Connections and Meetings
- Moving Process
- Student Transitions Tours
- Administration "Meet and Greet"

Teacher & Support Staff Assignments



Completed assignment
reviews

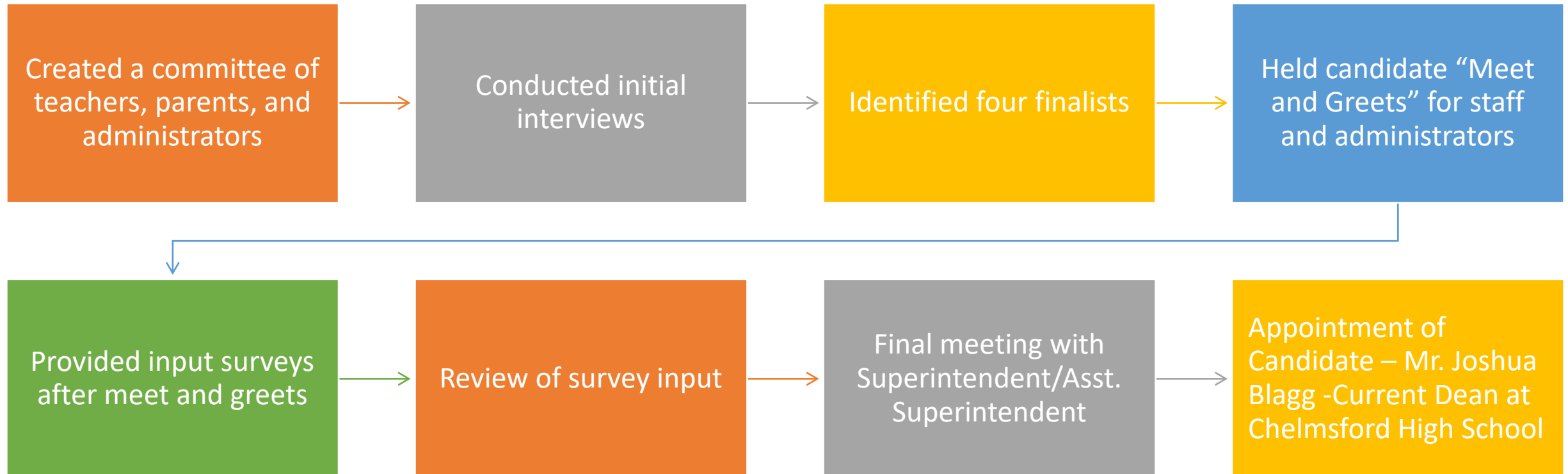


Reviewed staff requests



Teacher and Support staff
received assignments

Hiring – New Parker Principal



Transportation



- **Reviewed bus scenarios**
 - ✓ Continuous run - Grades 5-8 together
 - ✓ 29 buses at each school – continuous drop off
- **Bus Staging**
 - ✓ April vacation
 - ✓ Timing of runs
 - ✓ Review of safety
 - ✓ Creation of school maps for location
- **School Start Times**
 - McCarthy – 8:10 a.m. (9-minute differential)
 - Parker – 8:20 a.m. (1-minute differential)

Middle School Scheduling

- Draft master schedules shared with staff
- Room assignments created and shared with staff
- Highlights
 - Continued teaming at both schools
 - Teams created and assigned
 - Dedicated time for special education/ELL/Reading services
 - More balanced/reduced class sizes
 - Increased ELA/Math time at Parker
 - Student Choice elective option at McCarthy





Staff Connections and Meetings

- New School Tours
 - Current school staff hosting tours
- New teams
 - Balance of McCarthy and Parker Staff
- Staff meetings
 - Transition to each school

Moving Process

- Teacher review of rooms
- Survey of current needs
- Removal of old items
 - ✓ Purge bins
- Delivery of packing items
 - ✓ Totes
 - ✓ Bookcases
 - ✓ Larger bins – unconventionally sized materials
- Moving company
 - ✓ Scheduled for end of June

Student Transition Tours

- Parker School Gr. 6 Transition Field Trip to McCarthy School
 - Monday, June 5th
- Parker School Gr. 7 Transition Field Trip to McCarthy School
 - Tuesday, June 6th
- McCarthy School Gr. 5 Transition Field Trip to Parker School
 - Wednesday, June 7th
- Next Steps - Summer Student Tours
 - Dates and Times TBD



Administration “Meet and Greet”

Meet the McCarthy Middle School Administration

- *Who:* Principal: Dr. Jeff Parks; Asst. Principal: Kerry Calobrisi
- *When:* Wednesday, June 7th
- *Where:* McCarthy Middle School Library
- *Time:* 6:00 – 7:00 p.m.

Meet the Parker Middle School Administration

- *Who:* Principal, Josh Blagg; Asst. Principal, Mark Souza
- *When:* Tuesday, June 13th
- *Where:* Parker Middle School Library
- *Time:* 6:00 – 7:00 p.m.



Questions

Approval of Field Trip & Travel Requests

1.) McCarthy Middle School

8th Grade Student Class Trip

June 14, 2023

Canobie Lake Park

Salem, NH

2.) Community Education Program

SummerQuest Field Trip

July 12, 2023

Seven Rivers Paddling

Portsmouth, NH

3.) Chelmsford High School

Spanish Exchange Program

April 10 – 20, 2024

Almeria, Spain

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

Received
5/18/23

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

School Requesting Permission McCarthy Middle School

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

Trip Date: 6/14/23 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: Bethel/German Cell Phone: 603-680-0436

Grade, Group, Class(es) or Course(es): 8th grade

Total Number of Students: 211

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 21 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): 8th grade teachers/staff Cell Phone #: ___

Faculty/Chaperone with Epi-Pen Designation (Name): Shelley Bethel
If applicable Tracey German

Is a Nurse Needed? Yes ___ No ___

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

Reviewed by: [Signature] 3/20/23
Signature of School Nurse Date

Event/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Canobie Lake Park 603 893-3506
Name of Facility Facility Telephone
Volney Rd Salem NH
Facility Street Address City State

Estimated Leave Time: 8:30 (a.m.) p.m. Estimated Return Time: 2:15 a.m. (p.m.)

No. of Regular School Buses Needed: 5 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) McCarrick

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: Kids get own food

TRIP COST/FUNDING

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ 3,325
Total Price of event \$ 5,800
Additional Costs _____ \$ 9,125
Total Cost of Trip \$ _____

School/Org. to pay for: _____ \$ _____
Student paying \$ _____ per person for: _____ \$ _____

Please list any other circumstances that may affect the trip:

Submitted by: _____
Signature of Trip Sponsor _____ Date 3/21/23

Approved by: _____
Signature of Dept. Head/Coordinator _____ Date _____
Signature of Building Principal [Signature] Date 3/22/23

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: 7/12/23 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 Commted Cell Phone: 978-251-5151

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): Kenara Czernicki, Carissa Mrouse
Nick Reva, Lauren Pratt Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Kenara 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: Seven Rivers Paddling (_____) _____
Name of Facility Facility Telephone
185B Wentworth Road Portsmouth NH
Facility Street Address City State

Estimated Leave Time: 8:45 (a.m.) / p.m. Estimated Return Time: 2:45 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 170 Dalton Road, Chelmsford MA 01824

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

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

Meal Plans: _____

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: Chelmsford Community Ed. \$ _____

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

Please list any other circumstances that may affect the trip:

Submitted by: Michael Pieleski _____
Signature of Trip Sponsor Date 5/18/23

Approved by: _____
Signature of Dept. Head/Coordinator Date _____

[Signature] _____
Signature of Building Principal Date 5/19/23

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

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

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

Teacher Sub(s) Needed:

YES NO

Full-Day Sub(s)

Half Day Sub(s)

needed for: AM / PM

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

School Requesting Permission: CHS PARKER McCARTHY

BYAM CENTER HARRINGTON SOUTH ROW

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

Trip Date: 4 / 10 / 24 If Overnight Trip, Return Date: 4 / 20 / 24

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: Elisabeth Loring Cell Phone: 978-986-3777

Grade, Group, Class(es) or Course(es): CHS 9/12 Spanish

Total Number of Students: TBD Number of Male Number of Female

Number of Students Assigned Per Chaperone: 10-1

Total Number of Chaperones: TBD 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): Elisabeth Loring, rest TBD once

students enroll

Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Elisabeth Loring

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

*nurse to sign once
students are enrolled +
trip approved*

Event/Purpose of the Trip: Spanish Exchange Program

Curriculum Standard Addressed by Trip (Reason for the Trip) MA WL Frameworks (June 2019)

Destination: Centro Educativo Agave - Almeria (734) 950-301-026
 Facility Telephone
Camino de la Gloria, 17 Almeria Spain
 Facility Street Address City State

Estimated Leave Time: TBD a.m. / p.m. Estimated Return Time: _____ 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) _____

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

See pricing info on attached itinerary

Price per Bus: \$ _____ Total Cost of Bus Transportation \$ _____
 Total Price of event \$ _____
 Additional Costs \$ _____
 Total Cost of Trip \$ _____

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

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

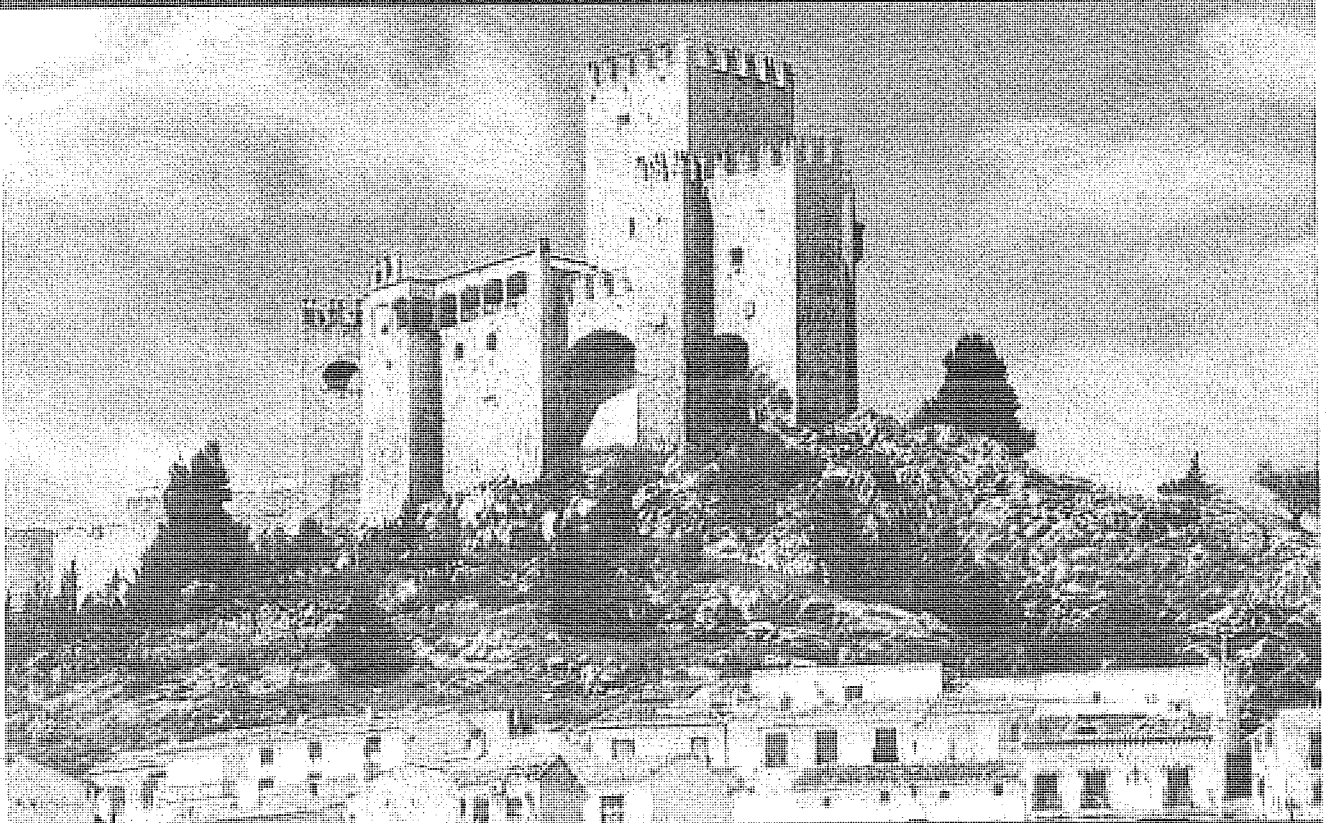
Please list any other circumstances that may affect the trip:

Submitted by: _____
 Signature of Trip Sponsor Date 5/11/23

Approved by: _____
 Signature of Dept. Head/Coordinator Date 5/11/23

 Signature of Building Principal Date 5/12/23

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



Exchange Program in Almería

10 Apr 2024 - 20 Apr 2024 | 11 days

¡Bienvenidos a España!, a land where the Old World mixes with modernity in art, architecture, and culture. Some of the world's greatest civilizations have left their mark on the Iberian peninsula creating a fascinating mix of Roman, Moorish and Gothic sites for you to visit.



WHY SEND YOUR STUDENTS ON A FORUM LANGUAGE EXPERIENCE?

you will benefit from...

*E*xpertise of more than 30 years in the field,
*M*ore value for your investment in education,

while students benefit from...

*P*rivate tailor-made educational tours,
*O*pportunities to engage with locals,
*W*isdom and a greater interest in learning,
*E*nhancement on college applications,
*R*espect and understanding of other cultures

**Day 1 - DEPARTURE TO SPAIN - APRIL 10TH**

- Fly to Spain.

Day 2 - EXCHANGE IN ALMERIA APRIL 11TH

- Bienvenido a España! Upon arrival, you will be greeted by your bilingual Forum Tour Manager who will help you board your bus to transfer to your partner school in Almeria.
- Upon arrival at your school, meet your host family and your exchange partners.
- Start your exchange program. While living with a host family, you will find out that Spanish is more than a textbook language. You will eat Spanish food, meet Spanish people, and have an excellent opportunity to practice your Spanish in real-life situations.
- Dinner and night accommodation with your host family.

Day 3 - EXCHANGE IN ALMERIA-APRIL 12TH

- Have breakfast with your host family.
- Attend school with your exchange partner. Activities and workshops may be organized by the school during your visit.
- Dinner and night accommodation with your host family.

Day 4 - 4 - WEEKEND WITH HOST FAMILY - APRIL 13TH

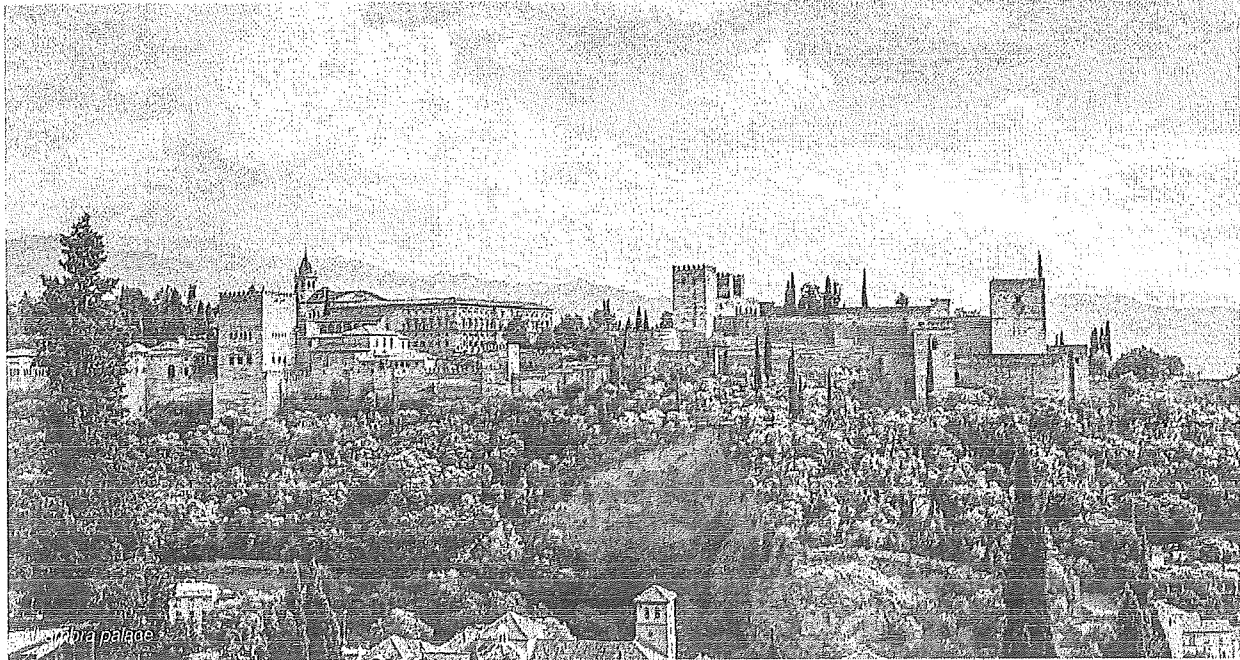
- Spend the weekend with your host family and get to learn more about the local culture while practicing your Spanish!

Day 5 - 4 - WEEKEND WITH HOST FAMILY APRIL 14TH

- Spend the weekend with your host family and get to learn more about the local culture while practicing your Spanish!

Day 6 - EXCHANGE IN ALMERIA- APRIL 15TH

- Have breakfast with your host family.



- ❑ Attend school with your exchange partner. Activities and workshops may be organized by the school during your visit.
- ❑ Dinner and night accommodation with your host family.

Day 7 - EXCHANGE IN ALMERIA- APRIL 16TH

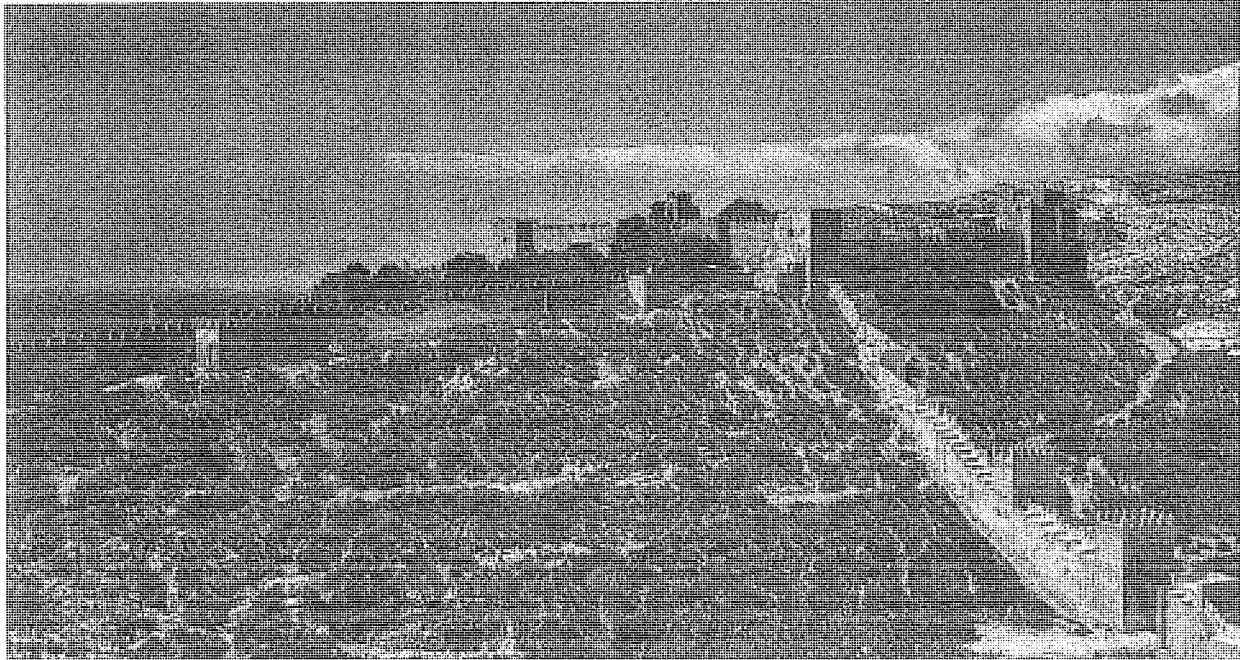
- ❑ Have breakfast with your host family.
- ❑ Attend school with your exchange partner. Activities and workshops may be organized by the school during your visit.
- ❑ Dinner and night accommodation with your host family.

Day 8 - EXCHANGE IN ALMERIA- APRIL 17H

- ❑ Have breakfast with your host family.
- ❑ Attend school with your exchange partner. Activities and workshops may be organized by the school during your visit.
- ❑ Dinner and night accommodation with your host family.

Day 9 - GRANADA- APRIL 18TH

- ❑ Have breakfast with your host family.
- ❑ Say a fond goodbye or "hasta pronto" to your host family and board your private bus to Granada.
- ❑ Granada is a city located at the foot of the Sierra Nevada mountains and blessed with Moorish heritage dating back more than 700 years.
- ❑ Meet your **local guide** for your visit to the **Alhambra**, the lavish fortress and palace of the Moorish monarchs of Granada whose reign lasted 780 years until 1492, when the Kingdom fell to the hands of Catholic monarchs. Its name derives from its Arabic description as "Al-hamra" or "the red one," attributed to the hue of its outer walls.
- ❑ Explore the **Albaicín**, Granada's old Arab quarter. Walk up the "calle de las teterías" to the "Mirador de San Nicolás", and enjoy the amazing view of the Alhambra and Sierra Nevada Mountains.
- ❑ Enjoy some **free time** to explore the city at your own pace or shop for some souvenirs.



- ❑ Enjoy a meal with your group in a local restaurant.
- ❑ Night accommodation at your hotel.

Day 10 - MALAGA- APRIL 19TH

- ❑ Have breakfast at your hotel and board your private bus in direction of the **Costa del Sol**.
- ❑ Make a stop in the beautiful whitewashed village of **Alfarnate** where you will tour an **olive oil factory** then be hosted by a local family for a **home-cooked meal**.
- ❑ Board your bus and head to **Málaga**.
- ❑ Located in La Costa del Sol, **Málaga** is known as a vibrant port city and the birthplace of the famous painter Picasso.
- ❑ Visit the **Alcazaba**, an Arab palace-fortress built during the 11th century with beautiful ceramic artwork on display. Then, climb the mountain to the adjacent **Gibralfaro Castle**, which also played a huge part in protecting the Arab rule until it was overtaken by the Catholic Monarchs in 1487.
- ❑ Meet your **local guide** for a guided visit of the museum.
- ❑ Visit the **Museo Picasso**, located a stone's throw away from the artist's childhood home.
- ❑ Enjoy a meal with your group at a local restaurant.
- ❑ Night accommodation at your hotel.

Day 11 - RETURN TO THE US -APRIL 20TH

- ❑ Have breakfast at your hotel.
- ❑ Transfer to the airport to catch your flight back home.

EXCHANGE OVERVIEW

An exchange program is a once-in-a-life time opportunity for students to truly explore, understand, and dive deep into another culture and language! As students fully immerse into the life of their host family and school, they'll experience a type of personal growth and empowerment that can only happen in this unique setting. Students not only travel but host their exchange partners resulting in a lifelong bond between both students and families.

HOSTING A VISITING STUDENT

Your primary responsibility as a host family is to create a welcoming and safe environment for your visiting student. We encourage you to get to know your student and spend time with her/him both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. In addition to providing three daily meals for their visiting student, families also provide transportation for the Spanish students between their homes and the school. Prior to hosting, you will receive a profile form with information about your student.

SCHOOL EXCHANGE UNDERSTANDING

Your exchange is organized directly between your school and the partner school. Schools are responsible for the exchange program portion of the itinerary and for selecting and organizing host families. Forum is responsible for flight bookings, optional excursions not organized by the schools, insurance and collecting trip payments. In regard to the exchange partnership, Forum only serves to match the partner schools and advise the schools as they organize their program together. Forum cannot be held responsible for the components organized directly by the schools.

Teachers should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students differs between schools.

CENTRO EDUCATIVO AGAVE - Almería
Camino de la Gloria, 17
4230 - Huerca de Almería
Almería - Spain
950 301 026
www.colegioagave.com

| Program cost per person | | Payment schedule | |
|-------------------------|--------|-------------------|---------|
| 18+ participants | \$2466 | April 12 2023 | \$500 |
| 14 - 17 participants | \$2632 | May 15 2023 | \$500 |
| 10 - 13 participants | \$2930 | June 15 2023 | \$500 |
| | | July 15 2023 | \$500 |
| | | September 15 2023 | \$500 |
| | | October 15 2023 | Balance |

Trip Program includes:

- ✓ Round-trip airfare* from Logan International Airport to Malaga Airport
- ✓ Departure taxes and airline fuel surcharges of \$590 per traveler
- ✓ 2 night(s) multiple occupancy (3/4 students per room with private bath) in quality three-star hotels – single beds not guaranteed
- ✓ Accommodation with your host family during the exchange program
- ✓ Meals at hotel and local restaurants - Breakfast: 2 / Lunch: 1 / Dinner: 2 (includes one beverage and a vegetarian option).
- ✓ Meals with your host family (exceptions may apply)
- ✓ Cultural & leisure activities as per itinerary
- ✓ Classes and workshops (to be confirmed by the partner schools)
- ✓ Service of a bilingual Forum Tour Manager while on tour
- ✓ Local guides as listed in the Itinerary
- ✓ Ground transportation while in Europe

Trip Program does not include:

- ✗ Any COVID test required to enter the destination country or to re-enter the US.
- ✗ Hotel Rooming Supplements:
 - Twin Room guarantee \$50/traveler/night
 - Single Room guarantee \$100/traveler/night
- ✗ Meals not indicated in your itinerary
- ✗ 2 Logan International Airport 12589.417999267581153
- ✗ Adult Activity Supplement: \$20/traveler/day

Date of quote: Apr 27, 2023 | Prices are valid until: Apr 12, 2023 | Your Forum Tour Consultant: Nadia Comerford

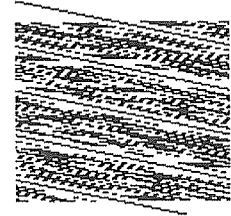
* All services listed on the proposal are subject to availability. In the event of not being able to book a desired service or supplier, it will be replaced by a similar item of equal standard and value.

* Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.

* Forum is pleased to provide the "Student Protection Plan" from Travel Insured International for all participants. You may add the optional Cancel For Any Reason (CFAR) upgrade, which allows you to recover 75% of your cancellation fees, provided that the additional cost is paid with or before your final payment for the trip and cancellation occurs 48 hours or more prior to departure. The base cost for this upgrade is \$60.75. *CFAR is not available to residents of NY state*

To reserve your spot:

- 1 Create a user account - Scan this QR code with your smartphone or go to: <https://enrollmentbyprometour.com/travel/1963/tk/TBHEcJ>




- 2 Once your user account has been created, you will receive an email to activate it.

- 3 Complete the **Enrollment Form** online with a **\$500** deposit by **April 12, 2023**.

Additional enrollment & passport instructions:

- When you enroll, please have the following information ready:
 - Payment method (Forum Language Experience accepts credit / debit card, checks or money orders)
 - Automated monthly payment option available upon enrollment
 - Valid passport - must be valid for at least 6 months AFTER your trip return date
 - Don't have a passport? You can enroll now and enter your passport details later. We advise that you apply for your passport as soon as you finish the trip enrollment form. Passport information must be entered no later than three months before departure. If you do not have passport information entered at that time, your trip may be cancelled and Forum cancellation fees will apply.
- You can make payments, review your traveler information, and view trip details through your account.

Need Support? We're here to help! 

Contact us at:



support@forumbyprometour.com



1-800-474-1633



forumbyprometour.com



Mon-Thu from 7:30AM to 5:00PM PST
Fri from 8:00AM to 4:30PM PST