



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 November 21, 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 November 21, 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

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. Presentation: Strategic Plan Steering Committee – Operations & Facilities
2. Recommended Update to 2023/24 School Year Calendar
3. Recommended Update to 2023/24 School Committee Meeting Schedule

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 PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: November 20, 2023

RE: Strategic Plan Priority Area – Facilities and Operations

Attached you will find a presentation highlighting the priority area of *Facilities and Operations* from the CPS Strategic Plan. Sub-committee members from this priority area will be joining us to present on the initiatives and action steps prioritized for the 2023/24 school year.

If you have any questions, please feel free to contact me.





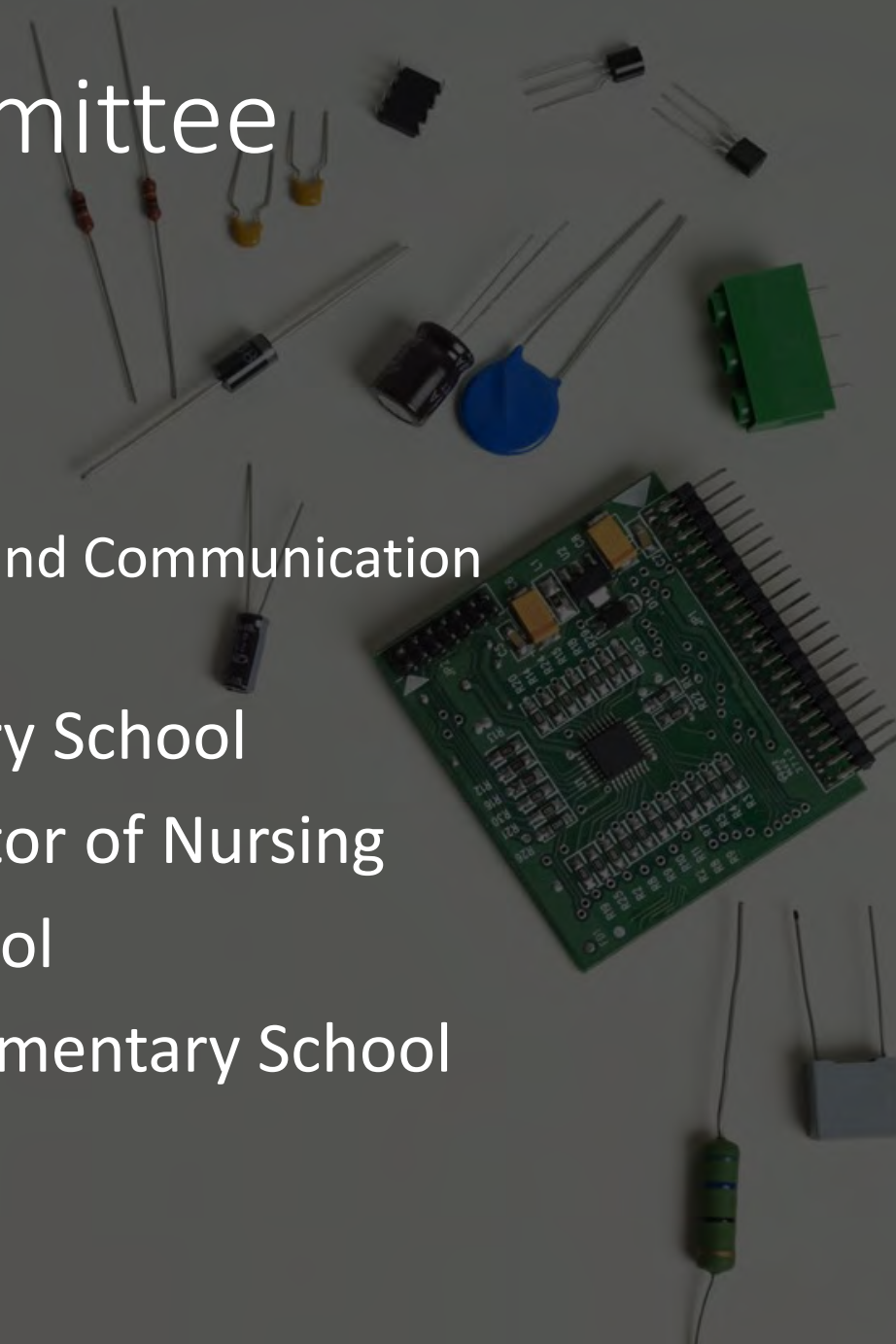
CPS Strategic Plan

Priority Area 5

Facilities and Operations

Facilities and Operations Committee Members

- Steering Committee Chairs
 - Brian Curley – Director of School Facilities
 - Bill Silver – Director of Information, Technology, and Communication
 - Dr. Jay Lang – Superintendent
- Rob Asselin, Principal – Harrington Elementary School
- Peggy Gump - District Department Coordinator of Nursing
- John MacIsaac, Dean – Chelmsford High School
- Donna Omobono, Asst. Principal – Center Elementary School



Theory of Action

Chelmsford Public Schools believes that high-quality academic instruction must remain at the forefront of our efforts to support each and every student in Chelmsford. We will achieve this by focusing on building foundational skills in math, where Chelmsford student achievement has lagged behind reading, and by continuing to support reading instruction in order to support academic success across subjects.

Strategic Planning Priority Areas



**Academic
Achievement**



Equity



Social-Emotional
Learning



Human Capital
and Staff



Facilities and
Operations

The strategic priority areas provide focus critical to achieving the mission and vision.

Chelmsford Strategic Priority Areas

How to measure success...

Academics	Equity	SEL	Human Capital	Facilities & Operations
Percent of students making adequate growth	Achievement gap between general education and students on IEPs	Percent of students that report feeling a sense of belonging in school across grades K-12	Increase collaboration with outside teacher prep programs with the focus on diversifying Chelmsford staff	Annual review of short-term capital plans and if the district was early/late/on-time and over/under budget
Percent of 3rd-graders meeting standards in reading based on i-Ready	Achievement gap between general education and students who are economically disadvantaged	Percent of students that report having positive relationships with peers across grades K-12	Percent of instructional staff who indicate that they feel adequately prepared to differentiate for diverse student populations	Annual review of maintenance work orders submitted and completed
Percent of 3rd-graders meeting standards in math based on i-Ready		Percent of students that report having positive relationships with staff across grades K-12	Percent of staff who report feeling equipped to provide culturally responsive instruction	Annual review of building conditions for APPA standard of cleaning
Percent of 8th-graders meeting standards in math based on i-Ready				



How We Measure Success

- Annual review of short-term capital plans
 - If District is..
 - Early
 - Late
 - On-time
 - Over/Under Budget
- Annual review of maintenance work orders submitted and completed
- Annual review of building conditions for APPA standard of cleanliness





School Year Initiatives


- Initiative #1: Determine appropriate projects to complete and in which order to provide safety updates and enhancements to best serve the needs of students and staff
- Initiative #2: Implement an efficient process for work order opening, assignment, priority level, and closure times to achieve the best possible outcomes
- Initiative #3: Obtain a baseline of current building cleanliness



Initiative 1: Determine appropriate projects to complete and in which order to provide safety updates, upgrades, and enhancements, to best serve the needs of students and staff.





**FACILITIES & OPERATIONS
(1 of 3)**

Status <i>(copy and paste circle from below)</i>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?
	Have APPA vendor come back yearly to reassess and report	October 2023 - March 2024	Vendor contracted for inspections and reporting during the 2023/24 school year. Same vendor as last year.	None
	Educate staff on building cleanliness expectations and APPA standards.	November - December 2023	Materials being developed to share with staff at fall staff meetings. The handouts include daily, weekly and vacation period cleaning specifications of the vendors.	None
	Educate staff on reporting procedure to be implemented.	January 2024	Review of the building-based system to report observed deficiencies will be provided at staff meetings.	None
	Develop a periodic review process for incidents reported at the building and district level to ensure our custodial staff and contracted cleaning companies are consistently providing the expected service level of building cleaning.	September 2023 - June 2024	A monthly review of reported deficiencies is conducted by the Director of Facilities with the contracted cleaning vendors and building custodians. APPA reports are reviewed for consistent service level of building cleaning.	None

Implementation Status On Track  Off Track  On hold 

Initiative 2: Implement an efficient process for work order opening, assignment, priority level, and closure times to achieve the best possible outcomes

FACILITIES & OPERATIONS
(2 of 3)

Status <i>(copy and paste circle from below)</i>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?
	Review the current <u>SchoolDude</u> work order system to ensure it's capturing all desired data fields for efficient project management and reporting.	October - December 2023	This initiative was placed on hold with the significant number of capital projects being conducted in the schools throughout the summer and beginning of the school year. Monthly meetings have been established to launch this initiative and review progress at the mid-year point. Reporting will be provided for the second half of the year and fine-tuned throughout the spring.	None
	Meet and reach agreement with DPW on work order entry, tracking and closure to ensure timely completion of work requested and reported..	January 2024		None
	Meet and reach agreement with DPW on assignment of personnel, assignment of priority level, response time based on priority level, anticipated timeline for project completion, and timely closure of work orders upon completion for reporting purposes.	January - March 2024		None
	Develop an internal (DPW & Custodians) and external (town/school administration) periodic reporting process for work order status, # of projects completed, # of projects in-progress, # of projects pending assignment of staff.	April - June 2024		None

Implementation Status

On Track



Off Track







On hold



Initiative 3: Obtain a baseline of current building cleanliness (1 of 2).

FACILITIES & OPERATIONS
(3 of 3)

Status <i>(copy and paste circle from below)</i>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?
	Submit on an annual basis a list of prioritized capital projects to the Town of Chelmsford Capital Planning Committee for funding consideration.	November 2023	The town capital planning committee will be convening in November to review all town capital requests, including the schools. The school committee will be reviewing the recommended capital plan projects in November.	None
	Schedule and complete capital projects funded by Town Meeting annually	July - December 2023	Projects funded in FY23 and FY24 are in-progress. One project (tennis courts at CHS) was delayed for re-bid and project completion in the summer of 2024. One project (CHS kitchen) required additional funding for completion. Town meeting voted to appropriate an additional \$ 1.5 million on 10.16.2023 and project will be bid and completed during the summer of 2024.	None
	Reprioritize the 10-year capital plan annually based on projects funded, projects not funded, and any "new" projects that may be identified as a result of safety issues or desired programming.	November 2023	The school committee will be reviewing the recommended capital plan projects in November. This includes projects not previously funded, projects funded but requiring additional funding for completion, and new projects being recommended.	None
	Develop an internal (DPW & Custodians) and external (town/school administration) periodic reporting process for capital projects to share with interested parties.	2023/24 SY	The town manager, superintendent, DPW director and school's facilities director meet monthly to review status of capital projects. Reports are provided quarterly to the Chelmsford Select Board and will be provided bi-annually to the School Committee.	None

Implementation Status On Track  Off Track  On hold 

A 3D rendering of a field of dark grey question marks. In the center, one question mark is highlighted in a bright yellow color. The word "Questions" is written in white, sans-serif font across the middle of the image, partially overlapping the yellow question mark.

Questions



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: November 20, 2023

RE: Update to 2023/24 School Year Calendar – Professional Development Days Change

On Tuesday, December 20, 2022, the School Committee voted on the 2023/24 school calendar. This calendar included the designated professional development days, for teachers to attend district workshops. When the professional development days were established for the 2023/24 school calendar, the 2024 election calendar was not available. Since McCarthy Middle School is one of the town's centralized voting buildings, professional development days are typically scheduled on election days to minimize access to the McCarthy building and to alleviate parking and traffic congestion that can potentially impact the functioning of the school day. After reviewing the established 2024 election calendar from the town clerk, we discovered that the March 2024 election day established for the Presidential Primary does not align to the scheduled professional development half-day for March in the 2023/24 school calendar.

After discussion with Dr. Lang and Dr. Parks, it was determined that we request of the Committee, a switch for the professional development half-day in March 2024, previously established in the 2023/24 school calendar, to be in alignment with the published 2024 Presidential Primary election day to minimize disruption to the McCarthy school day. The proposed change for the affected professional development half-day previously scheduled is as follows:

- **Move Wednesday, March 6th to Tuesday, March 5th (Presidential Primary)**

If you have any questions, please feel free to contact me to discuss this proposal.



CPS 2023 – 2024 ACADEMIC CALENDAR

AUGUST

23-24 New Staff Orientation
 28 No School Staff Orientation
29 Grades 1 – 9 ONLY
 Kindergarten Orientation
30 All Students

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST Student Days: 3

SEPTEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

1 No School
 4 No School (Labor Day)
 20 Half Day (Professional Day)

SEPTEMBER Student Days: 19

OCTOBER

9 No School (Columbus Day)
 19 Half Day (Professional Day)

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER Student Days: 21

NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER

7 No School (Full Prof. Day)
 10 No School (Veteran's Day)
 15 Half Day **ELEM. & MS ONLY**
 22 Early Release (Thanksgiving Recess)
 23 No School (Thanksgiving)
 24 No School

NOVEMBER Student Days: 18

DECEMBER

7 Half Day (Professional Day)
 25 December Recess

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER Student Days: 16

JANUARY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

2 School Re-opens
 9 Half Day (Professional Day)
 15 No School (Martin Luther King Day)

JANUARY Student Days: 21

FEBRUARY

8 Half-Day (Professional Day)
 19 February Recess
 26 School Re-opens

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

FEBRUARY Student Days: 16

MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

6 Half Day (Professional Day)
 29 No School (Good Friday)

MARCH Student Days: 20

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APRIL

2 Half-Day (Professional Day)
 15 April Recess
 22 School Re-opens

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL Student Days: 17

MAY 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

27 No School (Memorial Day)

MAY Student Days: 22

JUNE

19 Juneteeth
 20 Last Day for Students (Half Day)
 21 Last Day for Staff (Half Day)

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE Student Days: 13

Total Student Days: 186

Additional Staff Days: 2.5

(Total Includes Six Provisional Snow Days)

- Professional Development
- Last day Students June 20
- Last day Staff June 21

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 17, 2023
Re: Recommended Update to 2023/24 School Committee Meeting Schedule

Attached please find the previously approved 2023/24 meeting schedule for the Chelmsford School Committee. The state presidential primary election has been scheduled for Tuesday March 5, 2024, a regular school committee meeting date. As we cannot meet on election day, I recommend we adjust our March 2024 meeting dates as follows:

Originally Scheduled Date

Tuesday March 5, 2024

Tuesday March 19, 2024

Recommended Revision

Tuesday March 12, 2024

Tuesday March 26, 2024

As in previous years, we traditionally move the second meeting in February to after school vacation week. Therefore, we have back-to-back meetings at the end of February, beginning of March. Shifting the first meeting in March by a week will not affect attending to required business. Further, we shifted the April meeting dates due to the local election. Shifting the second meeting in March to the last Tuesday will reduce the time between the second March meeting and first April meeting.

I recommend the committee review this recommendation at the next school committee meeting. If approved, I will update the schedule accordingly on-line and notice affected individuals.

CHELMSFORD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING SCHEDULE

July 2023 – June 2024

July 18	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 14	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 16	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 6	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 27	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
April 9	6:00	Reorganization – SC Meeting	Administration Office (TELEVISED)
April 23	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 4	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 18	6:00	School Committee Meeting	Administration Office (TELEVISED)