



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 December 19, 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 December 19, 2023 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of December 5, 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. Presentation: Strategic Plan Steering Committee – Equity
2. MSBA Invitation to Eligibility Period: Parker Middle School
3. Recommended FY2024 Budget Transfer

4. Proposed 2024/25 School Year Calendar
5. FY2025 Capital Plan Update
6. Proposed FY2025 Budget Calendar
7. Personnel Report: November 2023

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

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

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
December 5, 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) and Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson (Director of Business & Finance)

Call to Order

Ms. Newcomb called the meeting to order at 6:00

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 November 14, 2023**

Mr. King motioned to approve the minutes for our meeting on November 14, 2023. Mr. Moses seconded. Motion carries 4-0 with Ms. Mackinnon abstaining.

2. **Approval of the minutes of the regular school committee meeting of November 21, 2023**

Mr. King motioned to approve the minutes of our meeting on November 21, 2023. Ms. Santos seconded. Motion carries 4-0 with Mr. Moses abstaining.

CHS Student Representative Announcements

Lana shared that the Interact Club and the Class of 2024 representatives are working together to help support Wolfie, the seven-year-old son of our science teacher, Cara Bak, who has been diagnosed with leukemia. There will be a fund raiser to help the family at this time. Donations may be made online by joining “Wolfie’s Pack Fundraiser”. Senior Lonnie Petrova has been accepted into UMASS Lowell’s Third Regional Juried High School Exhibition! A zentangle-contoured drawing by CHS sophomore U. Sharmar (whose art teacher is Tim Richards at CHS) is now on the cover of the Massachusetts Music Educators Journal! Congratulations to both of them! Winter sports have all begun and all athletes are wished a successful season. This Thursday will be a half day for students.

Keya added that The Ecology Club's composting effort during CHS lunches is ongoing and each month the food waste collected has produced 2.25 tons of compost! In November Ecology Club students helped in two town-wide activities including the Hazardous Waste Day and the Zero Waste Day. Tomorrow the Ecology Club will be conducting a clean up around CHS in partnership with National Honor Society students. More than 40 students will help with this event after school. Ecology Club membership numbers have double this school year.

Ms. Newcome addressed Principal Murray (present at tonight's meeting) to commend both Lana and Keya for their dedication to representing CHS at Committee Meetings.

Good News

Dr. Hirsch shared that there has been a second visit from the Bionic Project, a group of soccer players who are amputees. While at the school they shared what it is like to be a person with disabilities and how important it is for all to be inclusive and ally themselves with those who experience "different accessibilities". They had previously visited Parker and their second visit was to McCarthy where they were present in physical education classes. The science department continues to work with Snapshot USA by sharing what is captured on the school district's trail cameras. The Science National Honor Society students are identifying the animals which appear on the cameras. In addition, trout eggs will be delivered next week which will be used to stock a local river. Reminder that the PD day has been changed to Tuesday, March 5, 2024. The Wellness Fair will now take place on March 6th.

Public Comments

None

New Business

1. Spotlight on the Schools: Chelmsford High School

Principal Murray from CHS came to the table with Dr. Tanini, Mr. Bartos, Ms. Cunningham and Mr. Hart to cast the spotlight on what is happening at Chelmsford High School. Mr. Murray shared that tonight's presentation will focus on "three big programs": NEASC accreditation; dual career and college readiness program and the transformed athletic program.

Dr. Tanini stated that the NEASC process is lengthy and began in 2021 with planning and data collection from all stakeholders. In April 2022, this report was shared with NEASC representatives who visited the school. CHS's "Self-Reflection" was also presented. A "School Growth Improvement Plan" was presented and work on this growth has continued since then. A summary report will be presented to NEASC in March 2024, at the "Decennial Visit". One area where CHS did not meet the NEASC standards was the lack of a "comprehensive document that describes the vision of a graduate". Work on this involved attending conferences and reaching out to the community. The second standard not met was the presence of a "written curriculum that was in a consistent format for all classes". To develop the vision of a graduate work was done with focus groups and surveyed stakeholders. This continues to be a work in progress being guided by the PRIDE acronym. The consistent curriculum format is also being worked on continuously, so it will be in place for the Decennial Visit.

Mr. Bartos discussed continuing work on the "physical, emotional and intellectual well-being of the students". The district's curriculum included anti-bias and anti-discrimination curriculum. "Panorama" is employed to get a "snapshot" of the mental and emotional health of the students. Each Wednesday an

SEL block is presented in an advisory capacity with discussions of various topics. An additional priority is to ensure that “school building/facilities support the delivery of high-quality curriculum, programs and services”. Reports are being gathered from maintenance, custodians and athletics. To achieve a consistent format of curriculum: all department syllabi are now consistent; departments continue to work on an approved curriculum template; and the “Vision of the Graduate” will be tied to all curricula. The “Decennial visit from NEASC will take place from March 11th through 13th, with a culminating meeting on Wednesday, March 13. About 60 days later a final report will be delivered to Dr. Lang, The School Committee, faculty and Town Hall.

Next, Alex Cunningham, Career and College Readiness Facilitator, spoke about updates. “Innovations Pathways” allows students to acquire experience and course work in some of the high demand industries. In Chelmsford this includes: business and finance; information technology; engineering/manufacturing and life science. These programs continue to grow in enrollment annually. There are a total of 125 students in the programs this school year. New, at the end of this year students enrolled will be able to participate in an internship or a Capstone Project with a partner in industry.

“Early College Access Programing” includes courses Chelmsford provides to allow students to earn college credits while still at CHS. The first of three tiers of this program offers IDS 101 and DS 106 which are FREE online one-credit college courses. This is open to freshmen and sophomores through Middlesex Community College. The second tier provides Dual Enrollment Courses which has grown in student participation since its inception in SY 2021/22. By SY 2024/25 forty-one courses will be offered. The cost savings going through Middlesex Community College with CHS offers incredible tuition and fees savings!

Associate Degree Pathway: Liberal Arts and Sciences is a partnership between CHS and Middlesex Community College which is a brand-new program and offers courses for freshmen through seniors which students may begin in either grade 9 or 10 and can lead to completion of an associate degree by high school graduation! The total cost would be less than \$8,000!

Finally, “MassHire Partnership” offers part time jobs and internships for CHS students. This assists students in getting post-secondary employment. A guest speaker series on this program will be held in January 2024 for students. In March employers will come to CHS for a job fair for students seeking to enter the work force after high school graduation. Information on these career and college readiness programs will be presented to the families of current eighth-graders on January 17, 2024.

Athletic Director, Dan Hart, spoke of the CHS athletic program which is, in fact one of the largest in Massachusetts. CHS offers 32 different sports, with 64 teams and currently has 508 winter athletes registered which is 36% of the school’s population! The track program, which is supported by coaches who are CHS faculty, currently has close to 200 students participating. A high number of CHS teams qualify for state tournaments. ARX Education Training is required for all student athletes as well as all coaches. The trainings include addressing: hazing training; chemical health rules; positive behaviors and MIAA rules. MIAA is providing Leadership training and offered a “Hate in Sports Conference/Positive and Inclusive Sports Environment” this year at the TD Garden in Boston. MVC held a Leadership Summit at the Tsongas Arena late last school year and ten CHS students were invited to attend. Three of those spoke at the Summit and were inspirational! CHS athletes also provide community service in The Town. The presentation concluded with a slide highlighting this fall’s athletic teams, including three “Athletes of the Year” out of ten awarded! The Unified Basketball Program is a real highlight of the athletic year. The Thanksgiving Football Game this year against Billerica was played at Fenway Park!!!

To fully appreciate tonight’s Spotlight on CHS, please view it on Chelmsford Telemedia YouTube!

2. 2023/24 School Improvement Plans

In tonight's agenda packet, Dr. Hirsch included a memorandum and supporting documents for the School Improvement Plans (SIPs) for the coming year which are aligned with the five-year Strategic Plan. The plans include the goals and action steps to assure ongoing improvement. Each school has a School Improvement Committee, made up of stakeholders, which meets up to four times a year. School principals provide a mid-year and end-of-year status update. The SIPs may be found online at each school's web site.

3. October 1, 2023 Student Enrollment Report

Dr. Lang included the official October 1, 2023, Student Enrollment Report and supporting data in tonight's agenda packet. This helps The State to determine how much Chapter 70 funds will be sent to the district for the following school year. Additionally, the annual NESDEC enrollment projection is included which is usually very close to the actual enrollment on October 1st. Dr. Lang's data for each school shows the class sizes in each home room and sections.

4. Tri-Board Budgetary Meeting: Monday December 11, 2023 at 6:00 p.m.

Public Comments

None

Reports

1. Liaison Reports

Ms. Santos shared that The Wellness Committee will be holding The Wellness Fair on March 6, 2024.

Mr. King added that the Capital Committee met last Thursday where potential projects were presented. Next Thursday a meeting will be held to decide which projects will move forward to Town Meeting. Tomorrow night The Alumni Association will meet.

Ms. Mackinnon attended The Winter Store at Harrington on Saturday and about 30 CHS students were there to provide community service. The following day Parker brought vendors together for holiday shopping and were also assisted by CHS students according to Ms. Santos.

2. Action/ New Items

None

Adjournment (7:37 p.m.)

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

***Respectfully submitted,
Sharon Giglio,
Recording Secretary***



CPS Strategic Plan

Priority Area #2

Equity



Equity Committee Members

- Steering Committee Chairs
 - Amy Reese - Director of Student Services
 - Amy Matson - Assistant Director of Student Services
 - Maria Santos - School Committee Member
- Kerry Calobrisi - Assistant Principal, McCarthy Middle School
- Shawna Mottram - High School Team Chairperson
- Alison Alves-Pigeon - Elementary/Middle Team Chairperson
- Kendra Henrickson - Elementary/Middle Team Chairperson
- Taryn Dery - Elementary/Middle Team Chairperson
- Megan McGuirk - Preschool Coordinator

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

- Achievement gap between general education and students on IEPs
- Achievement gap between general education and students who are economically disadvantaged







School Year Initiatives

- Initiative #1: Define and refine the role of a paraeducator
- Initiative #2: Identify the continuum of educational supports to provide students with high quality instruction in the least restrictive environment
- Initiative #3: Research strategies similar districts use to support students who are economically disadvantaged to identify potential strategies in Chelmsford
- Initiative #4: Implement Math/ELA benchmark assessment (iReady) in K-8 and identify improvement areas for students with disabilities (SWD)

Initiative 1: Define and refine the role of a paraeducator.

EQUITY
(1 of 5)





Status <small>(copy and paste circle from below)</small>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?	What next steps is the group taking to make progress?
	Establish a Paraprofessionals Working Group to understand current v. ideal role of paraprofessionals	October - December 2023	Identified key stakeholders to be involved in the work.	None	The first meeting of the Paraprofessionals Working Group was held on 11.29.2023
	Outline role and responsibilities of Paraprofessionals	December 2023 - February 2024	First meeting with Paraprofessional working group	None	Next meeting to outline role and responsibilities is scheduled for 1.04.2024
	Develop communication and professional development plan	February - March 2024	Communication and professional development plan to be developed during working sessions	None	Third meeting with paraprofessional working group scheduled for 2.8.2024
	Implement adjusted/revised Paraprofessional responsibilities	April - June 2024		None	Fourth Meeting of the Paraprofessional Working Group is scheduled for 3.14.2024

Implementation Status

On Track  Off Track  On hold 

Initiative 2: Identify the continuum of educational supports to provide students with high quality instruction in the least restrictive environment.

EQUITY
(2 of 5)




Status <small>(copy and paste circle from below)</small>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?	What next steps is the group taking to make progress?
	Establish a Working Group to develop a document outlining the continuum of best practice educational supports for the district.	October - December 2023	Identify stakeholders for working group	None	The first meeting of the Working Group was held on 12.14.2023
	Create a document outlining the continuum of educational supports.	January - March 2024	Review DESE - Special Education Technical Assistance Identify list of educational supports by levels	Identifying best visual and written display for usability	Next working group meeting scheduled to review DESE - Special Education Technical Assistance Guide to create user friendly educator guide
	Develop communication and professional development plan to share the continuum document with school leaders and staff.	March - May 2024	Team Chairs and principals will develop plan in working group	Identifying time to provide professional development in an already full calendar	Work with building principals to identify staff meeting and/or professional development time to provide PD to staff. Also identify how to continue work into the 2024/2025 school year.
	Implement the continuum of educational supports.	September - June 2024/25	N/A	Moved to 2024/2025 School Year	This is a 24/25 school year step


Implementation Status

On Track 
 Off Track 
 On hold 

Initiative 3: Research strategies similar districts use to support students who are economically disadvantaged to identify potential strategies in Chelmsford.



EQUITY
(3 of 5)

Status <small>(copy and paste circle from below)</small>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?	What next steps is the group taking to make progress?
	Establish a working group to research strategies to support students who are economically disadvantaged.	October - December 2023	Identified key stakeholders to be involved in the work	None	Work with building principals to schedule first meeting prior to winter break.
	Survey area districts to identify current strategies used to support students who are economically disadvantaged.	January - March 2024	Stakeholder group have identified tasks	None	Create a subgroup (from larger working group) to identify new strategies to implement. Working group to discuss at first meeting in December to identify survey questions and distribution dates
	Working group to identify current strategies used in CPS	January - March 2024	Working group to identify appropriate strategies	None	Create a subgroup (from larger working group) to identify current strategies implemented in CPS. Working group to discuss at first meeting how to gather current practices used

Implementation Status
On Track 
Off Track 
On hold 

Initiative 3: Research strategies similar districts use to support students who are economically disadvantaged to identify potential strategies in Chelmsford.

EQUITY
(4 of 5)

Status <small>(copy and paste circle from below)</small>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?	What next steps is the group taking to make progress?
	Develop list of strategies to support students who are economically disadvantaged.	March - May 2024	Working group to identify appropriate strategies	None	Once data and practices are collected, the working group will create a shared document. Identify key strategies based on survey data and current practices to present to administration and staff.
	Communicate list of strategies to district stakeholders	May - June 2024 (and September 2024- June 2025)	Working group to create a communication plan for identified strategies	None	Working group to provide initial professional development for administration and identify staff professional development for 2024/25.

Implementation Status




 On Track 

 Off Track 

 On hold 

Initiative 4: Implement Math/ELA benchmark assessment (iReady) in K-8 and identify improvement areas for SWD.

**EQUITY
(5 of 5)**

Status <small>(copy and paste circle from below)</small>	Major Activities	Timeline	What progress has been made against these activities (if any)?	What barriers do you anticipate to complete this milestone?	What next steps is the group taking to make progress?
	Review current iReady Diagnostic results for SWD	December 2023 - January 2024	Review of first diagnostic benchmark	None	Special education chairs and teachers to review current performance levels for students to identify specific strands (ELA) and Domains (math) where students require additional support
	Special education administration attends professional development on standards mastery with the building principals and department coordinators.	January 2024	Date is set for January 2024	None	Review the standard's mastery brochure prior to the PD session. Identify professional development schedule for special education teachers.
	Monitor personalized learning usage for SWD for use and lessons passed	January - May 2024	A future date for training will need to be identified for January/February.	Common meeting date	Identify how to access personalized learning in the iReady system and create a monthly schedule to monitor usage with special education students.

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

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 18, 2023
Re: MSBA Invitation to Eligibility Period: Parker Middle School

We received fantastic news this past week that the Massachusetts School Building Authority (MSBA) Board of Directors voted to invite the Town of Chelmsford into the Eligibility Period for the Parker Middle School Statement of Interest submitted in April, 2023. As you are aware, this was our sixth application (4 for CHS and 2 for Parker) to the MSBA for funding consideration of a potential new school building project in town. There is a lot of work ahead, however this was a very positive step to partnering with the MSBA on a school building project. I have attached the letter sent to Town Manager Cohen providing notice of the MSBA Board of Directors vote, the Eligibility Period timeline and schedule of deliverables is included on page 3 of the notice. I will work with Jennie Oemig, Communications Director, to build a page on the district website to post all project communications and documents for public information and tracking purposes.



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

December 13, 2023

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

Re: Town of Chelmsford, Colonel Moses Parker Middle School

Dear Mr. Cohen:

I am pleased to report that the Massachusetts School Building Authority (the “MSBA”) Board of Directors has voted to invite the Statement of Interest (the “SOI”) for the Colonel Moses Parker Middle School in the Town of Chelmsford (the “Town”) into the MSBA’s Eligibility Period. The invitation for the Colonel Moses Parker Middle School is for grades 5-6 and the potential during the feasibility study to examine a grade reconfiguration to serve grades 4-6, reducing grade 4 in the Town’s four elementary schools. r

The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA’s grant approval process and benefits the Town by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the Town to be eligible for an MSBA invitation to Feasibility Study.

Invitation into the Eligibility Period is **not** an invitation to Feasibility Study. Moving forward in the MSBA’s process requires collaboration with the MSBA, and an invitation to Feasibility Study will require a further vote of the MSBA Board of Directors. Communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. Additionally, the Town’s vote by the Board of Directors approving a potential grant will be no sooner than July 1, 2026. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute and regulations, which require MSBA partnership and approval at each step of the process.

The Town’s Eligibility Period will commence on April 1, 2024 and conclude on December 27, 2024. During this time, the Town must complete the preliminary requirements in accordance with the schedule on page three of this letter. The first item that requires completion by the Town is the Initial Compliance Certification, which will be sent to the Town electronically two weeks prior to its commencement date, on March 18, 2024.

The ability of the Town to complete the preliminary requirements within the 270 days does not guarantee an invitation into the MSBA Capital Pipeline. Further, if the Town cannot complete the preliminary requirements within the 270-day Eligibility Period, the MSBA will require the Town to withdraw its SOI, and the Town will

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December 13, 2023

Town of Chelmsford, Parker Middle School Eligibility Period Board Action Letter

have to re-file an SOI during the next open SOI filing period and/or when the Town has the required financial and community support.

If the Town has concerns about meeting any of the deadlines set forth on page three of this letter, please notify the MSBA in writing by April 1, 2024. If you have questions or would like additional information regarding the Eligibility Period, please refer to our website and/or contact Nina Pappacostas at the MSBA (Nina.Pappacostas@MassSchoolBuildings.org).

I look forward to continuing to work with you throughout the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



Mary L. Pichetti
Executive Director

Cc: Legislative Delegation
Pat Wojtas, Chair, Chelmsford Select Board
Donna M. Newcomb, Chair, Chelmsford School Committee
Dr. Jay Lang, Superintendent, Chelmsford Public Schools
File: 10.2 Letters (Region 4)

Eligibility Period Schedule of Deliverables

Town of Chelmsford Colonel Moses Parker Middle School

MSBA Board of Director Meeting – December 13, 2023

Eligibility Period Commences – April 1, 2024		
MODULE ONE - Eligibility Period		
Deliverable	Days	Due Date and Status
Initial Compliance Certification	30	May 1, 2024 Required
School Building Committee	60	May 31, 2024 Required
Educational Profile Questionnaire	90	July 1, 2024 Required
Online Enrollment Projection	90	July 1, 2024 Required
Enrollment Meeting Held	180	September 27, 2024 Required
Maintenance and Capital Planning Information	180	September 27, 2024 Required
Local Vote Authorization	270	December 27, 2024 Required
Feasibility Study Agreement	270	December 27, 2024 Required
Eligibility Period Concludes – December 27, 2024		

Note: If the Town has concerns about meeting any of the following deadlines, please let the MSBA know by April 1, 2024. The MSBA will require districts that are unable to complete the preliminary requirements within the timeframes noted for each to withdraw its SOI and reapply when the Town has the financial and community support required.



Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

Module 1 – Eligibility Period (“EP”) Deliverables

Eligibility Period Definition:

Assists the Massachusetts School Building Authority (the “MSBA”) with managing its financial resources by identifying early in the process whether a district is ready to manage and fund a capital school project as well as its financial and community readiness. EP is a 270-day period for districts to complete certain preliminary requirements within timeframes as defined below.

EP commencement will begin after the Board of Directors vote to invite the district to collaborate with the MSBA. The specific commencement start date will be determined in collaboration with the district and will take the district’s local funding authorization schedule into consideration.

- **Initial Compliance Certification (“ICC”) (due 30 days after the EP Commencement start date)**
 - Standard legal document that is executed by the district, verifying its understanding of the grant program’s rules and regulations. The three signatories are: the Local Chief Executive Officer, the Superintendent, and the Chair of the School Committee.
 - By signing the ICC, the district acknowledges the MSBA’s regulations and agrees to work in collaboration with the MSBA and in compliance with its enabling legislation and regulations.

- **School Building Committee (“SBC” Form) (due 60 days after EP Commencement start date)**
 - Formed to oversee and facilitate the proposed building project in accordance with the district’s local charter and/or by-laws and the MSBA’s regulations.
 - Submitted to MSBA for review and approval.
 - Standard template form, which must adhere to MSBA’s minimum requirements for membership however, the district may add members as deemed appropriate.
 - Comprised of voting or non-voting members as determined by the district’s local charter and/or by-laws
 - Recommended that the SBC be diverse and comprised of community members, first responders, building professionals, etc.
 - The SBC form is not a static document and will likely be updated throughout the life of the project and must be resubmitted to the MSBA for approval within 20-days of membership change.

- **Educational Profile Questionnaire (“EPQ”) (due 90 days after EP Commencement start date)**
 - Overview of the district’s current and proposed educational program and helps inform the MSBA’s understanding of its current school facilities and how the district envisions the school facilities as a result of a potential building project in partnership with the MSBA.
 - In summary, the EPQ requests the following information:
 - Confirmation of the district’s school facilities
 - Room types currently in the Priority Statement of Interest (“SOI”) school and how they are utilized

- What the district proposes to study during Feasibility Study: proposed school consolidations and/or grade reconfigurations, teaching methodology and technology needs
 - If the Priority SOI is a comprehensive high school or vocational school, the district is also required to complete and submit the Chapter 74 Viability Form, which includes information regarding the current and proposed Chapter 74 programs and conversations with the Department of Elementary and Secondary Education (“DESE”), if any. The MSBA reviews and transmits the Viability Form to DESE and collaborate to ensure the current and proposed Ch. 74 Programs are viable and includes the appropriate spaces dedicated to the delivery of such programs.
- **Online Enrollment Projection** *(due 90 days after EP Commencement start date)*
 - An agreed upon study or design enrollment is a key component to a building project with the MSBA
 - Comprised of two online questionnaires completed by the district along with data from DESE, the Department of Public Health, US Census Bureau, and the UMass Donahue Institute, the MSBA completes its enrollment projections utilizing its methodology. The two enrollment questionnaires request the following:
 - Upcoming housing development(s), sales and permits
 - Current and historical enrollment data as reported to DESE
 - Student migration patterns
 - Private/Parochial/Charter school openings and/or closures
 - Potential school consolidations and/or grade configuration changes as discussed in the district’s Priority SOI or during the Senior Study
 - Space deficiencies affecting delivery of the educational program
 - District class size policies
 - Any supplemental materials/information the district feels may affect enrollment
 - If the Priority SOI is a vocational technical school, districts are required to complete one online enrollment questionnaire, which requests information related to application, acceptance, waitlist and enrollment data.
 - The EPQ described above is also a component utilized during the enrollment process.
- **Enrollment Meeting / Executed Enrollment Certification** *(due 180 days after EP Commencement start date)*
 - Upon the MSBA’s completion of the enrollment projections utilizing the information described above, a meeting or conference call is scheduled to review the enrollment projections and as a result, the design enrollment or study enrollments that will be used to inform the feasibility study and building project
 - There are two types of enrollment certifications, which accompanies the enrollment letter and must be signed by the district as indicated below:
 - Design Enrollment Certification: the district does not plan to make any changes to its current Priority SOI school, therefore the certification includes one grade configuration and one enrollment number (i.e. grades 6-8, 450 students).
 - Study Enrollment Certification: District wants to explore a different grade configuration or redistricting of their school facilities.
 - Upon the meeting or conference call’s conclusion, the MSBA sends the district’s enrollment letter, which describes the MSBA’s methodology taken and summarizes the projections as discussed during the meeting or conference call as well as the MSBA proposed enrollment(s) and configuration(s) determined for the SOI facility’s proposed building project. The enrollment certification is attached to the letter and must be signed by the Chief Executive Officer, Duly Authorized Representative of School Committee and the Superintendent of Schools, which signifies the district’s agreement with the enrollment(s) and configuration(s).

- The initial enrollment conference call or meeting may result in the need for additional information being provided to the MSBA and/or another conference call(s) or meeting(s).
- As noted, enrollment is a crucial component of the EP as it informs the enrollment parameter during the feasibility study and building project.
- **Maintenance and Capital Planning (“MCP”)** *(due 180 days after EP Commencement start date)*
 - District-level information about maintenance and capital planning practices and budget using an MSBA web-based system.
 - The information filed by the district is used to facilitate the MSBA’s assessment of the district’s maintenance and capital planning practices as established by the MSBA’s enabling legislation and regulations.
 - The MSBA’s assessment of the MCP information filed awards up to two incentive reimbursement points, which are reflected in a district’s reimbursement rate and impacts the Project Scope and Budget Agreement and the Project Funding Agreement. The reimbursement rate incentive points received is based upon 20 best practices for routine and capital maintenance upkeep of school facilities. This methodology is the culmination of research, discussions with industry professionals, school superintendents, maintenance staff and other school business officials.
- **Local Vote Authorization** *(must occur 270 days *after EP Commencement start date)*
 - The district must vote to appropriate the funds necessary for the Feasibility Study and Schematic Design phases of the potential project. Specifically, these costs are associated with the Owner’s Project Manager, Designer, environmental and site testing, and contingency related expenses. The appropriation will also include costs associated with three robust MSBA submissions: the Preliminary Design Program, Preferred Schematic Report, and the Schematic Design submission.
 - The MSBA has standard template vote language for cities and towns and regional school districts, which must be used by the district and submitted to the MSBA for review and approval ahead of the district’s local vote authorization. Communities should always consult with local counsel and/or bond counsel to ensure that all warrant articles, motions, orders, and votes comply with municipal finance law and all other applicable laws, regulations, local bylaws, and local ordinances.
 - Following a successful local funding vote, the district should provide an original, certified hard copy and an electronic copy of the vote to the MSBA.
 - The specific amount to be appropriated for these phases of the project is at the discretion of the local community and may vary based on a number of factors, including the size and complexity of a potential project, the number and complexity of potential sites to be investigated, and the potential consolidation and/or reconfiguration decisions that have been previously determined, discussed and agreed upon between the district and the MSBA.

*The district may elect to appropriate its feasibility study and schematic design funding ahead of its EP commencement start date. This is acceptable to the MSBA, and the associated vote language is the only EP deliverable that the MSBA will review ahead of such.

- **Feasibility Study Agreement (“FSA”)** *(must occur 270 days after EP Commencement)*
 - First of three legal agreements that is executed by the MSBA and the district following the completion of all EP deliverables.
 - Standard funding agreement that establishes the process and the parameters by which the district can be reimbursed for the eligible expenses incurred during the Feasibility Study and Schematic Design phases of the MSBA grant process.

- Sets a 913-day deadline from the date on which the MSBA Board of Directors votes to invite the District into Feasibility Study.
- The FSA includes three exhibits: Exhibit A, B, C:
 - Exhibit A, which is completed by the district, is the budget for the feasibility study and is broken down into four-line items:
 - Owner’s Project Manager
 - Designer
 - Environmental and Site Testing
 - Other
 - Exhibit B, which is completed by the MSBA, is the scope of the feasibility study
 - Exhibit C, which is completed by the MSBA, is the district’s current calendar year’s base reimbursement rate
 - Reimbursement Rate is made up of three economic indicators and the range is between 31% and 80%

Once the pre-requisites of EP are completed to the satisfaction of the MSBA, the district is eligible to receive an invitation from the MSBA Board of Directors at an upcoming Board Meeting, which occur every other month, into the Feasibility Study phase of the grant program. Upon the Board’s vote into Feasibility Study, the district will begin working with the MSBA to procure its Owner’s Project Manager.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: December 14, 2023

Re: Recommended FY2024 Budget Transfers – Science Lab Renovations and Vestibule

I am writing to request one budget transfer for FY2024.

This budget transfer is shifting budgeted funds from one account where we plan to be favorable to the local capital land and buildings account. The budget transfer is for the McCarthy Middle School Science laboratory renovations, which require additional abatement services while completing the plumbing updates. The budget transfer also funds the design specifications and bid documents supporting the vestibule project at the McCarthy Middle School.

From		To		Amount
12305600-51050	Salary Harrington Clsrm	17200000-57800	Capital Land & Building	23,023

I recommend the school committee vote to approve this FY2024 local operating budget transfer for \$ 23,023 from the one account noted to the local capital land and buildings account as presented.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 18, 2023
Re: Proposed 2024/2025 School Year Calendar

Attached is a draft calendar for the 2024/25 academic year for the school committee to review and approve at the regular meeting on December 19, 2023.

I look forward to discussing this proposed calendar for the 2024/25 school year with you at the next meeting.

CPS 2024 – 2025 ACADEMIC CALENDAR

AUGUST

21-22 New Staff Orientation
 26 No School Staff Orientation
27 Grades 1 – 9 ONLY
Kindergarten Orientation
28 All Students
 30 No School

AUGUST 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

AUGUST Student Days: 3

SEPTEMBER 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					

SEPTEMBER

2 No School (Labor Day)
 18 Half Day (Professional Day)

SEPTEMBER Student Days: 20

OCTOBER

14 No School (Columbus Day)
 24 Half Day (Professional Day)

OCTOBER 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		

OCTOBER Student Days: 22

NOVEMBER 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

NOVEMBER

5 No School (Full Prof. Day)
 11 No School (Veteran's Day)
 20 Half Day **ELEM. & MS ONLY**
 27 Early Release (Thanksgiving Recess)
 28 No School (Thanksgiving)
 29 No School

NOVEMBER Student Days: 17

DECEMBER

12 Half Day (Professional Day)
 23 December Recess

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
14	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER Student Days: 15

JANUARY 2025

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

6 School Re-opens
 14 Half Day (Professional Day)
 20 No School (Martin Luther King Day)

JANUARY Student Days: 19

FEBRUARY

6 Half-Day (Professional Day)
 17 February Recess
 24 School Re-opens

FEBRUARY 2025						
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	

FEBRUARY Student Days: 15

MARCH 2025

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

12 Half Day (Professional Day)

MARCH Student Days: 21

APRIL

1 Half-Day (Professional Day)
 18 No School (Good Friday)
 21 April Recess
 28 School Re-opens

APRIL 2025						
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: 16

MAY 2025

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

26 No School (Memorial Day)

MAY Student Days: 21

JUNE

19 Juneteeth
 25 Last Day for Students (Half Day)
 26 Last Day for Staff (Half Day)

JUNE 2025						
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: 17

Total Student Days: 186

Additional Staff Days: 2.5

(Total Includes Six Provisional Snow Days)

- Professional Development
- Last day Students June 25
- Last day Staff June 26

Major Religious & Cultural Holidays

Rosh Hashanah*	October 2-4, 2024
Yom Kippur*	October 11-12, 2024
Sukkot*	October 16-18, 2024
Diwali	October 31, 2024
Chanukah*	December 25, 2024 -January 2, 2025
Christmas	December 25, 2024
Kwanzaa	December 26, 2024 -Jan. 1, 2025
Chinese New Year	March 1, 2025
Passover*	April 12-20, 2025
Good Friday	April 18, 2025
Easter	April 20, 2025
Orthodox Easter	April 20, 2025
Ramadan	February 28 – March 30, 2025
Eid al-Fitr	March 29-30, 2025
Shavuot*	June 1-3, 2025

**All Jewish holidays begin at sundown on the evening prior to the day of the holiday.*

The following policies apply to students celebrating the holidays noted above:

- Homework and projects will not be assigned to students observing religious holidays. Teachers shall not schedule tests for those students celebrating observed religious holidays. Students will not be expected to complete daily homework assigned the evening before, or the day of the religious holiday. Assignments and tests should be made up in a time span that is reasonable to both students and teachers (SC Policy 6314.01).
- Observance of a religious holiday shall be viewed as valid justification for student absence, late homework/project submission and delayed testing. It is the responsibility of the student's parent/guardian to notify the principal/dean/teacher of these dates at the beginning of the school year. In addition, the student shall notify the teacher(s) of the observance date no later than two weeks in advance or as soon as practical (SC Policy 6314.01).

Scheduled Staff Professional Development Days

Wednesday September 18, 2024	Student Half Day
Thursday October 24, 2024	Student Half Day
Tuesday November 5, 2024	Student NO School Day
Thursday December 12, 2024	Student Half Day
Tuesday January 14, 2025	Student Half Day
Thursday February 6, 2025	Student Half Day
Wednesday March 12, 2025	Student Half Day
Tuesday April 1, 2025	Student Half Day

Wednesday November 20, 2024
Student Half Day – Elementary and Middle Schools Only

Starting and Dismissal Schedule

School	Start	Dismissal	Early Dismissal
Chelmsford High	7:19 a.m.	1:52 p.m.	10:25 a.m.
McCarthy Middle	8:10 a.m.	2:30 p.m.	11:00 a.m.
Parker Middle	8:20 a.m.	2:40 p.m.	11:10 a.m.
Byam Elem.	8:59 a.m.	3:18 p.m.	11:45 a.m.
Center Elem.	8:59 a.m.	3:18 p.m.	11:45 a.m.
Harrington Elem.	8:59 a.m.	3:18 p.m.	11:45 a.m.
South Row Elem.	8:59 a.m.	3:18 p.m.	11:45 a.m.
CHIPS Program	8:15 a.m.	10:45 a.m.	AM Session
	12:00 p.m.	2:30 p.m.	PM Session

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 18, 2023
Re: FY2025 Capital Plan Update

Attached please find an e-mail communication from John Sousa, Town of Chelmsford Finance Director/Treasurer, pertaining to the FY2025 capital plan recommendations that were approved by the Capital Planning Committee and will be submitted to Town Meeting in April for funding approval.

Six (6) capital projects totaling \$ 2.4 million benefiting the school department were recommended for approval. As we have done in previous years, I will look to potential FY24 surplus funds later in the year as a possible one-time funding source for some of the unfunded projects. If funding is not available, these projects will be listed as deferred and added to the FY26 list of capital plan requests from the school department.

From: [Sousa, John](#)
To: [Joe Tierney](#); [Lavallee, Christopher](#); [Goselin Sr., David](#); [Lussier, Darlene](#); [King, Dennis](#); [David M Braslau](#); [David Goselin](#)
Cc: [Cohen, Paul](#); [Lutter, Ted](#); [Hall, Matt](#); [Dzuris, Tricia](#); [Boyle, David](#); [Spence, Colin](#); [Siriani, Debi](#); [Greenwood, Donna](#); [Kimball, Lesley](#); [Cochran, Lauren](#); [Lang, Jay](#); [Johnson-Collins, Joanna](#); [Christine Clancy](#); [Ryan, Gary](#); [Crocker-Timmins, Virginia](#)
Subject: FY25 Capital Improvement Plan Recommendation
Date: Friday, December 8, 2023 10:17:14 AM
Attachments: [FY25 Capital Planning Recommendation 12.7.23 .pdf](#)

Good Morning:

Please find a copy attached of the FY25 Capital Improvement Plan recommendation that was approved at our meeting last night. This plan will be presented to the Select Board, School Committee, and Finance Committee at the Tri-Board meeting on Monday evening, December 11th. Finally, the FY25 Capital Budget will be presented to Town Meeting in April 2024 for consideration and approval.

The Committee reviewed 41 projects totaling just over \$11.2M. 21 projects were recommended for funding in FY25 and 3 of those projects received partial funding. Twenty projects were deferred. The Committee voted to recommend the total amount financed to not exceed \$5,883,402. After deducting \$83,705 of recaptured funds and \$65,000 from the Child Care Revolving Fund, the net amount to be financed through municipal bonds is \$5,734,697.

Thank you to our citizen members as well as members representing the School Committee, Finance Committee, and Board of Library Trustees for volunteering your time to assist with the development of the Town's annual capital budget. The Committee reviewed many worthwhile projects this year and had to make some difficult decisions due to increasing capital needs and limited financial resources.

John

John Sousa, Jr.
Chairman, Capital Planning Committee
Finance Director/Treasurer
Town of Chelmsford
50 Billerica Rd.
Chelmsford, MA 01824
(978) 244-3390

FY2025 Capital Improvement Planning Recommendation

Approved
12/07/2023

Detail			
Sheet #	Project	Cost	Funded
1	IT - Core Switch Upgrade	\$ 100,000	\$ 100,000
2	IT - Wi-Fi Upgrade	\$ 65,000	
3	Town Clerk - Digitization & Records Mgmt.	\$ 120,000	\$ 60,000
4	COA - Sr. Center Flooring Replacement	\$ 205,000	\$ 50,000
5	COA - Sr. Center Elevator Replacement	\$ 325,000	\$ 325,000
6	Library - Roof Replacement - Adams	\$ 330,000	
7	Library - HVAC Replacement	\$ 450,000	\$ 450,000
8	Health - Staff Vehicle Replacement	\$ 50,000	\$ 50,000
9	CCA - Auditorium Renovation	\$ 50,000	
10	CCA - Theatre Equipment	\$ 50,000	
11	CCA - Exterior Improvements	\$ 95,000	
12	North Community Ctr - Ext. Improvements	\$ 50,000	
13	Police - Air Handler - Firearms Range	\$ 150,000	\$ 150,000
14	Police - Parking Lot Lighting Replacement	\$ 60,000	\$ 60,000
15	Fire - Engine 5 Replacement	\$ 1,027,374	\$ 1,027,374
16	DPW - Sidewalk Construction	\$ 350,000	\$ 350,000
17	DPW - Road Improvements	\$ 425,000	\$ 425,000
18	DPW - Mini Excavator	\$ 128,000	
19	DPW - Roadside Mower Attachment	\$ 78,000	
20	DPW - Roof Repl. - 54 Richardson Rd.	\$ 150,000	\$ 150,000
21	DPW - Hwy. Med. Duty Patch Truck	\$ 105,000	\$ 105,000
22	Eng. - Electric SUV Staff Vehicle	\$ 50,000	
23	Cemetery - Dump Truck Replacement	\$ 82,500	\$ 82,500
24	DPW - Fac. Pickup (Plumbing Van Repl.)	\$ 85,000	\$ 85,000
25	DPW - Fac. Pickup (Electrician Van Repl.)	\$ 85,000	
26	DPW - Fac. EV Charging Stations	\$ 50,000	
27	DPW - Fac. Town Offices Restrooms	\$ 120,000	
28	School - Admin. Bldg. Roof Repl.	\$ 105,000	\$ 105,000
29	School - Westlands - Boiler Replacement	\$ 325,000	\$ 325,000
30	School - So. Row - Ceiling Tile Repl.	\$ 958,528	\$ 958,528
31	School - So. Row - Partial Roof Repl.	\$ 1,200,000	
32	School - Parker - Elevator Replacement	\$ 325,000	
33	School - Parker - Ventilation: Admin.	\$ 150,000	
34	School - Parker - Ventilation: Teachers Rm.	\$ 100,000	
35	School - Parker - Partial Roof Repl.	\$ 230,000	
36	School - McCarthy - Elevator Replacement	\$ 325,000	\$ 325,000
37	School - McCarthy - Tennis Courts	\$ 430,500	
38	School - McCarthy - Front Entryway	\$ 450,000	\$ 450,000
39	School - McCarthy- Add. Parking/Turn Lane	\$ 150,000	
40	School - McCarthy - Partial Roof Repl.	\$ 1,200,000	\$ 250,000
41	School - CHS - Art Classroom Renovation	\$ 475,000	
	TOTAL:	\$ 11,259,902	\$ 5,883,402 \$ -
	LESS: Recaptured Funds		\$ (83,705)
	Child Care Rev. Fund		\$ (65,000)
	Net Amount Financed - Municipal Bonds		\$ 5,734,697

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: December 18, 2023
Re: Proposed FY2025 Budget Calendar / Timeline

As the administration prepares the Superintendent's Recommended FY2025 operating budget, I would suggest the following timeline to review the proposed budget:

Tuesday February 6, 2024 Superintendent provides FY2025 budget overview and recommendation.

Tuesday February 27, 2024 Public Hearing on the proposed FY2025 operating budget. This will be posted as a special meeting/budget hearing.

Note: Tuesday March 12, 2024 will be reserved for an additional budget hearing in the event of inclement weather.

CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: December 5, 2023

RE: Personnel Report – November 2023

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

Personnel Report – November 2023

New Hires

Dionne, Ashley

**Interim Lunch/Recess Aide
South Row Elementary School
Effective date: 12/11/23**

Hanson, Laura

**Interim Paraprofessional
McCarthy Middle School
Effective date: 11/13/23**

Krebs, Kristin

**ABA Paraprofessional
Byam Elementary School
Effective date: 12/5/23**

Shattuck, Marcia

**Lunch/Recess Aide
McCarthy Middle School
Effective date: 11/13/23**

Resignations:

Dilworth, Emily

**Lunch/Recess Aide
Byam Elementary School
Effective date: 12/11/23**

Gaudette, Emily

**Interim Paraprofessional
Chelmsford High School
Effective date: 12/1/23**

Hall, Laura

**Paraprofessional
Harrington Elementary School
Effective date: 12/8/23**

LaRose, Shayla

Grade 1 Teacher

Center Elementary School

Effective date: 12/8/23

Sullivan, Laura

School Nurse

Chelmsford High School

Effective date: 11/17/23

Retirements:

Assignment Changes:

Bell, Anne (formerly Paraprofessional @ Chelmsford High School)

ABA Paraprofessional

Chelmsford High School (NECC)

Effective date: 11/20/23