



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 March 12, 2024 **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 March 12, 2024 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 February 27, 2024

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 Schools: Byam Elementary School
2. Presentation: CPS Strategic Plan Implementation Update - DMGroup
3. Vote on School Choice Program: 2024/25 School Year
4. 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
February 27, 2024
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-Collins (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 February 6, 2024

Mr. King motioned to approve the minutes of the meeting on February 6th. Mr. Moses seconded. Motion carries 5-0.

CHS Student Representative Announcements

Keya shared that the scheduling process for the 2024/25 school year has begun for students. Many CHS students participated in “The Memory Project”, a youth arts organization for intercultural learning and kindness amongst children of the world. CHS students created portraits for children from Syria which were then delivered to the children! The Massachusetts Educational Theater Guild will hold their preliminary round on March 2nd. Tuesday, March 5th is an early release day. On March 6th the CHS “Wellness Fair” will take place. A junior “Career Exploration” breakfast will also take place on March 6, 2024.

Good News

Dr. Hirsch shared that her “good news” is sitting in the audience tonight!

Mr. King added that the CHS wrestler, Thomas Brown, won his third All-state Title this weekend! Also, he and Jose Bethel will be competing in the New England Wrestling Tournament this weekend in Providence.

Public Comments

None

New Business

1. Recognition: UMASS Lowell Teaching Excellence and Achievement (TEA) Fulbright Scholars

Dr. Hirsch stated that the TEA Fulbright Scholars visiting are the “best and brightest teachers” from around countries of the world. Of the twenty visiting tonight three are working with teachers at CHS. All of them attend seminars; learn about the American education system and work closely with our teachers to the benefit of the teachers involved and the students.

Madame Gadbois of CHS shared how wonderful working with these scholars has been each of the six years she has participated in the program. She introduced Moussa Tangara from Mali who has been co-teaching with her. He shared that he had a dream of coming to the USA to study and believes he came to the best place! He enjoys sharing and learning with Madame Gadbois and appreciates other classes he has been able to observe while here. He looks forward to sharing all he has learned with his colleagues when he returns to Mali to promote positive change.

Next, we heard from Thomas Kientega from Burkino Faso who has been pleased to be partnered with the nice people from CHS who share their time and resources so willingly. His experiences here will be helpful also to his colleagues and his students when he returns to Burkino Faso. He was happy to be able to share with CHS students information about his country and games from there. He enjoyed his time in Lowell and appreciated the various excursions. He also thanked the administration for his time at CHS.

Lastly, Uugantsetseg Gantumur from Mongolia spoke of how much she has enjoyed her stay and she echoes what her colleagues shared about their experiences at CHS. She is especially impressed with “project-based learning and social emotional support” for students. She appreciated all the after-school activities offered and the “child-friendly environment”. She looks forward to implementing after-school projects when she returns to Mongolia. She shared that she learned English from Americans who volunteered with The Peace Corps and has shared with CHS students the impact just one person can make and hopes that some of them will be “good volunteers around the world”!

The Committee expressed appreciation for all the TEA Scholars. A photo was taken of all to commemorate their experiences here.

2. Presentation: Strategic Plan Steering Committee – Human Capital

Tonight, members of the fifth group of the Strategic Plan Steering Committee, Human Capital and Staffing are presenting. Diane Carey, Director of Human Resources, and Jon Morris, Department Coordinator of

K-12 Science joined the meeting. Ms. Carey mentioned the other members of the Human Capital and Staff Group. The theory of action and initiatives are the same as the other four groups of the Strategic Plan Steering Committee, which have been presented at previous meetings and are also included in tonight's slide show. This group's priorities are: increase collaboration with outside teacher prep programs with the focus on diversifying Chelmsford staff; see what percent of instructional staff who indicate that they feel adequately prepared to differentiate for diverse student populations and the percent of staff who report feeling equipped to provide culturally responsive instruction.

Mr. Morris added the two initiatives were to "conduct newly developed staff survey and analyze results" and "identify teacher collaboration programs that will diversify staff applicant pool". Results were shared through Panorama and included in tonight's slides. The surveys involved 30 questions for teachers and 16 for support staff. The data was shared in a small group this past summer to ascertain where opportunities for growth exist. Professional development this year was driven by this data. The same survey will be given again this spring to determine growth from the PD this year and to inform building leaders and coordinators what needs to be targeted for next year's plan.

Ms. Carey spoke of the initiative to diversify staff and the applicant pool. This has involved outreach to UMASS Lowell and Merrimack Community College "to formalize teacher prep programs". This year six from the two colleges are involved in the Chelmsford Public Schools. Ms. Carey reached out to other areas colleges and hopes to expand this program to include more student/teacher interns. Additionally, the district has partnered with MERC (Massachusetts Educational Recruiting Consortium) which will help locate candidates of color for hiring in the participating school districts. On March 16th they will hold a job fair where Chelmsford will be present. Regional job fairs will also be held and attended by Ms. Carey. Many CHS students have expressed an interest in careers in education and the local programs offered. Dr. Lang shared the district and Merrimack Community College for four years have offered a Master's in Education program to benefit our teachers with a Bachelors' Degree in Education which results in educators who may be licensed in dual areas.

3. Personnel Report – January 2024

No action required.

4. FY2025 Budget Hearing

Dr. Lang guided The Committee through the FY2025 Superintendent's Recommended Budget page by page to approve the budget item for each page and move on until the entire budget has been approved.

Mr. King motioned to approve DESE Code 1110 School Committee in the amount of \$43,310 as presented on page 12 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1210 Superintendent in the amount of \$498,441 as presented on page 13 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1220 Assistant Superintendent in the amount of \$277,806 as presented on page 14 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1230 District Wide in the amount of \$500,700 as presented on page 15 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1410 Business and Finance in the amount of \$493,157 as presented on page 16 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1420 Human Resources in the amount of \$356,507 as presented on page 17 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1430-1435 in the amount of \$123,000 as presented on page 18 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 1450 Districtwide MIS in the amount of \$1,591,197 as presented on page 19 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2110 Curriculum Directors in the amount of \$1,421,383 as presented on page 20 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2110 Curriculum Directors – Special Education in the amount of \$1,035,207 as presented on page 21 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2210 School Leadership in the amount of \$3,209,298 as presented on page 22 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2300 – 2305 in the amount of \$26,116,526 as presented on page 23 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2310 Teacher Specialists – Regular Education in the amount of \$2,317,006 as presented on page 24 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2310 Teacher Specialists – Special Education in the amount of \$8,419,421 as presented on page 25 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2320 Medical/Therapeutic Services in the amount of \$540,626 as presented on page 26 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2325 Substitutes in the amount of \$811,000 as presented on page 27 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2330 Paraprofessionals in the amount of \$4,815,040 as presented on page 28 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2340 Librarians/Media Center in the amount of \$838,241 as presented on page 29 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2357 Professional Development in the amount of \$218,775 as presented on page 30 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2410 – 2415 Textbooks & Instructional Materials in the amount of \$470,324 as presented on page 31 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2420 Instructional Equipment in the amount of \$183,600 as presented on page 32 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2430 General Supplies in the amount of \$613,258 as presented on page 33 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2440 Other Instructional Services – Special ED in the amount of \$215,000 as presented on page 34 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2451 – 2455 Classroom Instructional Technology & Software in the amount of \$785,000 as presented on page 35 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 2710 – 2800 Guidance & Psychological Services in the amount of \$3,084,284 as presented on page 36 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3200 Medical & Health Services in the amount of \$994,870 as presented on page 37 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3300 Transportation in the amount of \$4,647,758 as presented on page 38 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3400 Food Services in the amount of \$129,691 as presented on page 39 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3510 Athletic Department in the amount of \$876,489 as presented on page 40 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3520 Other Student Activities in the amount of \$204,440 as presented on page 41 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 3600 School Security in the amount of \$218,737 as presented on page 42 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 4110 – 4210 – 4230 Custodial Services in the amount of \$2,093,814 as presented on page 43 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 4120 – 4130 Heating of Buildings & Utility Services in the amount of \$1,351,200 as presented on page 44 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 5150 Employees Separation Costs in the amount of \$242,777 as presented on page 45 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve DESE Code 9300 Tuitions in the amount of \$4,151,116 as presented on page 47 of the budget book. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Mr. King motioned to approve the total budget amount for fiscal year 2025 at \$73,880,000 as shown on page 48 of the budget book. Mr. Moses seconded. Motion carries 5-0.

Dr. Lang will post the budget to the website and will send it to all the Town Meeting Reps. There will be a meeting with The Town Finance Committee with a presentation to them. The budget will go before Town Meeting at the end of April.

Reports

1. Liaison Reports

Ms. Santos shared that the CHS PTO met and has begun to plan for the After-Prom event. The CHS PTO with the help of administration held a Valentine's event which was "a big hit"! The middle school PTO met. Parker's Drama Club will present *Any Kids* on March 8th and 9th. They have acquired a new "book vending machine". Parker's Pride Run will be on May 19th. McCarthy will hold a "black light dance for 7th grade on March 1st with staff chaperones. On March 22nd McCarthy will hold its annual "Rock 'n' Roll Bingo". 7th grade enrichment will feature Marian Blumenthal who will share her experiences as a Holocaust survivor. The two middle schools will host a combined talent show on May 18th at the PAC. Ms. Santos gave a "shout out" to McCarthy teacher, Jen Dussault, is offering math tutoring for parents! Center PTO will meet in March.

Mr. King shared that the Alumni Association met and have a new digital application process for scholarships which has been very popular! This year they will present the scholarships in person in May!

The Chair added that South Row is hosting their Science Fair tomorrow night.

Mr. Moses shared that Emily Dilworth, a Byam teacher and also president of The Chelmsford Council of Schools and president of the McCarthy PTO, is very sick. There will be a vigil for her tomorrow evening at The First Baptist Church. There has been an outpouring of support from the Byam community.

Action/New Items

Ms. Santos would like an update on Fountas and Pinnell curriculum.

The Chair would like to learn about post-COVID attendance issues.

On March 25th, The Committee will be attending the Select Board meeting to vote on a member for The Nashoba Valley School Committee.

Mr. King would like to know when the public forums will begin for the new school building project. Dr. Lang will update his slide show for this and hopes to schedule an event after the April election and before Town Meeting. Per Committee request he will look for dates in March as well.

Dr. Lang and Dr. Hirsch are holding coffee hour meetings monthly at local establishments for the public to attend! The dates and places will be posted.

Ms. Mackinnon would like an update on redefining the roles of the paraprofessionals. Dr. Lang stated that this committee has met several times and is working hard. He will be happy to provide an update by the end of this school year.

Public Comments

None

Adjournment (8:13 p.m.)

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

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

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: March 11, 2024
Re: Spotlight on the Schools: Byam Elementary School

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

The background is a light-colored, textured paper with various watercolor-style illustrations. There are orange and pinkish-red shapes, a blue squiggle, a yellow shape, and a blue shape on the left. At the bottom, there are more orange and yellow shapes, and a blue spiral-like shape on the right.

BYAM ELEMENTARY

SCHOOL COMMITTEE PRESENTATION

MARCH 12, 2024

Strategic Plan

THE DISTRICT WILL FOCUS ON MATHEMATICAL ACHIEVEMENT, PARTICULARLY IN ELEMENTARY AND MIDDLE GRADES (K-8), TO BUILD A STRONG FOUNDATION FOR ACADEMIC SUCCESS IN HIGH SCHOOL AND BEYOND.

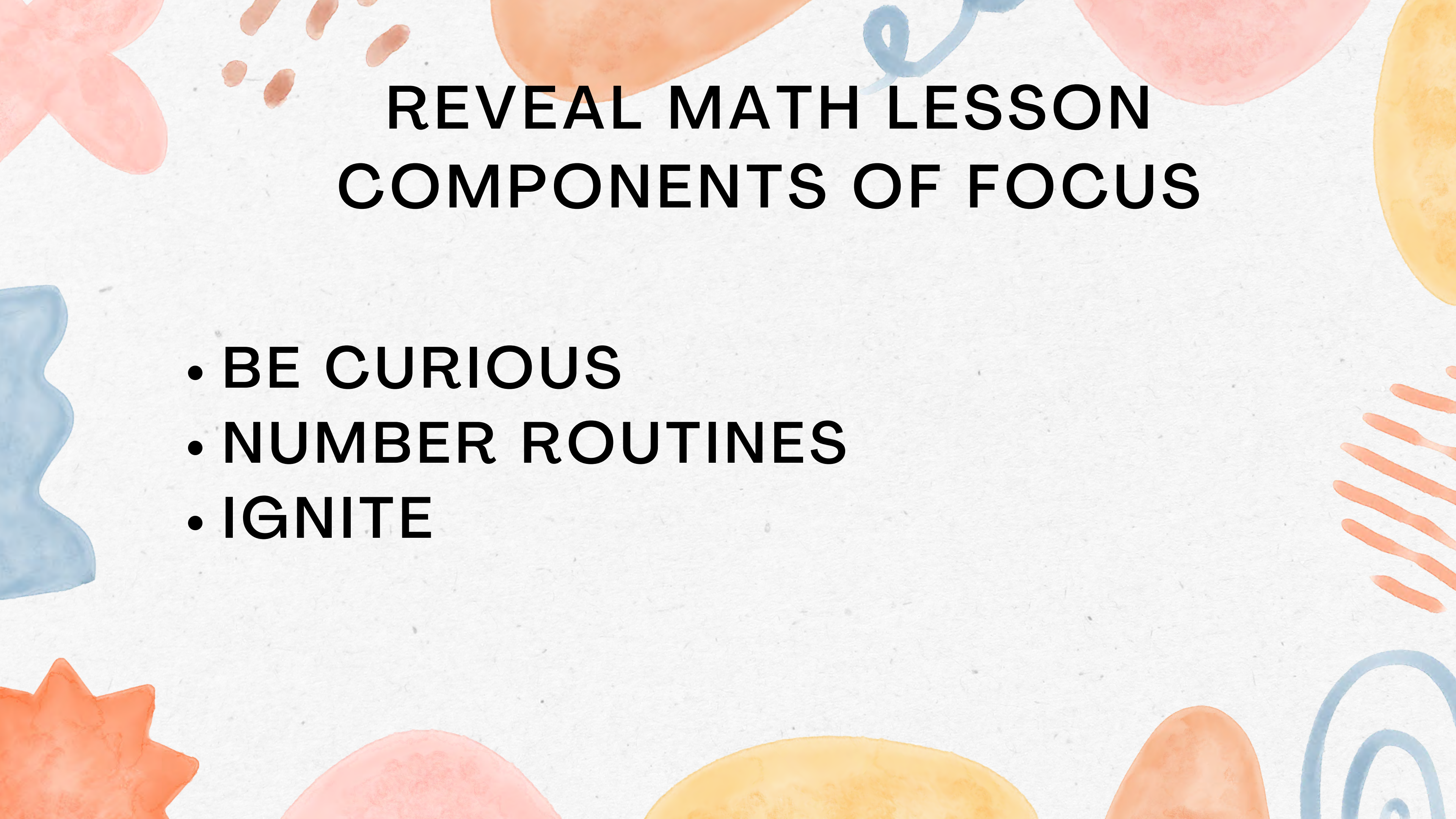
“CHELMSFORD PUBLIC SCHOOLS BELIEVES THAT HIGH-QUALITY ACADEMIC INSTRUCTION MUST REMAIN AT THE FOREFRONT OF OUR EFFORTS TO SUPPORT EACH AND EVERY STUDENT IN CHELMSFORD. WE WILL ACHIEVE THIS BY FOCUSING ON BUILDING FOUNDATIONAL SKILLS IN MATH, WHERE CHELMSFORD STUDENT ACHIEVEMENT HAS LAGGED BEHIND READING, AND BY CONTINUING TO SUPPORT READING INSTRUCTION IN ORDER TO SUPPORT ACADEMIC SUCCESS ACROSS SUBJECTS.”

REVEAL MATH

This year the Chelmsford Public Schools began its implementation of the new Reveal Math program in grades K-5. The process began last year with pilot teachers utilizing and exploring two programs in which Reveal was the resounding preference.

REVEAL MATH

“BUILT ON THE LATEST ACADEMIC RESEARCH AND BEST PEDAGOGICAL PRACTICES, REVEAL MATH PROVIDES EVERY STUDENT WITH A STRONG FOUNDATION IN MATHEMATICS AND CONCEPTUAL SKILLS THAT GO BEYOND THE MATH CLASSROOM. WITH ROBUST DIFFERENTIATION INSTRUCTION AND OPPORTUNITIES FOR STUDENT AGENCY BAKED INTO THE INSTRUCTIONAL DESIGN, THE PROGRAM EMPOWERS EVERY STUDENT TO BUILD A MATH MINDSET AND MASTER CRITICAL STANDARDS.” REVEAL MATH/MCGRAW HILL

The background is a light-colored, textured paper with various watercolor-style illustrations. There are large, soft-edged shapes in shades of orange, pink, and yellow. Some shapes resemble flowers or abstract blobs. There are also some blue shapes, including a swirl and some curved lines. The overall aesthetic is bright and artistic.

REVEAL MATH LESSON COMPONENTS OF FOCUS

- **BE CURIOUS**
- **NUMBER ROUTINES**
- **IGNITE**

Teachers foster student's thinking through meaningful discussions with four types of *Be Curious* sense-making routines:

- Notice & Wonder™
- Which Doesn't Belong?
- Is It Always True?
- Numberless Word Problem

Number Routines

- **About How Much?** Students build estimating skills by explaining their strategies and then comparing and analyzing their estimates to the actual value.
- **Break Apart/Decompose It.** Students build flexibility with numbers by decomposing them, sharing their thinking, and discussing patterns.
- **Find the Pattern, Make a Pattern.** Students build efficiency by determining the rules for a given pattern, then continue the pattern or create a new pattern.
- **Mystery Number.** Students build mathematical reasoning and thinking by looking at clues one at a time, proposing possible solutions, and eliminating solutions that are no longer viable.
- **Which Benchmark Is It Closest To?** Students enhance rounding and reasoning skills by determining which benchmark a given number is closest to and explaining their reasoning.
- **Would You Rather?** Students build number sense and enhance decision-making by choosing between two options, both of which require mental math, and giving the rationale for their choice.

Ignite! Activities help students:

Cultivate Curiosity — Mathematics is as much about asking questions as it is about finding solutions. Start wondering!

Accept the Challenge — Attitude is everything. Take on new challenges and see how far you can go. Don't give up!

Engage Trial and Error — You can't learn by watching. To make sense of math, you have to try things and see what happens.

Embrace "Failure" — Learning new things is hard. Mistakes will happen. Allow yourself the freedom to make mistakes and learn from them.

Work Together — There is power in a community of learners working together to discover new things. Math doesn't have to be done alone.

Just Play — Explore, discover, conjecture... Solving problems is fun!

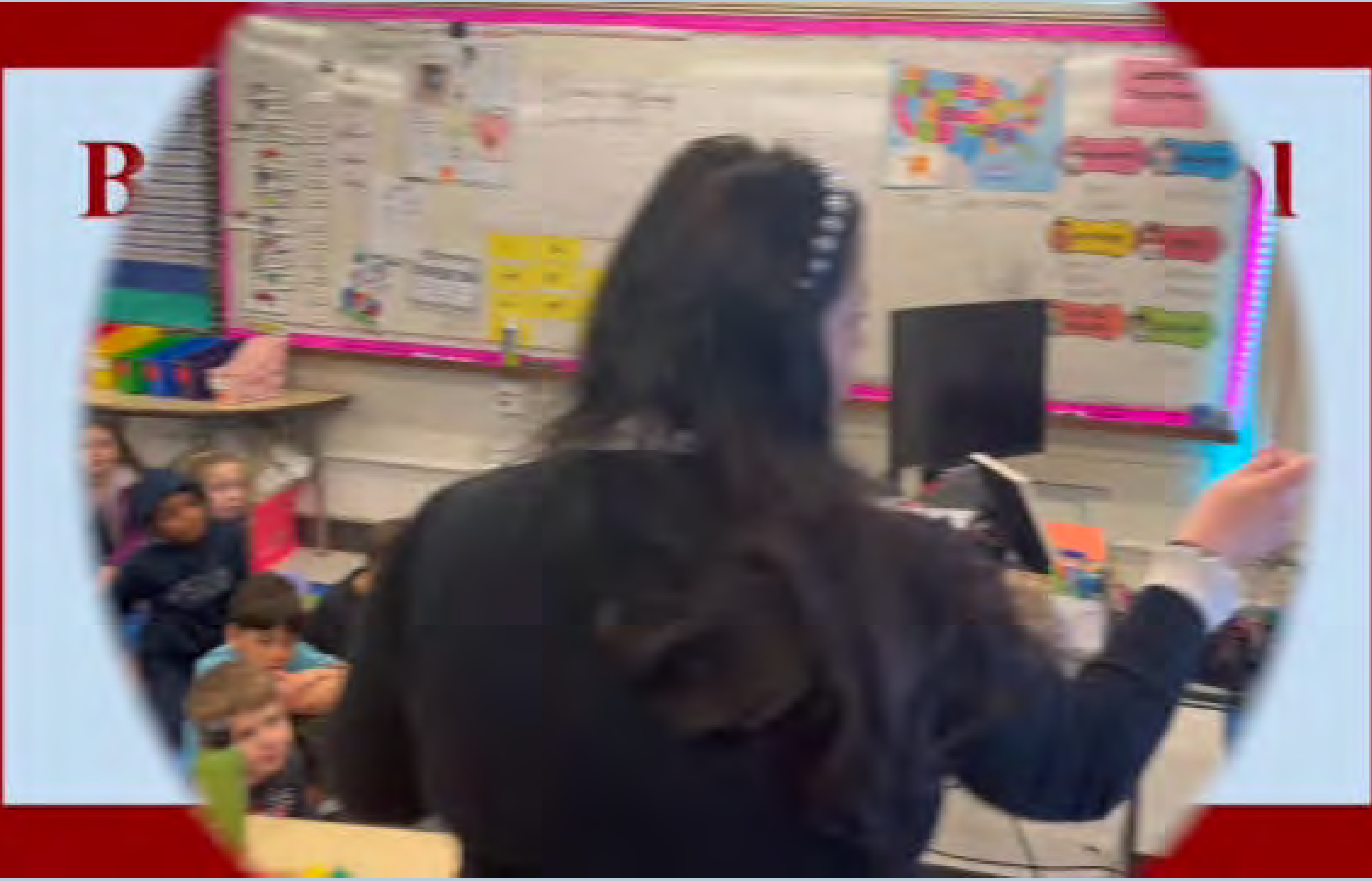
LOOK FORS

- Math Dialogue
- Commonalities between grades
- Engagement

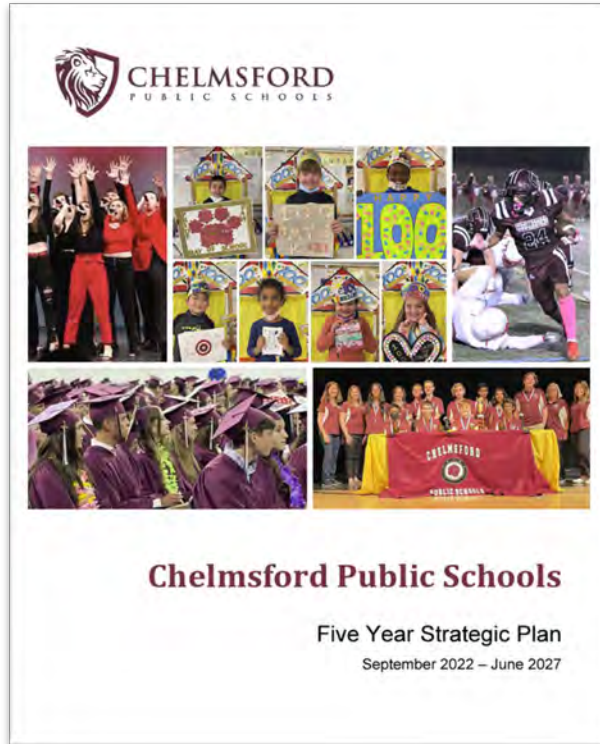


B

I



*Thank
you!*



Strategic Plan Implementation School Committee Update

Chelmsford Public Schools

March 2024

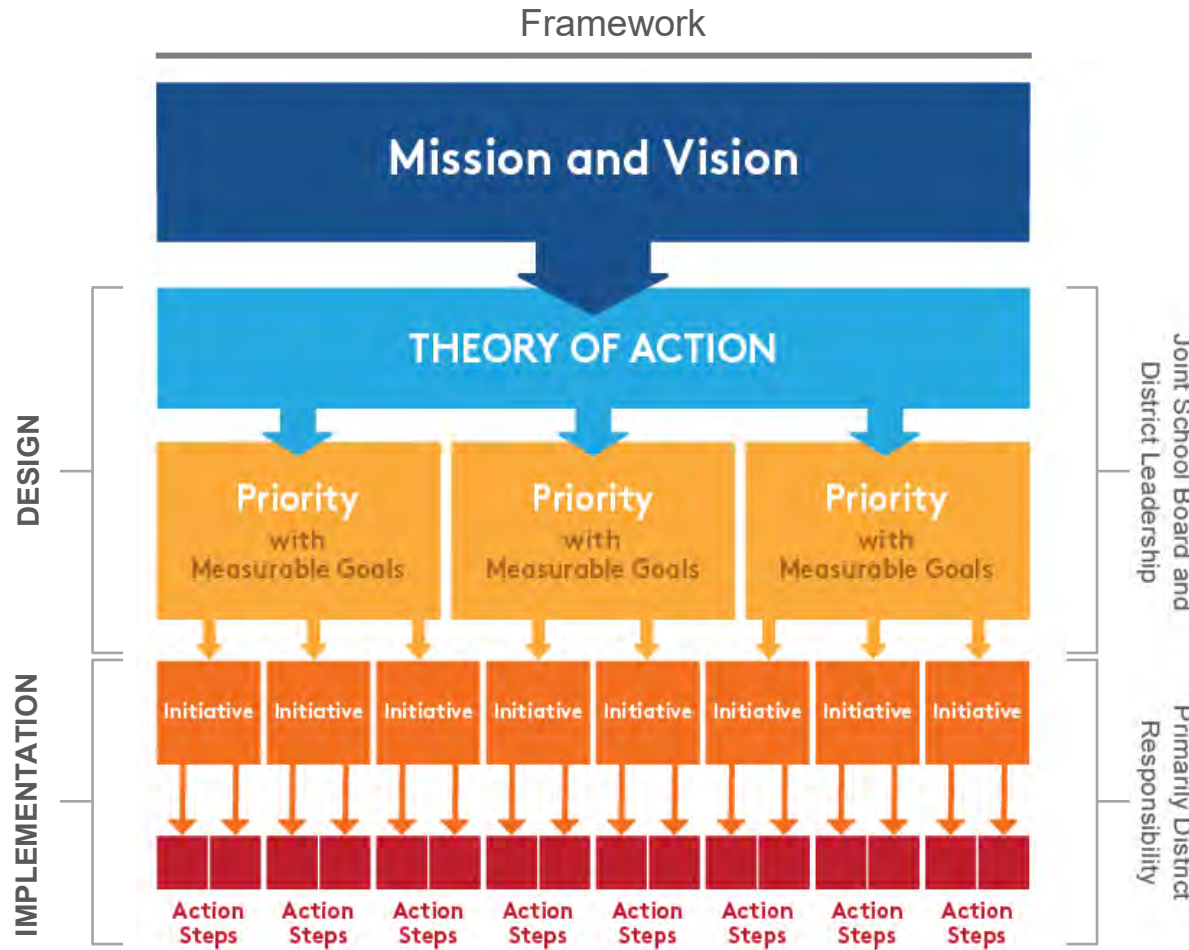


District Management Group | Helping Schools and Students Thrive



By using DMGroup's Strategic Planning Framework, Chelmsford has successfully been implementing the strategic plan.

DMGroup Strategic Planning Framework

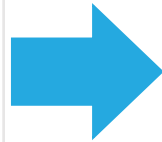


Definitions

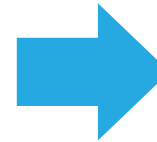
- Mission and vision:** *Long term district aspirations*
- Theory of Action:** *Fundamental belief around what will lead to long term success in the district*
- Priorities:** *Broad areas of work that are key levers for district success*
- Measurable goals:** *Specific and measurable targets related to district priorities*
- Initiatives:** *Specific projects related to priorities that help to achieve the measurable goals*
- Action steps:** *An articulation of what steps need to occur, by when and by whom*

Chelmsford has used the strategic plan to put district priorities into action and to make budget choices.

Strategic Planning



District Priorities



Budget Choices



Chelmsford Public Schools' mission and vision outline the school district's long-term aspirations.

Chelmsford Mission and Vision

MISSION

The mission of the Chelmsford Public Schools is to educate, engage, prepare, and empower well-rounded and knowledgeable learners who PERSEVERE through challenges, demonstrate RESPECT and INTEGRITY in their words and actions, are DEDICATED to their community, and display EMPATHY as global citizens while discovering and pursuing their full potential.

VISION

The vision of the Chelmsford Public Schools is to provide all students with multiple pathways to optimize their own potential for academic excellence, leadership, and social and emotional wellness. We work from a rigorous curriculum that is aligned with state standards using multiple forms of data to inform innovative approaches to teaching. Our students' success is anchored in the high expectations of teachers who are part of a professional, collaborative culture that demands a continuous focus on instructional improvement. It is our responsibility that every student feels safe, cared for, appropriately challenged, and supported in our schools. Our students' successes are celebrated within and across schools as well as throughout the broader community. Parents and the Chelmsford community are connected to the daily life of our schools through consistent, multidirectional, and multi-modal communication, which builds external support for and pride in the district, schools, teachers, and students. As a result of high-quality teaching, meaningful partnerships, and well-resourced schools, our students contribute to the Chelmsford community as self-directed, creative, and well-rounded learners who are ready to become the innovative leaders of tomorrow.



Chelmsford Public Schools' Theory of Action reflects core beliefs about what will lead to long-term success for students, families, community, and staff.

Chelmsford Theory of Action

IF...

- District leaders provide direction, rigorous curriculum, appropriate resources, and ongoing development, and
- Principals create the conditions, the culture and build buy-in to ensure initiatives are implemented faithfully in a welcoming environment, and
- Teachers foster an inclusive learning environment, ensure curriculum is accessible to each and every student, and build strong relationships with students and families

THEN...

We will realize our vision that every student will reach their full academic potential, feel confident in themselves and their abilities, and grow into strong community members and citizens.



The strategic priority areas provide focus that is critical to achieving success.


Chelmsford Strategic Priority Areas


Academic Achievement
Social-emotional Learning
Equity
Human Capital
Operations and Facilities



Academic Achievement Priority – The district will focus on mathematical achievement, particularly in elementary and middle grades (K-8), to build a strong foundation for academic success in high school and beyond.

School Year 23-24 Goals and Initiatives

		Baseline Data	2023 Target	2023 Actual	Outcome	2024 Target
 Metrics	Percentile of students making adequate annual growth in math (SGP based on MCAS).	2021 – 32.2 2022 – 52.9	53rd Percentile	52.4	○	54
	Percent of 3rd-graders meeting standards in reading based on i-Ready.	2021 – 87% 2022 – 83%	85%	87%	✓	87%
	Percent of 3rd-graders meeting standards in math based on i-Ready.	2021 – 60% 2022 – 71%	72%	74%	✓	74%
	Percent of 8th-graders meeting standards in math based on i-Ready.	2021 – 54% 2022 – 63%	64%	55%	●	65%


		Status
 Initiatives	Implement and pilot a new math curriculum in K-12	●
	Analyze implementation of Math/ELA benchmark assessment (iReady) in K-8 and identify areas for improvement	●
	Continue to implement district data dashboard (Panorama) to improve data-based decision making	●
	Review and adjust school schedules to maximize student learning time	●


Implementation Status
Achieved  On Track  Off Track  On Hold 



Social-emotional Learning – The district will focus on sense of belonging and relationship building for K-12 students.

School Year 23-24 Goals and Initiatives










		Baseline Data	2023 Target	2023 Actual	Outcome	2024 Target
 <p>Metrics</p>	Percent of students that report feeling a sense of belonging in school across grades K-12.	BOY – 71% EOY – 69%	Gather baseline data (Administer + Analyze Panorama Survey)	69%	✓	74%
	Percent of students that report feeling a sense of belonging in school across grades K-12.	BOY – 53% EOY – 53%		53%	✓	58%
	Percent of students that report having supportive relationships across grades K-12.	BOY – 87% EOY – 88%		88%	✓	88%
	Percent of students that report having supportive relationships across grades K-12.	BOY – 88% EOY – 87%		87%	✓	87%






		Status
 <p>Initiatives</p>	Utilize the SEL data collection and analysis tool (Panorama) to measure and respond to student data.	●
	Implementation of DEI practices and protocols.	●
	Develop transition protocol and practices between levels to support students' SEL needs.	●

Implementation Status Achieved  On Track  Off Track  On Hold 



Equity– The district will focus on the achievement of students with disabilities as well as students who are economically disadvantaged in order to ensure equitable outcomes across the district.

School Year 23-24 Goals and Initiatives		Baseline Data	2023 Target	2023 Actual	Outcome	2024 Target
 <p>Metrics</p>	Percent of 3 rd grade students (with IEPs) proficient or above on ELA MCAS	2021 - 23% 2022 - 21%	21%	18%		22%
	Percent of 8 th grade students (with IEPs) proficient or above on ELA MCAS	2021 - 16% 2022 - 13%	13%	23%		14%
	Percent of 3 rd grade students (with IEPs) proficient or above on Math MCAS	2021 - 17% 2022 - 20%	20%	17%		21%
	Percent of 8 th grade students (with IEPs) proficient or above on Math MCAS	2021 - 10% 2022 - 7%	7%	14%		8%
	Percent of 3 rd grade students (Economically Disadvantaged) proficient or above on ELA MCAS	2022 - 23%	23%	38%		24%
	Percent of 8 th grade students (Economically Disadvantaged) proficient or above on ELA MCAS	2022 - 34%	34%	41%		35%
	Percent of 3 rd grade students (Economically Disadvantaged) proficient or above on Math MCAS	2022 - 37%	37%	29%		38%
	Percent of 8 th grade students (Economically Disadvantaged) proficient or above on Math MCAS	2022 - 32%	22%	30%		23%

		Status
 <p>Initiatives</p>	Define and clarify the roles and responsibilities of paraprofessionals.	
	Identify the continuum of educational supports to provide students with high-quality instruction in the least restrictive environment.	
	Research strategies similar districts use to support students who are economically disadvantaged to identify potential strategies in Chelmsford	
	Utilize Math/ELA benchmark assessment (iReady) in K-8 to identify improvement areas for SWD	


Implementation Status


Achieved 
On Track 
Off Track 
On Hold 



Human Capital – The district will focus on teacher prep partnerships as staff development in order to ensure strong academic instruction for diverse student populations.

School Year 23-24 Goals and Initiatives


School Year 23-24 Goals and Initiatives		Baseline Data	2023 Target	2023 Actual	Status	2024 Actual
 <p>Metrics</p>	Increase collaboration with outside teacher prep programs with the focus on diversifying Chelmsford staff.	Current Partnerships: Merrimack College and relationship with UMass Lowell.	Gather baseline data (Administer + Analyze Staff Survey)	N/A	✓	Continue partnership with Merrimack College and UMass Lowell, and add one additional university.
	Percent of instructional staff who indicate that they feel adequately prepared to differentiate for diverse student populations.	Professional Learning About Equity Teachers: 34% Staff: 46%		Teachers: 34% Staff: 46%	✓	Teachers: 40% Staff: 46%
	Percent of staff who report feeling equipped to provide culturally responsive instruction.	Educating All Students Teachers: 61% Staff: 70%		Teachers: 61% Staff: 70%	✓	Teachers: 65% Staff: 70%


		Status
 <p>Initiatives</p>	Conduct newly developed staff survey and analyze results.	●
	Identify teacher collaboration programs that will diversify staff applicant pool.	●

Implementation Status
Achieved  On Track  Off Track  On Hold 



Operations & Facilities – The district will focus on mathematical achievement, particularly in elementary and middle grades (K-8), to build a strong foundation for academic success in high school and beyond.

School Year 23-24 Goals and Initiatives		Baseline Data	2023 Target	2023 Actual	Status	2024 Actual
 <p>Metrics</p>	Annual review of short-term capital plans (to determine what priority areas have been completed), and if the district was early/late/on-time and over/under budget.	N/A	\$2 million worth of projects	\$2.1 million in capital funding	●	\$2 million worth of projects
	Annual review of maintenance work orders submitted and completed.	N/A	Review and come to understanding about work order operations	TBD	●	TBD
	Annual review of building conditions for APPA standard of cleaning	N/A	Research and coordinate with outside vendor to determine how to maintain APPA standards.	100% APPA assessments complete	●	Continue to strive for APPA level 2

		Status
 <p>Initiatives</p>	Obtain a baseline of current building cleanliness.	●
	Implement an efficient process for work order opening, assignment, priority level, and closure times to achieve the best possible outcomes for school buildings.	●
	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.	●

Implementation Status

Achieved 
 On Track ●
 Off Track ●
 On Hold ●

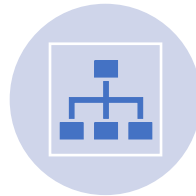


The steering committee decided on several accountability measures to ensure good communication between all teams.

Chelmsford Communication Plan



Include strategic plan language to families in school communication and newsletters.



Implement a structured and consistent communication plan across schools to ensure that information is effectively shared across the organization.



Connect all professional development to strategic plan priorities and goals.



District Management Group

Helping Schools and
Students Thrive

If you have any comments or questions about the contents of this document, please contact District Management Group:

Tel: (877) 362-3500

Email: info@dmgroupK12.com

Fax: (617) 491-5266

Web: www.dmgroupK12.com

Mail: 133 Federal Street, Boston, MA 02110

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: March 11, 2024
Re: Vote on School Choice Program: 2024/25 School Year

Each year the school committee is required to vote prior to June 1 indicating whether the district will participate in the Commonwealth's School Choice Program during the following school year. Further, the district must specify the number of students that will be accepted and may specify the school and grade level(s) to which it will accept new students.

As of February 26, 2024, the Chelmsford Public Schools enrolls a total of thirty-seven (37) students from other communities through the School Choice Program. Six (6) of the thirty-seven (37) students will be graduating from Chelmsford High School this June. The grade level distribution for the remaining thirty-one (31) students for the upcoming school year is provided in the table below:

2024 - 2025 School Year	
Grade	# Students
K	0
1	0
2	0
3	0
4	0
5	0
6	1
7	0
8	0
9	2
10	11
11	11
12	6
Total:	31

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Under state law, the students who are currently attending the Chelmsford Public Schools under the School Choice Program may continue in the Chelmsford schools until they graduate from high school. As we have limited educational space at the elementary and middle school levels of the district, I am concerned about significantly expanding the number of students accepted into the Chelmsford schools through the School Choice Program. Thirty-one (31) students currently enrolled in grades K-11 in the Chelmsford Public Schools will remain in the district for 2024/25 school year.

I recommend the school committee accept eight (8) additional students at Chelmsford High School in Grade 9 and one (1) additional student at Parker Middle School in Grade 5 to bring the total school choice participation to forty (40) students. \$ 200,000 in School Choice tuition is expected from enrolling forty (40) students in the 2024/25 school year. If the school committee agrees with this recommendation, the following motion is recommended:

Motion to accept eight (8) additional students at Chelmsford High School in Grade 9 and one (1) additional student at Parker Middle School in Grade 5 under the Commonwealth of Massachusetts School Choice Program bringing the total School Choice participation in the Chelmsford Public Schools to forty (40) enrolled students during the 2024/25 school year.

Approval of Field Trip Requests

- 1.) McCarthy Middle School
Students Enrolled in French
Cultural/Language Experience
Quebec City, Canada
~~April 26 – 28, 2024~~
May 17 – 19, 2024*

- 2.) Chelmsford High School
Theatre Guild
Back Bay Events Center
Boston, Massachusetts
March 21 – 23, 2024

- 3.) Chelmsford High School
Students Enrolled in French
Cultural Exchange Program
LaRochelle, France
April 16 – 27, 2025

*This trip was previously approved at the 1.16.2024 school committee meeting, however the dates of the trip have changed.

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

approved 1/16/24
* need new approval
from SC - date
change.

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: 5/17/24* If Overnight Trip, Return Date: 5/19/24*
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: Mike Kantor Cell Phone: 206-462-9887

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

Total Number of Students: 45

Number of Students Assigned Per Chaperone: 8

Total Number of Chaperones: 6 Number of Male 2 Number of Female 4

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

Faculty/Chaperones (Names): Rima El-Haddad Cell Phone #: _____

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

Is a Nurse Needed? Yes ___ No ___

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

Reviewed by: Rosemary O'Leary Date: 1/17/24
Signature of School Nurse _____ Date _____

Event/Purpose of the Trip: French Language Practice/Cultural Experience
Curriculum Standard Addressed by Trip (Reason for the Trip) Historical

Destination: Quebec City _____ (_____) _____
Name of Facility _____ Facility Telephone _____

Facility Street Address _____ City _____ State _____

Estimated Leave Time: 7 ^{Friday} a.m./p.m. Estimated Return Time: 8 a.m. ^{Sunday} p.m.

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

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

Bus Pick-Up Location (be specific): McCarthy - By small gym
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: Included in trip cost by Explorica except 3 days of lunch

TRIP COST/FUNDING

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

School/Org. to pay for: \$
Student paying \$ 875.00 per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]
Signature of Trip Sponsor Date: 2/04/24

Approved by:
Signature of Dept. Head/Coordinator Date: Signature of Building Principal: [Signature] Date: 2/20/24

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

UPDATED

FIELD TRIP APPLICATION FORM
CHELMSFORD PUBLIC SCHOOLS

Teacher Sub(s) Needed:

YES NO

Full-Day Sub(s) _____ Half Day Sub(s) AM / PM

Please fill out the 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: 3 / 21 / 24 If Overnight Trip, Return Date: 3 / 23 / 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: Craig Robertson Cell Phone: 978 855-1287

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

High School Theatre Guild Total Number of Students: 40

Number of Male _____ Number of Female _____

Number of Students Assigned Per Chaperone: 7

Total Number of Chaperones: 6 Number of Male 1 Number of Female 5

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

Faculty/Chaperones (Names): Erin Mastland, Craig Robertson, Jane, Al Dayan, Laurie Grant, Susan Rogers, Erin Conlsey Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation

(Name): Erin & Craig 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:

Cand Ruddy _____ 3.7.24

Signature of School Nurse Date Event/Purpose of the Trip:

Curriculum Standard Addressed by Trip (Reason for the Trip)

ALL STUDENTS MUST ATTEND THEIR FIRST BLOCK CLASS IN ORDER TO GO ON THE FIELD TRIP.
(Any questions please see, Principal Murray or Mrs. Moreau.)

Destination: Back Bay Events Center () _____
Facility Facility Telephone

180 Berkeley St, Boston MA
Facility Street Address City State

Estimated Leave Time: 2:30 Thursday a.m. / 1 p.m. Estimated Return Time: 10:00 Sat a.m. / 1 p.m.

No. of Regular School Buses Needed: 1 No. of Wheel Chair Accessible Buses Needed: 0

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedence over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

(Changes in plans must be reported to the Principal's Office before the day of the trip.)

Bus Pick-Up Location (be specific) Front of PAC

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

Equipment: X 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.

TRIPCOST/FUNDING

Price per Bus: \$ 340 Total Cost of Bus Transportation \$ 620

Total Price of event \$ 14,260
Additional Costs \$ 0
Total Cost of Trip \$ 14,880

School/Org. to pay for: \$ 6,500 Theatre Guild / Act \$ 6,880

Student paying \$ 8,000 per person for: 40 \$ 200

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor

Date

3-7-24

Approved by:

Dept Head/Coordinator

Date

3/7/24

Building Principal

Date

[Signature]

3-7-24

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

UPDATED
FIELD TRIP APPLICATION FORM
CHELMSFORD PUBLIC SCHOOLS

Teacher Sub(s) Needed: 2
YES NO
Full-Day Sub(s) Half Day Sub(s) AM / PM
for 4/17 & 4/18

Please fill out the 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 / 16 / 2025 If Overnight Trip, Return Date: 4 / 27 / 2025 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: VERONICA GADBOIS Cell Phone: 978.328.8076

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

French 3 & 4 Total Number of Students: *

Number of Male Number of Female *not yet determined

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: 2 Number of Male _____ Number of Female 2

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

Faculty/Chaperones (Names): MAIRIN CHAGNON; VERONICA GADBOIS

Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation

(Name): VERONICA GADBOIS 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: Carol Riley 1/23/24

Signature of School Nurse Date **Event:/Purpose of the Trip:**

Curriculum Standard Addressed by Trip (Reason for the Trip)

Communication, Culture, Connections, Community

ALL STUDENTS MUST ATTEND THEIR FIRST BLOCK CLASS IN ORDER TO GO ON THE FIELD TRIP.
(Any questions please see, Principal Murray or Mrs. Moreau.)

Destination: La Rochelle FRANCE (+03) 05-46-41.04.20
 Facility Facility Telephone
Fénelon Notre Dame
36 Rue Massiou 17005 La Rochelle
 Facility Street Address City State

Estimated Leave Time: 2:00 a.m. / (p.m.) Estimated Return Time: 7:00 a.m. / (p.m.)

No. of Regular School Buses Needed: 1 No. of Wheel Chair Accessible Buses Needed:

District Transportation Department will try to secure for transport to Logan bus(es) from Transportation Company. Transportation to and from school takes precedence 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) Main Entrance of CHS

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

Equipment: Luggage 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.

TRIPCOST/FUNDING

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

Total Price of event \$

Additional Costs \$

Total Cost of Trip \$ 2891 - \$3379*

School/Org. to pay for: \$

Student paying \$ 2891 - \$3379* per person for: \$

Please list any other circumstances that may affect the trip: *depending on # of participants*

Submitted by: Veronica Galbois 1/23/2024
 Signature of Trip Sponsor Date

Approved by: 1/24/24
 Date
 Dept Head/Coordinator Date Building Principal Date

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



School Exchange in La Rochelle

16 Apr 2025 - 27 Apr 2025 | 12 days

If you want to immerse your students in the French culture, there's no better way than to visit France and experience it firsthand among the locals. From the D-Day beaches of Normandy to the charming châteaux of the Loire Valley – historical teaching moments in France are easy to come by.



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 FROM BOSTON

Wednesday, 16 Apr 2025

- Fly to France.

Day 2 - PARIS - LA ROCHELLE

Thursday, 17 Apr 2025

- *Bienvenue en France!* 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.
- Take the bus to the train station.
- Enjoy a boxed lunch.
- Board your train to **La Rochelle** to meet your host family.
- **Start your exchange program.** While living with a host family, you will find out that French is more than a textbook language. You will eat French food, meet French people and have an excellent opportunity to practice your French in real life situations.
- Dinner and night accommodation with your host family.

Day 3 - EXCHANGE PROGRAM - LA ROCHELLE

Friday, 18 Apr 2025

- Have breakfast with your host family.
- **Attend school with your exchange partner.** Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).



- ❑ Dinner and night accommodation with your host family.

Day 4 - 5 EXCHANGE PROGRAM - LA ROCHELLE

Saturday, 19 Apr 2025 - Sunday, 20 Apr 2025

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

Day 6 - 9 EXCHANGE PROGRAM - LA ROCHELLE

Monday, 21 Apr 2025 - Tuesday, 22 Apr 2025 - Wednesday, 23 Apr 2025 - Thursday, 24 Apr 2025

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

Day 10 - LA ROCHELLE - PARIS

Friday, 25 Apr 2025

- ❑ Have breakfast with your host family.
- ❑ Say a fond goodbye to your host family and board your train to Paris.
- ❑ Take the bus to your hotel to check in and drop off your luggage.
- ❑ Metro pass for two days in Paris.
- ❑ Climb atop the **Arc de Triomphe**, one of the most famous monuments in France, commissioned by Napoleon after his most important military victory. Enjoy the view of the city and visit the **Tomb of the Unknown Soldier**.



- ❑ Stroll down the most famous avenue of the capital, the Champs-Élysées, connecting the Arc de Triomphe with the Place de la Concorde
- ❑ Discover the "underside" of the Eiffel tower as you walk through the Champ-de-Mars, one of the largest green spaces in the capital, stretching from the Trocadéro's promenade to the École Militaire (Military School).
- ❑ Board a glass-topped "bateau mouche" and relax on a refreshing cruise through the Seine River with a superb view of Paris.
- ❑ View the Eiffel Tower Light Show as its beacon shines over Paris.
- ❑ Enjoy a meal with your group in a local restaurant.
- ❑ Night accommodation at your hotel.

Day 11 - PARIS

Saturday, 26 Apr 2025

- ❑ Have breakfast at your hotel.
- ❑ Visit the Musée de l'Orangerie and admire the great impressionist artwork from the 1930's to the 1950's, including Monet's "Water Lilies" paintings.
- ❑ Take a guided tour of the museum.
- ❑ Take a guided tour of the Palais Garnier, the iconic Parisian opera house and the inspiration for Leroux's "Phantom of the Opera."
- ❑ Put your sense of smell to the test and learn how French perfumes are made with a guided visit to the Fragonard Perfume museum.
- ❑ Enjoy some free time for shopping at the luxurious Galeries Lafayette! (If time permits)
- ❑ Enjoy a meal with your group at a local restaurant.
- ❑ Night accommodation at your hotel.

Day 12 - DEPARTURE FROM PARIS

Sunday, 27 Apr 2025

- ❑ Have breakfast at your hotel.



- ❑ Say a fond "au revoir" to your exchange partners and 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 French 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.

Program cost per person*

18+ participants	\$2891
14 - 17 participants	\$3056
10 - 13 participants	\$3379

Payment schedule

Trip Program includes:

- ✓ Round-trip airfare* from Logan International Airport to Paris - All airports
- ✓ Departure taxes and airline fuel surcharges of \$596 per traveler
- ✓ 2 night(s) multiple occupancy (3/4 student per room + private bath) in quality 3-star downtown hotels – sharing double beds
- ✓ 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
- ✓ 2 free traveler for every 0 full paying participants - based on twin occupancy at the hotel.

Trip Program does not include:

- ✗ Hotel Rooming Supplements:
 - Twin Room guarantee \$50/traveler/night
 - Single Room guarantee \$100/traveler/night
- ✗ Meals not indicated in your itinerary
- ✗ Tips are at your discretion – standard guidelines:
 - Forum Tour Manager: 5€/traveler/day
 - Bus Drivers: 1€/traveler/day
 - For all other services (restaurant staff, local guides, etc), we recommend setting aside an additional 2-5€/traveler/day to tip based on the service received.
- ✗ Tips (to be collected by your group leader)
- ✗ \$50 non-refundable registration fee

Date of quote: Jan 19, 2024 | Your Forum Tour Consultant: Victoria Courdent

* 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 \$72.5. *CFAR is not available to residents of NY state*