



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

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

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

**DATE:** Tuesday May 6, 2025 **TIME:** 6:00 p.m. **ROOM:** Conf. Room 1

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

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at [langj@chelmsford.k12.ma.us](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday May 6, 2025 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 April 29, 2025

### **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 minutes to allow others an opportunity to speak. The School Committee will not respond directly to public comments, however will try to address comments when the item is reached on the agenda.

### **NEW BUSINESS**

1. Spotlight on the Departments: History & Social Studies
2. Spotlight on the Departments: World Language & Cultural Exchange Programs
3. Seal of Biliteracy Award Recipients – CHS Class of 2025
4. Update on Parker Middle School MSBA Project - OPM & Designer Selection Timeline

5. FY2025 Recommended One-Time Budget Purchases
6. FY2025 Recommended Budget Transfers
7. Approval of Field Trip & Travel 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 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  
April 29, 2025  
Meeting Minutes**

**Members Present:** Mr. Dennis King (Chair), Ms. Maria Santos (Vice Chair), Ms. Diana Lebeaux (Secretary), Ms. Susan Mackinnon and Mr. John Moses

**Also present:** Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business & Finance). Dr. Jay Lang is not present tonight.

**Call to Order**

Mr. King called the meeting to order at 6:00 p.m.

**Pledge of Allegiance**

**Chair Opening Statement**

"This meeting is being live-streamed by Chelmsford Telemedia and posted to the CPS website for interested community members to access and watch. In-person public participation will be taking place tonight in accordance with the Chelmsford School Committee Public Participation Policy. Anyone speaking tonight during the public input portion of this meeting has notified the superintendent's office of their desire to speak and has been provided with these guidelines. Upon request written comments received no later than 12:00 p.m. on the day of this meeting will also be read and made part of the record of the meeting during the second public comment session."

**CONSENT AGENDA**

1. **Approval of the minutes of the regular school committee meeting of April 15, 2025**

**Ms. Santos motioned to approve the minutes of the regular school committee meeting of April 15, 2025. Ms. Lebeaux seconded. Motion carries 4-0 with Mr. Moses abstaining.**

**CHS Student Representative Announcements**

Patrick announced that the "Senior Survivors Competition" began this week. The CHS Theatre Guild will be hosting their first "cabaret" with tickets being sold now. Tickets are also on sale for "Cotillion" and "Prom". The new School Committee Student Representative race has started. Seven students have expressed interest in running for the seat being vacated when Lana graduates.

## **GOOD NEWS**

Dr. Hirsch shared that the school budget for the upcoming year was passed at Town Meeting last night! Thanks to the meeting reps and The Town! Additionally, the capital budget and foster transportation through federal funding was passed.

## **PUBLIC COMMENTS:**

None

## **NEW BUSINESS**

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

Principal Fulreader and Assistant Principal Omobono came to the table to share a presentation on "Center School Authors". Ms. Fulreader had the pleasure of visiting a third-grade class after the completion of their "Text Set" for various themes. The first theme was "Honoring Traditions" and students were able to share their reading and writing connections on their topic. Shi Shi shared her writing about "Ghana Independence Day". Next Genesis shared her writing about Easter followed by Tanvi who shared her piece on Diwali. The three were treated to applause by all in attendance! The next "text set" was "Amazing Animal Journeys" These were written in first person from the viewpoint of the featured animal. Students used facts from texts they read and combined them with fiction to achieve a "more abstract, complex way of writing". Google docs and peer revisions are included in this process, as well as teacher assisted editing. Zaid presented his writing on "The Peregrine Falcon" followed by Ryo's "The Peregrine in the City". Next McKenzi read her story entitled "The Long Journey" told from the viewpoint of a migrating falcon. The last author to present was Aria who presented "A Mother's Journey" about Emperor Penguins. All of the young authors received a warm round of applause and heart-warming comments about their work. To truly appreciate the hard work exhibited tonight by the students and the staff at Center School, please watch the entire presentation on Chelmsford Telemedia You/Tube. You will be amazed!

### **2. Spotlight on the Departments: SEL & Counseling Services**

Ms. Shannon Bischoff, Coordinator of School Counseling and Social Emotional Learning, came to the table along with social workers, Julie Hopkins and Jaelithe Brodeur to present an update on SEL and Counseling Services in the district. Julie spoke of IDECIDE which is offered at CHS (and when needed at McCarthy Middle School) which is a "drug use and substance use diversion curriculum". This was developed by MGH's Addiction Medicine Center. This evidence-based program is delivered in modules for students with school drug infractions in lieu of suspensions and for students whose school counselors feel they may benefit from it. Community resources are actively promoted to decrease recidivism. She also spoke of CHS and its partnership with "The Table of Plenty". For February break they provided groceries for the week for 65 Chelmsford families! Jaelithe spoke of the district's partnership with the Chelmsford Health Department which created a curriculum for caregivers of children with disabilities to help create a community and support system for them. The district social workers also participated in the Chelmsford Fall Festival to meet families and offer services. Regarding community services,

Jaelithe added that a large database has been created which is user friendly and available for the school community. Ms. Bischoff expressed deep gratitude to both of them and the other two district social workers for their hard work and support!

Ms. Bischoff spoke of “Care Solace” a referral system that has been available post-COVID for students, families and district staff. Care Solace has expended their services to meet many therapeutic needs and families can “self-refer”. New this year is a partnership with Clark University called MIPEACE and is a pilot program. Also, this year Chelmsford participated with other local school districts in suicide prevention training for counselors, psychologists and social workers. The NAN Project, where people share their life stories about recovering from mental health issues, will hold a symposium “Empowering Youth Voices” on May 9<sup>th</sup>. The CHS STEP Program is being offered at McCarthy this year to assist students who have had absences for medical or mental health reasons. Currently the district has a limited partnership with “Cartwheel Care” for individual and family counseling, parent coaching and psychiatry and monthly webinars. Access is immediate with Cartwheel Care and services are multi-lingual. Many other programs are available for our district as growth continues. To fully appreciate this enlightening presentation including the slide show and links for resources, please view this on Chelmsford Telemedia You/Tube.

### **3. Reminder: 2025/26 School Year – Kindergarten Registration Dates**

The next kindergarten registration will take place on May 7<sup>th</sup>, by appointment at Central Office.

### **4. 2025/26 School Committee Liaison Assignments**

**Ms. Santos motioned to approve the 2025/26 liaison assignments and contacts as presented. Mr. Moses seconded. Motion carries 5-0.**

### **5. Designation of Chair King to MSBA Designer Selection Panel – Parker Middle School Project**

The Chair shared that the project committee met last week with Left Field, the selected project manager. It was a positive meeting. They will meet with MSBA soon. After that a designer needs to be chosen. The panel for this will include ten MSBA members as well as Dr. Lang, Paul Cohen and Dennis King.

**Ms. Santos motioned to designate Chair Dennis King to serve as one of the three representatives for the Chelmsford School District on the Parker Middle School Designer Selection Panel with the MSBA for procurement of a designer for the Parker Middle School Project. Mr. Moses seconded. Motion carries 5-0.**

### **6. Appointment of Superintendent Lang to the Valley Collaborative Board of Directors**

**Ms. Santos motioned to appoint Dr. Jay Lang to The Valley Collaborative Board of Directors. Ms. Lebeaux seconded. Motion carries 5-0.**

## **ACTION/NEW ITEMS**

1. Request for Reports & Updates

The Chair shared that the next meeting will be held in one week.

## **PUBLIC COMMENTS:**

None

**ADJOURNMENT at 7:12 p.m.**

**Ms. Santos motioned to adjourn to Executive Session and not return to regular session for the purpose of contract negotiations. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 5-0.**

*Respectfully submitted,*

*Sharon Giglio,*

*Recording Secretary*

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: May 4, 2025  
Re: Spotlight on the Departments: History & Social Studies

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



# History, Social Science



CPS School Committee Update May 6, 2025







# \* Updates

- Investigating History \*
- Civics
- Programming
- Student/community engagement
- Preparing for 250!
- 4<sup>th</sup> Graders and summer plans

# *Inquiry*

# Investigating History

*What is Inquiry-Based Instruction?*

- *Inquiry-based instruction centers on student-driven investigation of historical questions.*
- *Emphasis on using the tools of historians Including primary and secondary sources, to develop understanding, and construct arguments supported by evidence.*
- *This approach shifts the focus from memorizing facts to actively "doing" history, fostering critical thinking and analytical skills.*



# Grades 5, 6 and 7

Investigating History is a comprehensive curriculum aligned to our state frameworks. It offers:

- A focus on compelling questions that drive student investigation.
- Sets of carefully selected primary and secondary sources.
- Structured activities that guide students through the inquiry process (e.g., source analysis, evidence evaluation, argument construction).
- Support for teachers in facilitating student-led inquiry.





# Looking ahead- Grades 3 and 4



## Massachusetts, Our Home

Focuses on:

- Chelmsford History and Governance
- Massachusetts History and Governance
- Private I-civics Lessons and Activities
- Inquiry based Instruction and vocab building

Strategic roll out of curriculum planning and support for grade 3

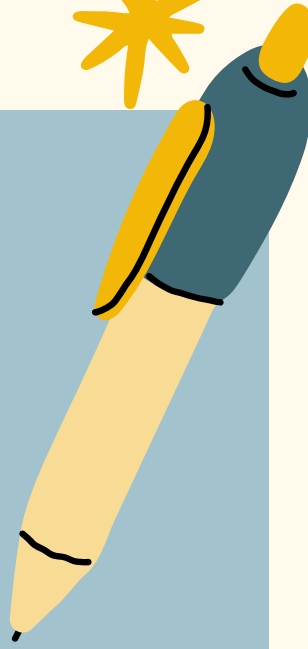
State pilot and full release link

(summer '26)



## The U.S.A, Our Home

Focuses on:

- Geography of the United States
  - Physical
  - Political
  - Historical practice and thinking
- 

Strategic roll out of curriculum planning and support for grade 4

State pilot and full release link

(summer '26)



# Civics

*Just a friendly reminder that It Is CAP Season!*

*Civic Action Projects are In full swing!*

- *Students In grades 8 and 11*
- *Focus on local, state or federal Issues*
- *Critical Thinking, Research, Public policy, and Problem Solving*
- *Community support*



*thank you!!!*

# Exploring Careers In Criminal and Social Justice

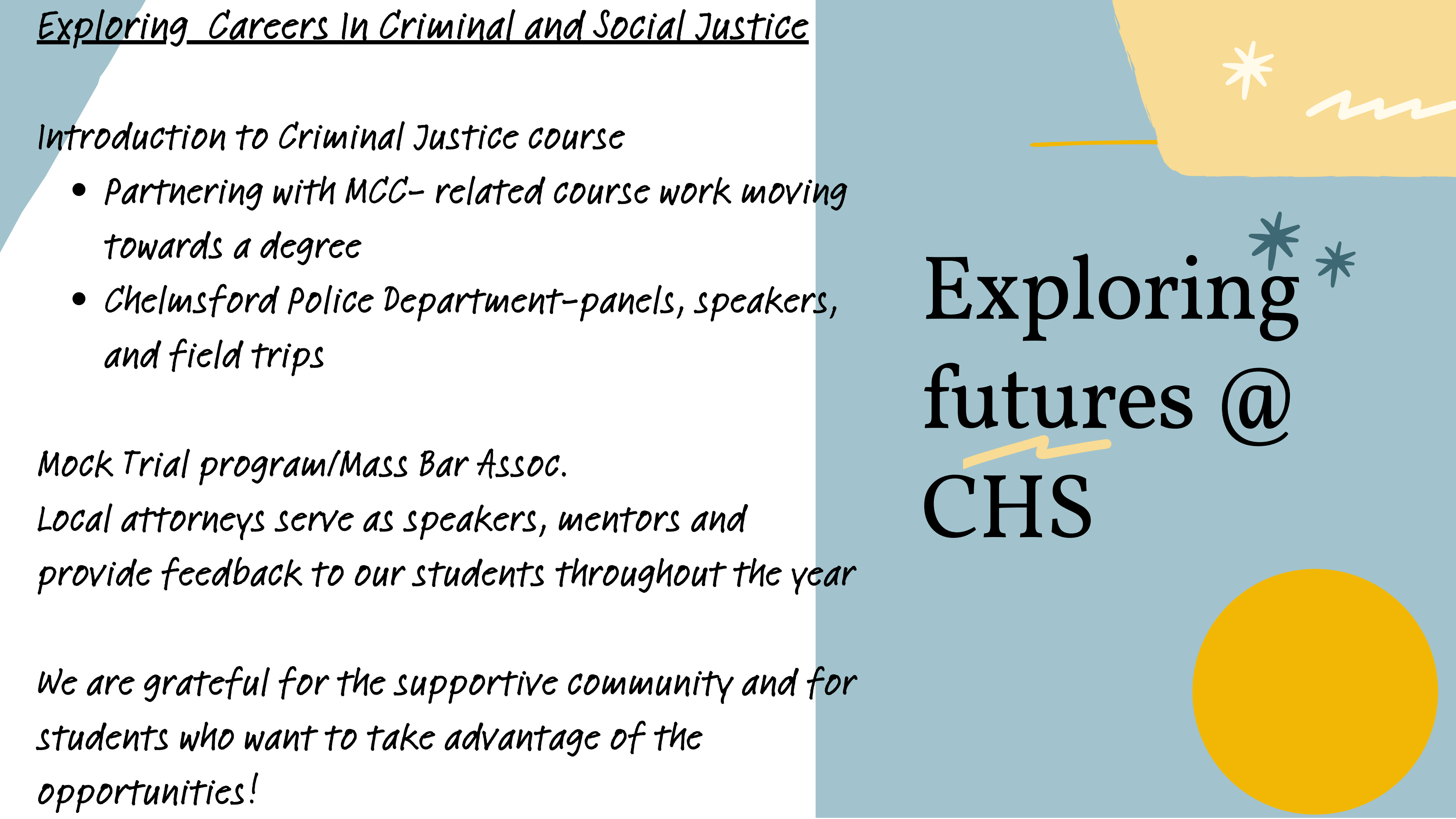
## Introduction to Criminal Justice course

- Partnering with MCC- related course work moving towards a degree
- Chelmsford Police Department-panels, speakers, and field trips

Mock Trial program/Mass Bar Assoc.

Local attorneys serve as speakers, mentors and provide feedback to our students throughout the year

We are grateful for the supportive community and for students who want to take advantage of the opportunities!



Exploring\*  
futures @  
CHS



# Exploring futures @CHS

*Strong electives options that allow students to explore courses and learn more about related jobs.*

*Through an emphasis on community engagement by our teachers, students are making connections between what they are learning and how they can apply that learning beyond the classroom.*

*Students have the chance learn more about what interests them and what doesn't.*

*It is just as important to explore and determine you do not want to follow that path!*

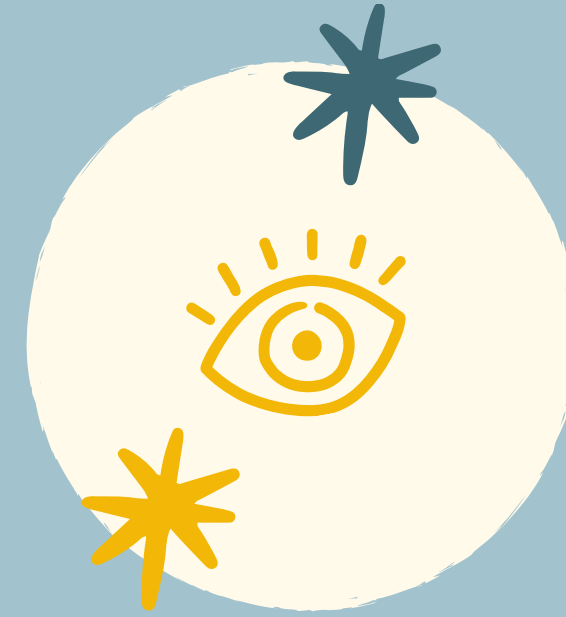


# HSS teamwork

Mock Trial

International Relations

Speech and Debate





# Preparing for 250!!!

Resources for everyone:

America 250! website

Massachusetts 250! Website

This summer:

Take a tour of the historic sites In Chelmsford! Grade 3 and everyone else! (Virtual or In person)

Chelmsford Historical Society

The Garrison House

Local History activities and PD



Did You Know?

May of 1975-The Chelmsford Center Historic District was established In Chelmsford-Check out this link for Information and documents related to the establishment of the historic district.

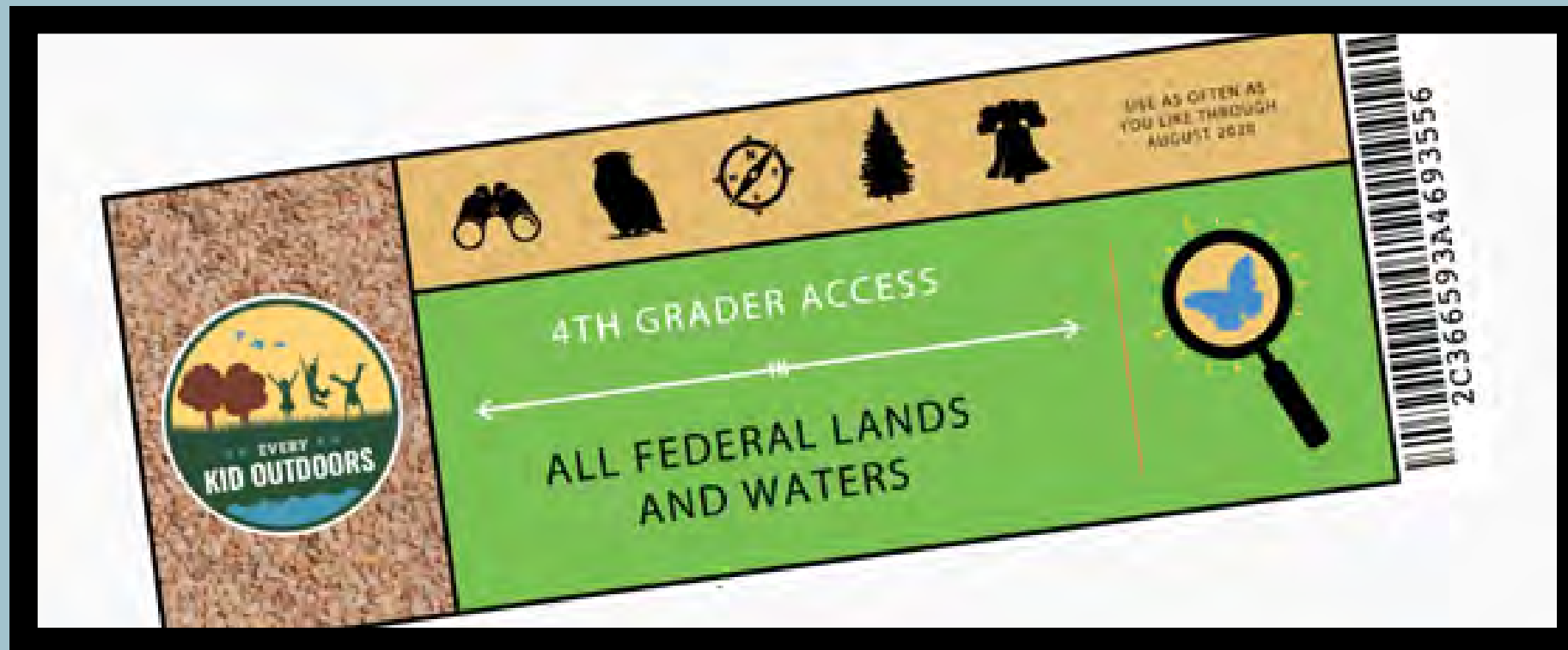


A friendly reminder to our 4<sup>th</sup> grade families...a special summer ahead! \*

## **GET YOUR NATIONAL PARK PASS**

"National parks are the best idea we ever had. Absolutely American, absolutely democratic, they reflect us at our best rather than our worst."

- Wallace Stegner



Massachusetts: Lowell National Historic Park, Minute Man National Historic Park, Boston National Historic Park, Cape Cod National Seashore (Provincetown).

New Hampshire: White Mountain National Forest

Maine: Acadia National Park, Katahdin Woods and Waters



\* Thank you for the continued  
support of our students!



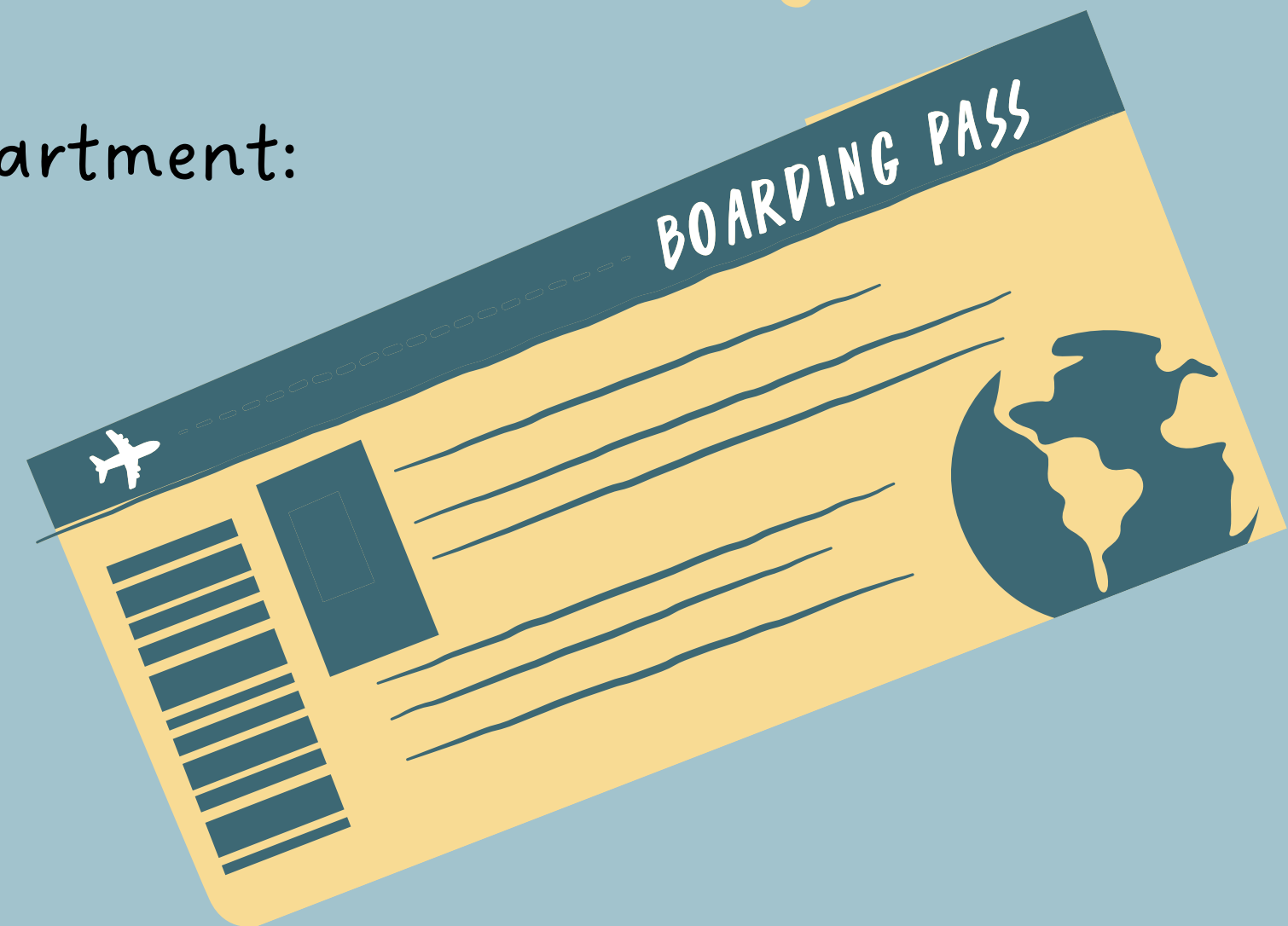
For more Information on the History/Social Science Department:

website: Chelmsford HSS

Instagram: @chelmsfordps\_history

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

phone: 978-251-5111 ext. 5520



# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee

From: Jay Lang, Ed.D., Superintendent of Schools

Date: May 4, 2025

Re: Spotlight on the Departments: World Language & Cultural Exchange Programs

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Attached please find a PowerPoint presentation provided by Ms. Danja Mahoney, Department Coordinator for World Language & Cultural Exchange Programs. I look forward to hearing Ms. Mahoney's presentation and discussing the work that is ongoing in the district with regard to world language and cultural exchange programs.





# Chelmsford PS World Language Department

School Committee Update  
Tuesday May 6, 2025





The background is a detailed historical map. The left side shows North America, including Hudson Bay, James Bay, and the Great Lakes region, with labels for 'Canada' and 'New York'. The right side shows Europe, including the British Isles, France, Germany, and the Mediterranean Sea, with various cities and geographical features labeled. A white rectangular box with a thin blue border is centered over the map, containing the title and subtitle.

# Massachusetts Seal of Biliteracy Awards

Recognizing language proficiency



# World Language Proficiency Awards

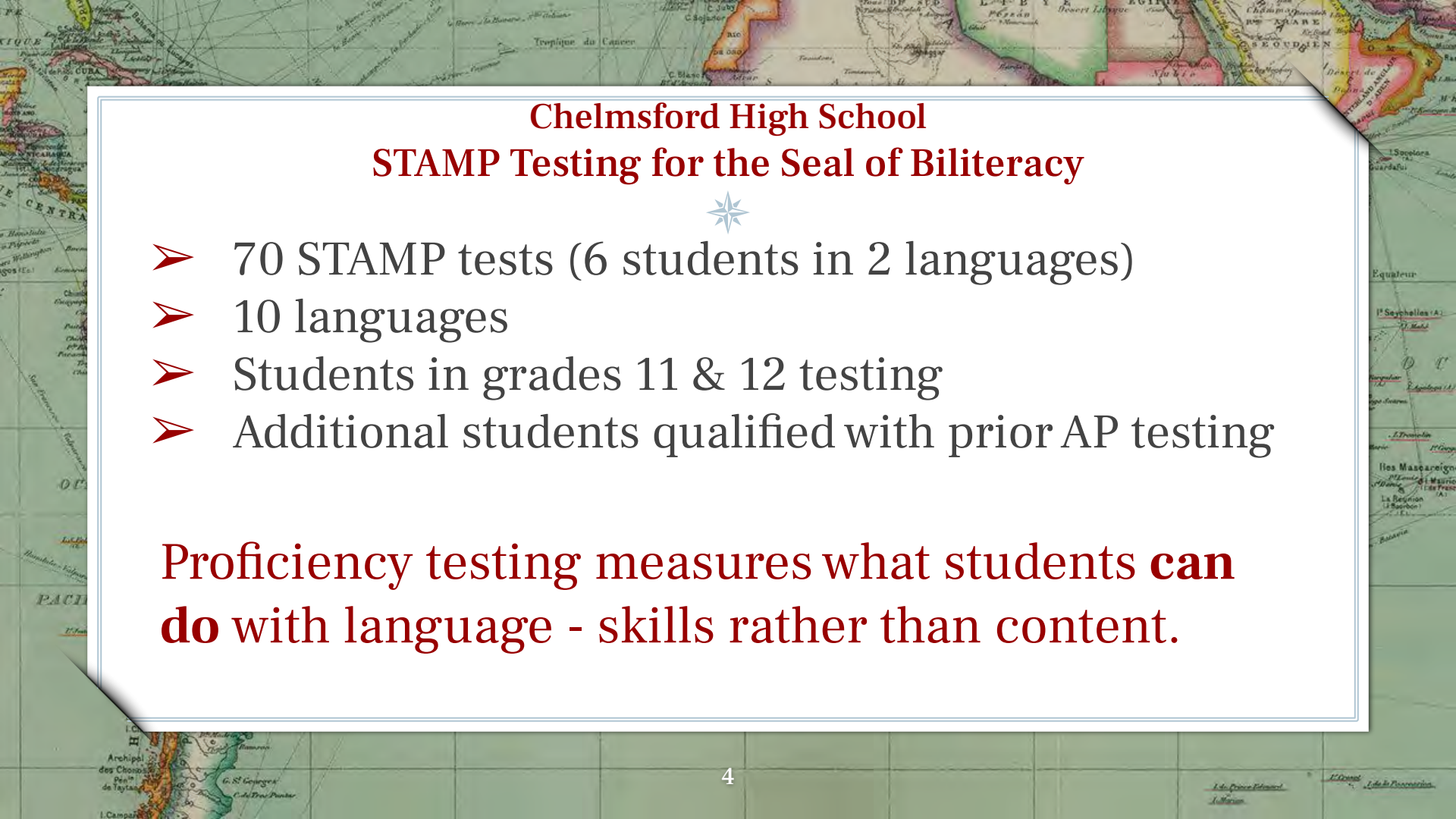


- **Language Opportunity Coalition Achievement Award** - Intermediate Mid or above in all domains in their language.
- **Massachusetts Seal of Biliteracy** - Intermediate High or above in all domains in their language and a score of 472 or higher on ELA MCAS.
- **Massachusetts Seal of Biliteracy with Distinction** - Advanced Low or above in all domains in their language and a score of 500 or higher on ELA MCAS.

Students can also earn the award with AP scores, although most students do not test in AP languages until May of their senior year. Students can earn the Seal of Biliteracy or Seal with Distinction retroactively based on their AP scores as reported in July after their graduation.

More information: <https://www.doe.mass.edu/scholarships/biliteracy/>





## Chelmsford High School STAMP Testing for the Seal of Biliteracy



- 70 STAMP tests (6 students in 2 languages)
- 10 languages
- Students in grades 11 & 12 testing
- Additional students qualified with prior AP testing

Proficiency testing measures what students **can do** with language - skills rather than content.



## Chelmsford High School Seal of Biliteracy Data over time

Year	Number of students testing	Number of awards* <i>*some students earn multiple awards*</i>
2020	17	12
2021	27	10
2022	22	22
2023	40	18
2024	68	26
2025	70	25

# Languages represented CHS 2025

American Sign Language

Arabic

French

Hindi

Kannada

Mandarin

Portuguese

Spanish

Telugu

Vietnamese



# CHS Class of 2025



**Massachusetts LOC  
Achievement Award**

12 awards



**Massachusetts  
Seal of Biliteracy**

10 awards



**Massachusetts  
Seal of Biliteracy  
with Distinction**

3 awards







# CHS Class of 2026

LOC Achievement Award - 5

Massachusetts Seal of Biliteracy - 12

Massachusetts Seal of Biliteracy with Distinction - 4





The background of the slide is a detailed historical map. The left side shows North America, including Hudson Bay, James Bay, and the Great Lakes region, with labels for cities like Montreal and New York. The right side shows Europe, including the British Isles, France, Germany, and the Mediterranean Sea, with labels for cities like London, Paris, and Rome. A white rectangular box with a thin blue border is centered over the map, containing the title and subtitle. A small blue compass rose is located below the subtitle.

# Proficiency Models for Language

Learning to USE language



## Focus on Proficiency

What can students DO with the language?

- Using target language up to 90% of the time
- Resources that are comprehensible
- Lots of language input to support output

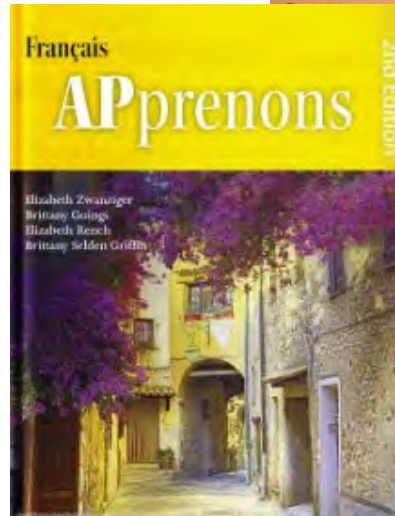




nualang

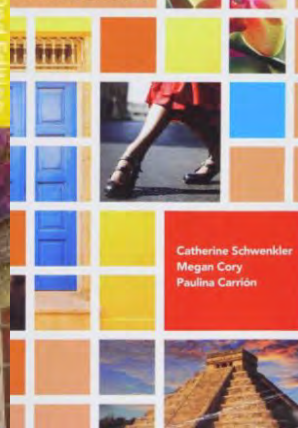


# Resources



EntreCulturas 2

Discover, Explore, and Across Cultures



EntreCulturas 3

Discover, Explore, and Across Cultures



COMPANION READER EDITION

Elizabeth Zwaninger  
Sara Deveau  
Françoise Vandenplas  
Kyle Woolfums

Catherine Schwenkler  
Megan Cory  
Paulina Carrión



The background is a historical map. The left side shows North America, including Hudson Bay, James Bay, and the Great Lakes region, with labels for 'Canada' and 'New York'. The right side shows Europe, including the British Isles, France, Germany, and the Mediterranean Sea. Red lines connect various cities across the Atlantic, symbolizing travel or cultural exchange. A white rectangular box with a thin blue border is centered over the map, containing the title and subtitle. A blue compass rose is located below the subtitle.

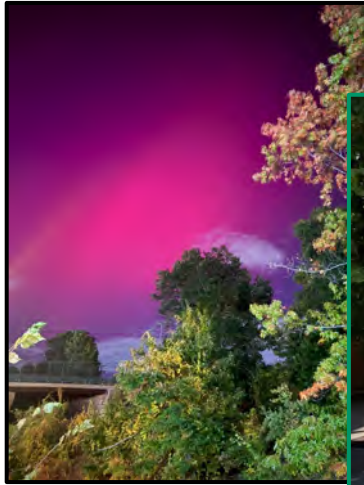
# Cultural Exchange and Travel

Exploring cultures and countries





# French Exchange Visit from La Rochelle, France



CHS - October 2024

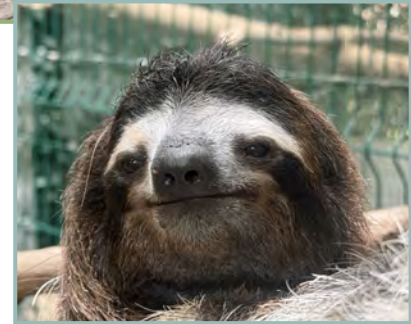
# French Immersion Trip to Lisse, France



CHS - April 2025



# Panama & Costa Rica Tour



CHS - April 2025



# Quebec City Tour



McCarthy Middle School - May 2025

# CIEE Global Navigator Summer Abroad Programs



- Presentations to WL faculty and classes
- CIEE - Nonprofit study abroad organization, based in Portland, ME
- Over \$7 million in scholarships awarded this year
- 3 CHS students to participate this summer



## American Sign Language Interpreting Guest Panel



- Visiting “signers”
- Presentation on further ASL study and Career opportunities
- Learning about Deaf Culture



CHS - June 2025



# Fulbright Visiting Scholars

CHS World Language teachers partnered with  
UMass Lowell FTEA Fulbright Program hosting scholars from:

Ukraine

Argentina

Turkey

Malawi



# Le Concours Oratoire



- Partnered with le Club Richelieu of Lowell
- CHS hosted the French public speaking competition
- Participants from Chelmsford, Tewksbury, Westford
- Winner advanced to regional competition in Nashua, NH





The background of the slide is a detailed historical map. The left side shows North America, including Hudson Bay, James Bay, and the Great Lakes region, with labels for cities like Montreal and New York. The right side shows Europe, including the British Isles, France, Germany, and the Mediterranean Sea, with labels for cities like London, Paris, and Rome. A white rectangular box with a thin blue border is centered over the map, containing the title and subtitle. A small blue compass rose is located below the subtitle.

# World Language Honor Societies

Honoring CHS Language Leaders



# World Languages Honor Societies



2024 Induction

48 Spanish Honor Society

19 French Honor Society

2025 Induction

83 students invited to

- Spanish Honor Society
- French Honor Society
- ASL Honor Society

students must have earned a 90% or higher in 3 consecutive years of the language



# World Languages Honor Societies



## Community Service

- LIME trunk-or-treat event
- Día de los muertos fundraiser  
(sold marigold photos in honor of those who have passed)
- Monthly meetings
- Videos to inform middle school students about CHS WL

## Fundraisers

- Mardi Gras Candygrams
- KJs fundraiser
- Chipotle fundraiser
- Food drive for the Chelmsford Food Pantry





## What's Next for CPS World Language?

Continue promoting the Seal of Biliteracy

Participating in MA DESE World Language Advisory Team

Enrolling students for Spain Exchange - April 2026

Continue implementation of Proficiency in language learning

Updating curriculum maps and scope & sequence of courses

*For more information:*

<https://chelmsfordschools.org/programs/world-languages/>

Thank you for your support!



For more information on the World Language Department and our  
Cultural Exchange activities:

<https://chelmsfordschools.org/programs/world-languages/>

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

Phone: 978-251-5111 ext. 5686



# CHELMSFORD PUBLIC SCHOOLS

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Dr. Linda Hirsch, Assistant Superintendent

## MEMORANDUM

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

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

Date: May 6, 2025

RE: Seal of Biliteracy Award Recipients – Class of 2025

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The Massachusetts Seal of Biliteracy is an award recognizing seniors who are proficient in English and a world language. Students must demonstrate their language skills in reading, writing, listening, and speaking in a world language through an online proficiency-based assessment and have earned a sufficient score on their Grade 10 ELA MCAS. Students who are awarded the Seal of Biliteracy have demonstrated their skills to be at a language level of at least *Intermediate High* in all four domains. Students who earn the Seal of Biliteracy with Distinction must have a score equivalent to an *Advanced Low* as well as meeting expectations on their Grade 10 ELA MCAS. By earning this award, students can demonstrate their bilingual skills to colleges and universities, as well as to future employers.

In 2025, Chelmsford High School had seventy-six (76) students test for the Seal of Biliteracy in ten (10) different languages. We are proud to announce that twenty-five (25) seniors have earned the Seal of Biliteracy. The Seal award will be noted on each student's high school transcript and high school diploma. Students will also be recognized during the Senior Award Ceremony this month.

Please see the attached document that highlights the recipients and join us in congratulating these students.





# Seal of Biliteracy

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CHS Class of 2025 Recipients



# Seal of Biliteracy Award Recipients

*These awards recognize seniors who have demonstrated proficiency in English and a world language.*

## American Sign Language (ASL)

Tess McDonald

Hailey Graybeal

Julianna Lanzillo

Elizabeth Kelliher

Lillian Demarais

Samantha Rigazio

Abigail LoPresti

## French

Margot Betton

Pranav Abburi

James Dowd

Salim Gadiri

Nathan Nguyen

Kevin Fortier

Anisha Dantam

William Manganis

Jennifer Yu

## Spanish

Malak Benlahcen

Munawaru Kayemba

Katherine Lesire

Nicholas Madrid

## Portuguese

Isabelle Gallo

## Kannada

Shalini Manchi



## **Seal of Biliteracy with Distinction Recipients**

*These awards are given to Seniors who exceed the criteria for the State Seal of Biliteracy.*

### **American Sign Language (ASL)**

Koliyanei Seng-Ty

### **Spanish**

Jocelyn Pica

### **Vietnamese**

Nhu Duong





# Massachusetts Language Opportunity Coalition Achievement Award

*These awards recognize students who have met the American Council on Teaching of a Foreign Language Criteria.*

## American Sign Language (ASL)

Hailey Graybeal

Julianna Lanzillo

Elizabeth Kelliher

Lillian Demarais

Samantha Rigazio

Abigail LoPresti

## Spanish

Nicholas Madrid

## French

Kevin Fortier

Anisha Dantam

William Manganis

Jennifer Yu

## Kannada

Shalini Manchi

# Chelmsford Parker Middle School MSBA Project | School Committee Update

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## School Building Committee Members

- **Brandon Kelly**, School Building Committee Member who is MCPPO certified
- **Paul Cohen**, Town Manager (Local Chief Executive Officer)
- **Dennis King**, School Committee Member
- **Dr. Lay Lang**, Superintendent of Schools
- **Matthew Schweitzer**, DPW Facilities Manager
- **Timothy Powderly**, Chair of the Chelmsford Permanent Building Committee
- **Joshua Blagg**, Parker Middle School Principal
- **Brian Curley**, Facilities Manager of Schools
- **James Clancy**, Finance Committee Chair
- **Christine Clancy**, DPW Director
- **Patrick Maloney**, School Building Committee Chair, Select Board Member
- **Joanna Johnson-Collins**, Director of Business & Finance
- **John Sousa**, Finance Director / Treasurer

Owner’s Project Manager (OPM) Selection

- The OPM Selection Subcommittee received twelve (12) proposals from OPM firms.
- The proposals were reviewed, and four (4) firms were shortlisted for interviews.
- After conducting interviews and reference checks, the subcommittee made a recommendation to the School Building Committee to hire **Leftfield, LLC** as the Owner’s Project Manager.
- The School Building Committee approved the subcommittee’s recommendation and selected Leftfield, LLC as the Owner’s Project Manager.
- The next step is to introduce Leftfield, LLC to the MSBA at the upcoming OPM Review Panel Meeting, scheduled for **May 12, 2025**.
- Following this meeting, the MSBA is expected to issue an approval letter.
- Once the letter is received, the Town will execute the OPM contract, which has already been reviewed and is ready to go.

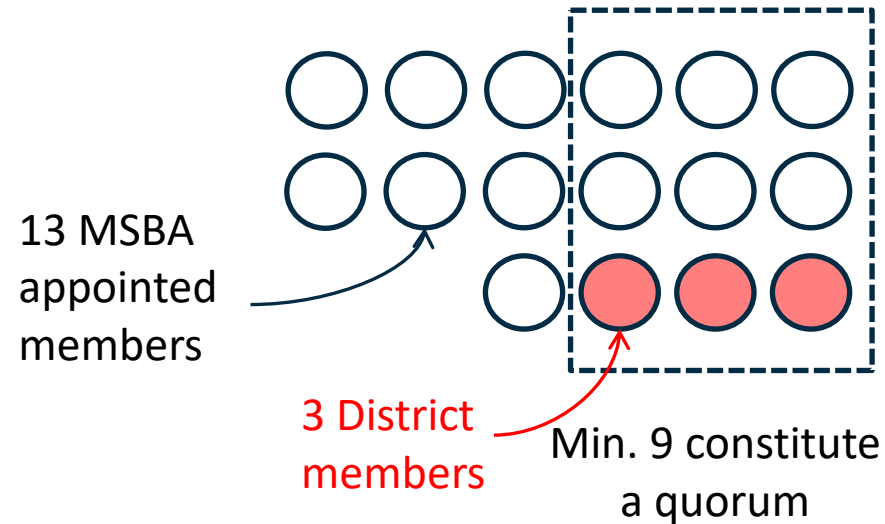
*2025 OPM Review Panel Meeting Schedule 2:00 - 4:00PM						
May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31





### Designer Procurement

- Once the OPM is onboard, the designer procurement process will commence.
  - Leftfield will prepare and review the Designer Request for Services (RFS) document with the committee, after which it will be submitted to the MSBA.
  - The designer selection process differs slightly from the OPM procurement process.
- While the Town and its OPM will manage the process, the selection will be made by the MSBA Designer Selection Panel, which is composed of 13 members appointed by the MSBA and 3 representatives from the Town.



### 13 MSBA Appointed Designer Selection Panel Members

- 13 members from the list below, along with 3 representative from the Town and District, will serve on the MSBA Designer Selection Panel.
  - Beth McDougal, AIA, MSBA Designee, Registered Architect, Chair
  - Rachel E. Shanley, PE, LEED, MSBA Designee, Professional Engineer, Vice-Chair
  - Russell Bartash, MA Building Trades Council Designee
  - Eric Bernardin, ACEC Designee, Professional Engineer
  - Karl Brown, AIA, MSBA Staff, Registered Architect
  - John S. Ferrante, Associated General Contractors of Massachusetts Designee
  - Barbara Hansberry, MSBA Executive Director Designee
  - Eric LeBeau, Public Member
  - Joseph McDonough, Public Member
  - Leo F. Peters, FACEC, Professional Engineer
  - Alankrita Prasad, MA AIA Designee, Registered Architect
  - Jose Soliva, AIA, MSBA Designee, Registered Architect
  - Ashley Stanton, MSBA Staff
  - Peter Sun, MSBA Staff
  - Diane Sullivan, MSBA Staff
  - Emily Udy, MSBA Staff
  - John F. Jumpe Jr., Professional Engineer, MSBA Staff

Designer Selection Panel Dates



Massachusetts School  
Building Authority

### 2025 Designer Selection Panel Meeting Dates

January 14	May 20	October 7
January 28	June 3	October 21
February 11	June 17	November 4
February 25	July 15	November 18
March 11	July 29	December 2
March 25	August 12	December 16
April 8	August 26	
April 22	September 9	
May 6	September 23	

*All meetings dates are tentative until confirmed by the MSBA*

All Designer Selection Panel Meetings will begin at 8:30 AM via ZOOM, unless otherwise indicated.

- It is anticipated that the MSBA will review design firms for the Parker Middle School Project at the Designer Selection Panel meetings in July and August 2025. However, this is subject to the MSBA’s overall schedule. If other projects are also in the queue, the MSBA may postpone the review to a later date.



# Chelmsford Parker Middle School MSBA Project | School Committee Update

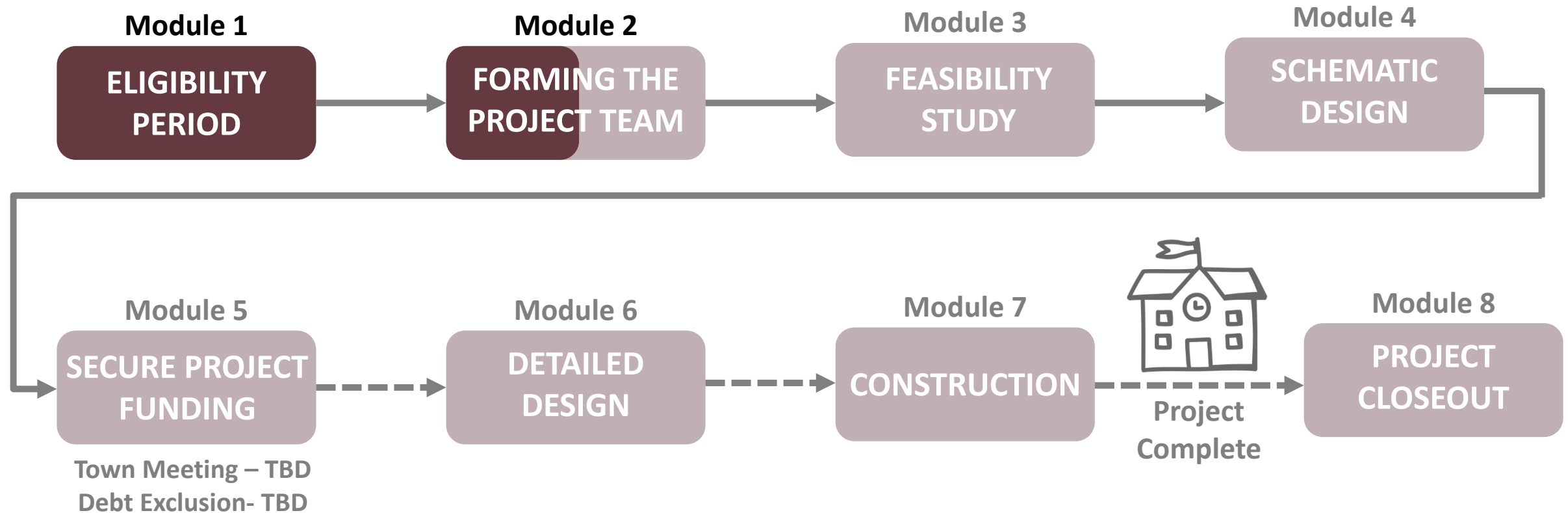
## Educational Program and Design Options to Be Studied During the Feasibility Phase

- The feasibility study for the project will examine 3 design and enrollment options.

<b>Current Grade 5-6 Enrollment Configuration at Colonel Moses Parker Middle School</b>	<b>Proposed Grade 4-6 Enrollment Configuration at Colonel Moses Parker Middle School</b>	<b>Proposed Grade 5-8 Enrollment Configuration consolidating Colonel Moses Parker Middle School with McCarthy Middle School</b>
930 students	1,390 students	1,885 students

- The Schematic Design shall include, but not be limited to, the information required by the MSBA’s Feasibility Study Guidelines, including, but not limited to, a site development plan, environmental assessment, geotechnical assessment, geotechnical analysis, code analysis, utility analysis, schematic building floor plans, schematic exterior building elevations, narrative building systems descriptions, NE-CHPS scorecard or LEED for Schools checklist, outline specifications, cost estimates, project schedule and proposed total project budget.

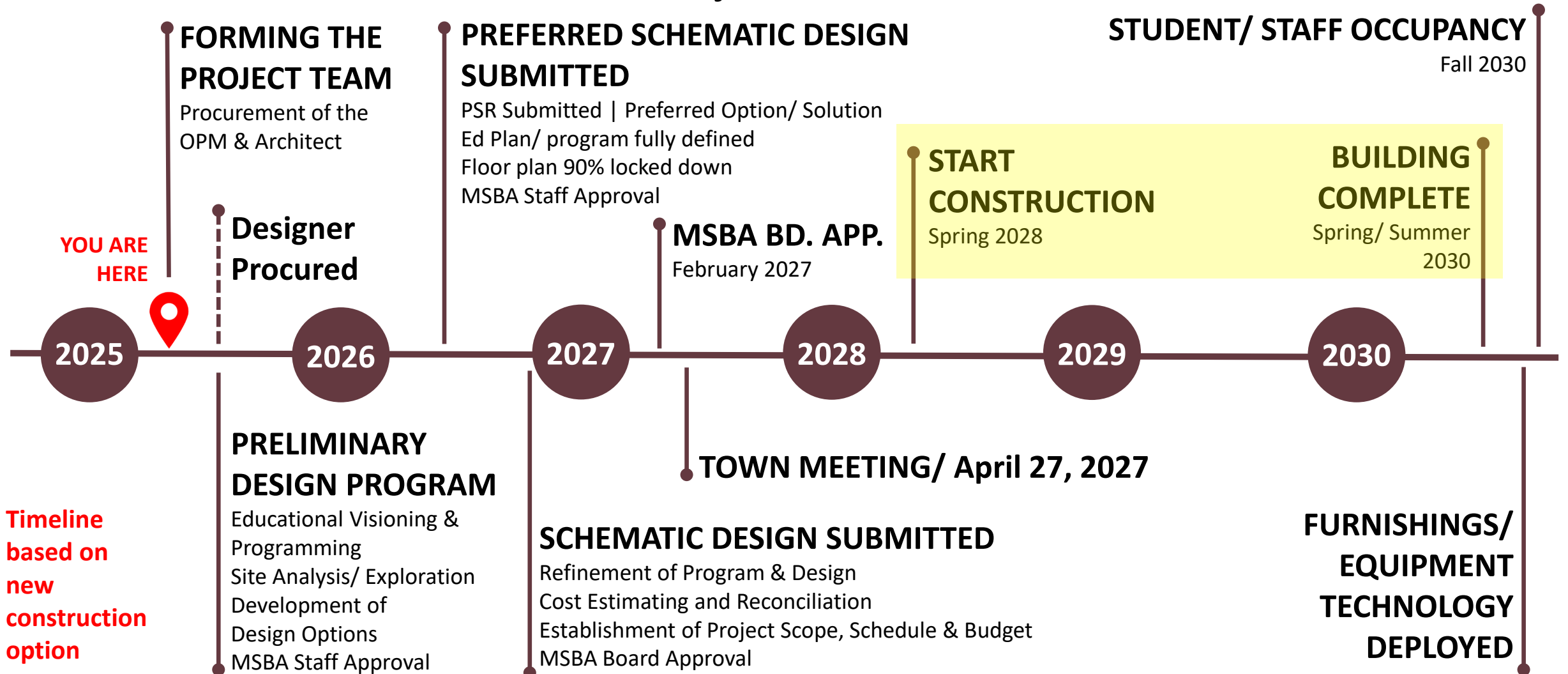
## Massachusetts School Building Authority [MSBA] Process



For more details about the Modules, visit:

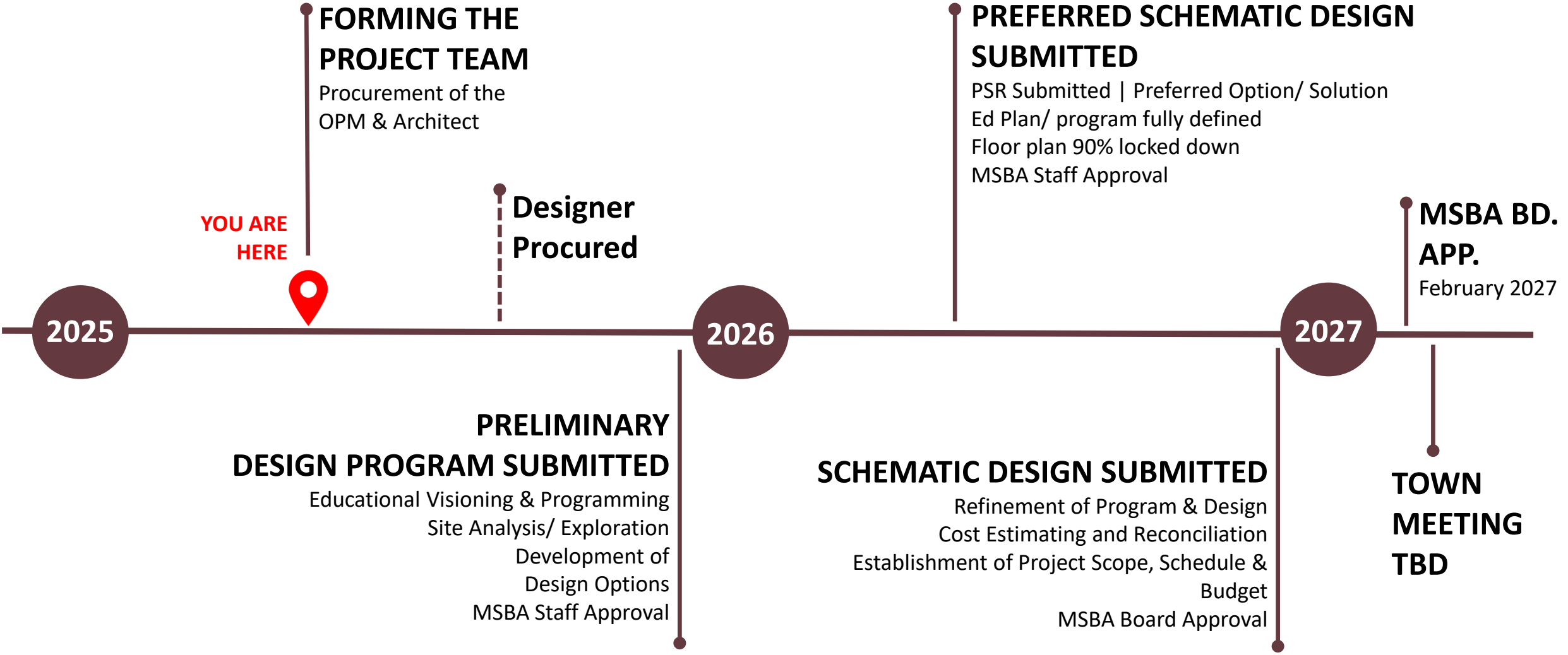
[https://www.massschoolbuildings.org/building/modules\\_overview](https://www.massschoolbuildings.org/building/modules_overview)

## Project Timeline

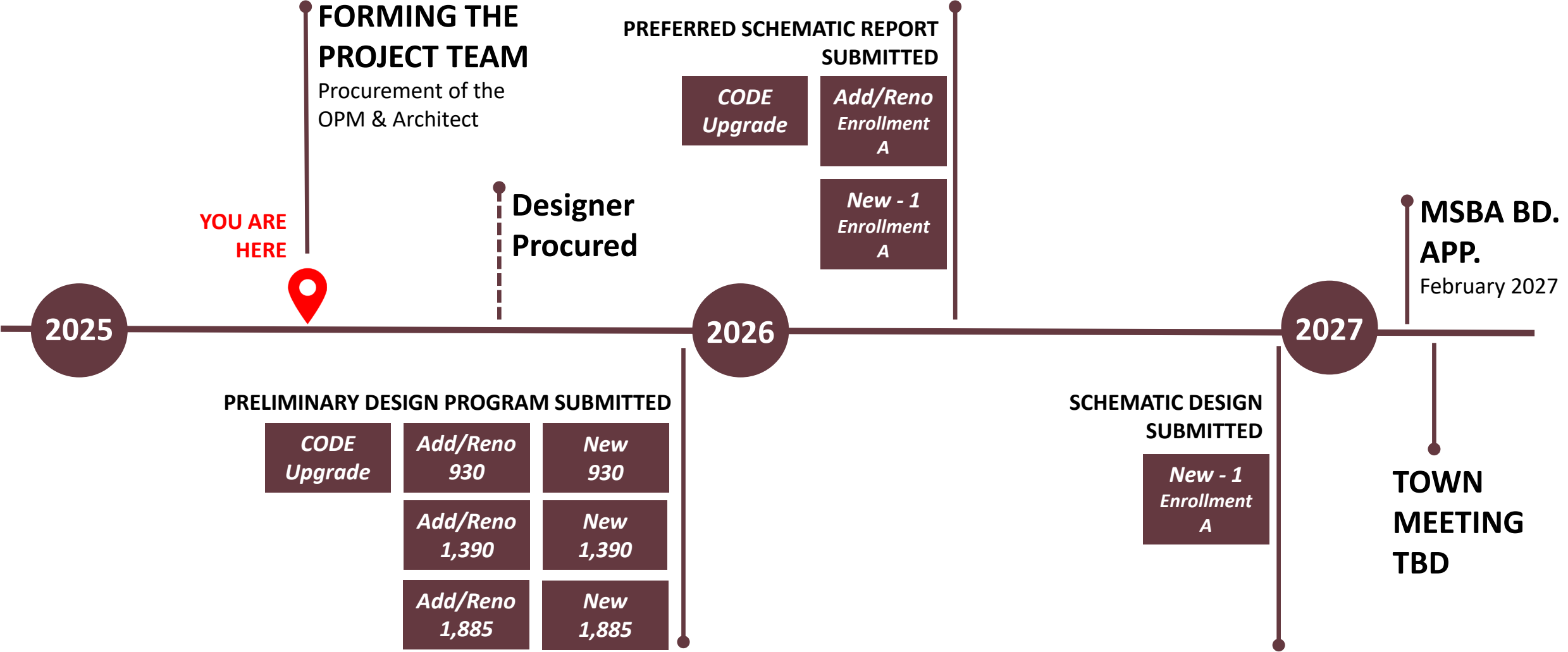




# Feasibility / Schematic Design Timeline



Feasibility / Schematic Design Timeline – Options to Study



# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 2, 2025

Re: FY2025 Recommended One-Time Budget Purchases

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As reported in our quarterly financial reports and associated narratives and the FY2025 budget projection summary presented March 25, 2025, we are favorable in several categories. Due to favorable variances in these categories, we have included recommendations to apply some of the savings to one-time purchases and associated FY2025 budget transfers.

As discussed at the March 25, 2025 regular meeting of the school committee, the initial list of recommended one-time expenditures was presented and approved by the committee along with the associated FY2025 budget transfers totaling \$ 708,026. The one-time expense recommendations are limited to equipment, supplies and/or projects that do not have recurring costs in future fiscal years. Attached please find a second recommended list of one-time purchase recommendations and the associated DESE function code category for each item, as we have had the opportunity to review additional projects, quotes and availability of items since the March 25, 2025 meeting. This second recommended list totals \$ 270,409. FY2025 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

As we have presented in prior years, the Superintendent is recommending a multi-phased approach to best manage the anticipated available funds at fiscal year-end; a combination of one-time purchases and pre-paying out-of-district tuitions to offset FY2026 tuitions.

Attached please find the second list of recommended one-time expenditures for your review and consideration.

Thank you for the opportunity to provide this update.



### FY2025 One-Time Purchase Recommendations

Amount	Description	School	Contact	FY25 Budget Transfer From DESE Category		To DESE Category	
\$ 98,917	Purchase and install window shades for all classrooms, nurse's office, cafeteria, learning lab (upper and lower) music, art, upper level kitchen and computer lab rooms and remove existing window treatments	Center Elementary School	Dianna Fulreader / Brian Curley	Medical/Health Svcs & Library/Media Center	3200 / 2340	Maint of Bldgs/Grounds	4210
\$ 133,933	Upgrade sound system at CHS PAC	Chelmsford High School	Bill Silver	Specialist Teachers	2310	Capital Land & Bldgs	7200
\$ 5,053	Purchase flex conductor double podium, conductor stand and chair for Black Box Classroom	Chelmsford High School	Christy Whittlesey	Library/Media Center	2340	General Supplies	2430
\$ 18,800	Paint woodshop walls and floors	Chelmsford High School	Marilyn Sweeney / Bill Silver	Psychological Svcs	2800	Maint of Bldgs/Grounds	4210
\$ 5,867	Purchase table saw with stop safety feature	Chelmsford High School	Marilyn Sweeney / Bill Silver	Psychological Svcs	2800	Instructional Equip	2420
\$ 4,365	Purchase digital piano, dolly & cover for chorus room	McCarthy	Christy Whittlesey	Psychological Svcs	2800	General Supplies	2430
\$ 1,891	Purchase speaker and stand sound system for chorus room for additional volume beyond ClearTouch sound bar	Parker Middle School	Christy Whittlesey	Library/Media Center	2340	General Supplies	2430
\$ 1,582	Purchase two water filling stations, installation will be completed by DPW	South Row Elementary School	Theresa Gilbert / Brian Curley	Library/Media Center	2340	Maint of Bldgs/Grounds	4210
<b>\$ 270,409</b>	<b>TOTAL Recommended One-Time Purchases 5.06.2025</b>						

# CHELMSFORD PUBLIC SCHOOLS

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## Memorandum

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

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

Date: May 2, 2025

Re: FY2025 Recommended Budget Transfers

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Included in the school committee packet is a summary of one-time purchase recommendations and the associated DESE function code category for each item. FY2025 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

The chart below identifies the DESE function code category to be used in the recommended budget transfers. These categories are also noted next to each one-time purchase recommendation on the right-hand side of the report that is within this school committee packet. Some of the budget transfers will affect multiple account numbers within the DESE category. Rather than list all the detailed account numbers (by school or department) the chart notes the beginning of the DESE category followed by "XXXX".

From		To		Amount
12340300-51051	Library/Media Center			
12800500-51050	Psychological Svcs	1243XXXX-54000	General Supplies	11,309
12800500-51050	Psychological Svcs	12420138-58510	Instructional Equip	5,867
12340300-51051	Library/Media Center			
12800500-51050	Psychological Svcs			
13200XXX-5XXXX	Medical / Health Svcs	14210000-59238	Maint of Bldgs/Grounds	119,299
12310000-51050	Specialists – Tutoring	17200000-57800	Capital Land & Bldgs	133,933
			Total	270,409

*I recommend the school committee vote at the regular school committee meeting on May 6, 2025 to approve these FY2025 local operating budget transfers totaling \$ 270,409 for the Chelmsford Public Schools as presented. This budget transfer shifts from four (4) DESE categories that are favorable to four (4) DESE categories where the items should be purchased.*

Thank you for your consideration in approving these budget transfers.

## **Approval of Field Trip Requests**

### 1.) Chelmsford High School

Best Buddies Program

Silver Knights Baseball Game

Nashua, New Hampshire

May 28, 2025



**FIELD TRIP APPLICATION FORM**  
CHELMSFORD PUBLIC SCHOOLS

Teacher Sub(s) Needed:

YES ☐ NO ☒

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

SCANNED 5-2-25

**BEST  
BUDDIES**

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: 5 / 28 / 25 If Overnight Trip, Return Date:        /        /        Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

Faculty Trip Sponsor: Julie Furtado Cell Phone: 978-808-2799

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

Grades 9-12

Total Number of Students: 18

Number of Male        Number of Female       

*predicted  
amount of  
Students.*

Number of Students Assigned Per Chaperone:       

Total Number of Chaperones: TBD Number of Male        Number of Female       

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

Faculty/Chaperones (Names): Julie Furtado, Dana Degen, Amy Sparkes,  
Donna Rivard, Rene St. Louis, Maggie Cell Phone #:       

Faculty/Chaperone with Epi-Pen Designation

(Name):        If applicable

Ruggiero, Kelsey Sukerman  
Kelly Driscoll, Nancy Kane

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:

Coral Rucy 5/2/25

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

Curriculum Standard Addressed by Trip (Reason for the Trip)

Daily Living Skills, Community Access, Practicing turn taking and  
communication in a group

ALL STUDENTS MUST ATTEND THEIR FIRST BLOCK CLASS IN ORDER TO GO ON THE FIELD TRIP. Settin

(Any questions please see, Principal Murray or Mrs. Moreau.)

Community based  
Instruction.

Team building

Destination: Silver Nashua Knights (603) 718-8883  
Facility Street Address City State  
67 Amherst St., Nashua, NH

Estimated Leave Time: 9:30 a.m. / p.m. Estimated Return Time: 1:30 a.m. (p.m.)

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

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes 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) \_\_\_\_\_

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

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

### TRIP COST/FUNDING

Using the Activity Bus @ CTHS

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

No cost to the families. We are using the funds from a bake sale.  
Total Price of event \$ \_\_\_\_\_  
Additional Costs \$ \_\_\_\_\_  
Total Cost of Trip \$ \_\_\_\_\_  
School/Org. to pay for: \$7.00 per student \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature]  
Signature of Trip Sponsor Date

Approved by: [Signature] [Signature] 5-2-25  
Dept Head/Coordinator Date 5/2/25 Building Principal Date

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