



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

DATE: Tuesday June 3, 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 prior to 12:00 p.m. on Tuesday June 3, 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 May 20, 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: Science
2. Spotlight on the Departments: English Language Learners (ELL), Reading & Title I Services
3. Presentation: CPS School Nutrition Program Year-in-Review
4. Vote to Approve Contract: Secure School Entryways

5. Recognition of LGBTQ+ Pride Month – June 2025
6. High School Graduation Requirement Update – Competency Determination
7. Special Town Meeting Articles: South Row Roof Replacement & Elevator Projects
8. 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
May 20, 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. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business & Finance)

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 May 6, 2025**

Ms. Santos motioned to approve the minutes of the regular school committee meeting of May 6, 2025. Mr. Moses seconded. Motion carries 5-0.

CHS Student Representative Announcements

Patrick shared that many student elections were held at CHS this week. Congratulations to the winners! There will be a run-off election to elect a new student representative to The School Committee. MCAS took place today. The rugby team is undefeated!

Lana (a CHS senior) added that the last day of school for seniors will be this Friday. Those who have done internships will be sharing presentations in preparation for an exhibition to be held the last week in May. This will enable juniors to learn about the internship program and the opportunities presented. Today juniors were able to "Job Share".

The Chair shared that tonight is Lana's last School Committee meeting since she will be graduating. He thanked her for all her hard work the last three years in keeping The Committee

updated. A gift was presented to her with wishes for the best of luck in college. She will be missed!

GOOD NEWS

Dr. Hirsch announced that all is going well at CHS in preparation for graduation at the Tsongas Arena.

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Spotlight on the Schools: Harrington Elementary School

Harrington Principal Robert Asselin came to the table to share updates focusing on math. He was joined by Stacy Gilbert who teaches first grade and Amanda Bernier who is a Math Instructional Specialist. They spoke of the importance of student discourse in K - 4 math. It involves communicating with their classmates and educators. Ms. Gilbert and Ms. Bernier shared videos (found in tonight's slide show in the agenda packet) of first graders having math dialogues demonstrating their comprehension. With a partner, students showed their ability to agree or disagree and share their thoughts on math. Co-planning and co-teaching help staff to model respect and teamwork for the students. This year Harrington began a PLT (Professional Learning Team) centered around the "Reveal Curriculum" with eleven staff members across all grades participating monthly. Videos shared tonight demonstrated the success of the PLT initiative. Harrington teachers have been warmly receptive to input from and collaboration with Ms. Bernier this school year. "Communication is the key!"

2. Spotlight on the Departments: Health, Physical Education & Family Consumer Science

Kathryn Simes, Department Coordinator for Health, Physical Education and Family Consumer Science, joined the meeting next to share what has been happening in the past year and what may be anticipated. PE and Health now have new State Standards and work has been done to integrate these into the classes. This fall at CHS a new course will be offered called "Modern Topics in Health Sciences" and it will be geared toward juniors and seniors who are considering health sciences careers. Due to the new standards some grading updates have taken place. All four elementary schools now have a mini-golf unit in PE. At CHS there are six new pickle ball courts and new basketball and tennis courts. For mental health in grades 7-9 "Erika's Lighthouse", which is a free curriculum with free PD, is extremely helpful and communicative with plenty of resources available. CHS continues with the NAN Project for mental health and suicide education. The feedback has been positive. All seven schools received new tennis equipment donated by the USTA. They also provided PD on how to teach tennis in PE. Teachers have access to free curriculum through the USTA website.

An "Education Pathway" for health sciences and nursing is planned for CHS through Middlesex Community College. Through 30 dual-enrollment students can earn college credits from courses

they take at CHS. This will be the second year of “Future Teacher’s Signing Day”! Disc golf maps were recently installed by the DPW at CHS and McCarthy.

Mr. Graham who teaches PE at McCarthy was joined by students to talk about the brand-new fitness center at the school. The fitness center is used for PE classes and by 7th and 8th graders as an elective. Safety and spotting one another are taught on day one to keep everyone safe. Programs are offered after school as well. Students Alice and Aaron shared their happiness at using the center and their joy at helping others there!

Next PE teacher Mr. Hiltz (adaptive PE and unified PE) along with students Addy, Bella and Emma came to the table to share all the positives about “Unified Physical Education”. This is another elective available at McCarthy which began last year. Unified PE combines students from special programs and general education students in PE classes. Communication and developing friendships highlight this program. The three students answered questions which revealed the many positive rewards of this program. For the second year at McCarthy “Unified Game Day” will be held at McCarthy for over 118 athletes from grades 3 – 12!

3. FY2025 School Facility Work Order Summary: 3rd Quarter (January – March 2025)

Christine Clancy, DPW Director, came to the table to review the 3rd Quarter Facility Work Summary. This past quarter a switch was made from “School Dude” to “Asset Essentials” software which allowed tracking to increase from 11 categories to 22. Real time updates can be done while staff are located in a facility where new work has been requested and work orders can be closed out as soon as they are completed. This software is being used not just for the schools but also town-wide. 319 school work orders were tracked of which 80% were completed. Most of the school work orders were for CHS. Ms. Clancy’s memorandum and data sheets are included in tonight’s agenda packet. Orders not completed yet are typically part of a larger project. The new software also allows setting a routine maintenance schedule in advance.

4. Vote to Approve Contracted Custodial Cleaning Contract

Ms. Santos moved to accept the base bid and award the Contracted Custodial Cleaning Services contract for Chelmsford Public Schools commencing on July 1, 2025 through June 30, 2026 to the following vendor: Dynamic Janitorial Cleaning, Inc., 176 Main Street, Milford, MA 01757 for the four elementary schools, two middle schools, Chelmsford High School, the Community Education building and the Central Administration Offices in the amount of \$ 987,219. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

5. Student Enrollment Update: Kindergarten and 1st Grade Registrations

Dr. Lang included updated enrollment numbers in tonight’s agenda packet. The numbers look good and similar to previous years. This will be closely monitored as we approach the new school year. New sections of classes will be added as needed.

6. 2025/26 Student Transportation Program Registration Dates and Fees

Ms. Joanna Johnson-Collins included memoranda providing details about busses and fee schedules for the 2025/26 school year. This past school year showed a record number of bus

riders. Registration begins on June 1st. There is no transportation fee increase for the upcoming school year. Early registration provides a discount for families! Bus passes will be mailed out in mid-August.

Ms. Santos motioned to approve the fees for bussing as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

7. Parker Middle School MSBA Project - OPM Approval Letter

Dr. Lang included a memorandum and a letter from MSBA providing official approval for Left Field as the OPM for the Parker Middle School project! Last Friday an executed contract was signed between The Town of Chelmsford and Left Field to serve as the OPM. Choosing a Designer will be the next step this summer.

8. FY2025 Recommended One-Time Budget Purchases

Included in tonight's agenda packet is a list of additional one-time budget purchases of approximately \$400,000 as recommended by Ms. Johnson-Collins.

Ms. Santos motioned to approve the one-time budget expenditures list for recommended one-time purchases totaling \$400,254 as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

9. FY2025 Recommended Budget Transfers

Ms. Johnson-Collins included a memorandum in tonight's agenda packet requesting budget transfers.

Ms. Santos motioned to approve the FY2025 local operating budget transfers totaling \$400,254 for the Chelmsford Public Schools as presented which is shifting eight DESE categories that are favorable to four DESE categories where the items should be purchased. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

Ms. Santos motioned to approve the FY2025 local operating budget transfer totaling up to \$1,885,000 to fund prepaid out-of-district tuitions for the Chelmsford Public Schools as presented. Mr. Moses seconded. A roll call vote was taken. Motion carries 5-0.

10. FY2026 School Committee Warrant Signing Schedule

In tonight's packet Ms. Johnson-Collins included a chart recommending dates The Committee will come to sign The Accounts Payable Warrants for fiscal 2026.

Ms. Santos motioned to approve the Warrant Signing List as presented. Mr. Moses seconded. Motion carries 5-0.

11. Personnel Report: April 2025

No action required.

12. Approval of Field Trip & Travel Requests

Ms. Santos motioned to approve the field trip by the CHS Class of 2026 Officers to visit potential prom location sites or venues on June 2, 2025, in New Hampshire. Mr. Moses seconded. Motion carries 5-0.

REPORTS

1. Liaison Reports

Ms. Lebeaux shared that the Parker and McCarthy PTO had a great meeting and presented scholarships to seniors who had attended the schools. McCarthy's Knowledge Bowl Team came in second this year! Staff appreciation events at both schools were enjoyed. Parker will hold a Memorial Day ceremony on Friday. The "We are Parker" event is schedule for June 11th. McCarthy and Center's recycling event was the most successful ever!

Ms. Mackinnon stated that Harrington's PTO presented their scholarship to Jessica. They recently held a combined ice cream social and art show. Harrington's night at The Silver Knights will be on June 7th. They enjoyed staff appreciation events. At their next meeting on June 4th they will elect new officers. CHIPS did great staff appreciation and expressed gratitude from the money the District provides to help these events. "Touch a Truck" happens on June 10th.

Ms. Santos added that the CHS After Prom event (June 4th) is coming up and donations are welcome for an event that attracts over 200 students.

ACTION/NEW ITEMS

The Chair shared that the Parker School Building Committee will be meeting monthly now. The next step will be looking at applications submitted by designers. By the end of August, the choice will be made.

Ms. Lebeaux again raised her request that she would like to see a poll of educators about technology policies focusing on cell phones and "Smart" devises. Dr. Lang will look for staff surveys on the topic and report back at the next meeting.

PUBLIC COMMENTS:

None

ADJOURNMENT at 8:04 p.m.

Ms. Santos motioned to adjourn. Mr. 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: June 1, 2025
Re: Spotlight on the Departments: Science

Attached please find a PowerPoint presentation provided by Mr. Jon Morris, K – 12 Department Coordinator for Science. I look forward to hearing Jon's presentation and discussing the work that is ongoing in the district with respect to this subject area.



CHELMSFORD
P U B L I C S C H O O L S

Science Department Spotlight Grades K-12

June 3rd, 2025

Tonight's Presentation

- Curriculum and Course Overview, Science 9-12
- Recent Improvement Projects - Academic Impact
- Upcoming Science MCAS Changes



Curriculum Overview

- K-4 Science Curriculum uses FOSS Next Generation Science and the ThinkLink online platform for core resources
- Science units are scheduled to alternate with Social Science units, allowing for continued focus on an entire unit/kit

K	Trees & Weather	Materials & Motion	Animals 2x2
1	Sound & Light	Air & Weather	Plants & Animals
2	Solids & Liquids	Pebbles, Sand & Silt	Insects & Plants
3	Motion & Matter	Water & Climate	Structures of Life
4	Soils, Rocks and Landforms	Energy	Environments



Curriculum Overview

- 5-6 Science Curriculum uses FOSS Next Generation Science and the ThinkLink online platform for core resources
- 7-8 curriculum is a mix of layered and spiraled content to prepare for CHS using McGraw Hill iScience

5	Earth and Sun	Mixtures and Solutions	Living Systems
6	Diversity of Life/Human Sys	Waves	Earth History
7	Topics in Chemistry	Remaining Life Science Standards	
8	Remaining Earth and Space Science Standards		Topics in Physics

CHS Grades 9-12 Sequence



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8th Grade
Science

Biology H

Environmental
Science CP

Chemistry H

Biology H

Biology CP

Physics H
AP Chemistry
AP Biology
AP Physics 1

Chemistry H

Chemistry CP*

Physics H
AP Chemistry
AP Physics 1/C
AP Envi-Sci*
AP Biology*

Physics H
AP Chemistry
AP Physics 1
AP Envi-Sci
AP Biology

Physics CP
Envi-Studies
CP*

Electives

Biotechnology I CP*
Biotechnology II H
Anatomy & Physiology H
Forensic Science CP*
Intro to Organic Chemistry CP

College Credit - AP Course Sections



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Course	SY21	SY22	SY23	SY24	SY25
AP Biology	2	3	3	3	4
AP Chemistry	1	1	1	1	1
AP Envi Sci	2	1	2	3	3
AP Physics 1	2	2	2	2	2
AP Physics C	1	1	1	1	1
TOTALS	8	8	9	10	11



College Credit - Dual Enrollment

We currently offer 4 dual enrollment science courses:

CHS Course	Middlesex Community College Course
CP Chemistry	CHE 121 - Introduction to Chemistry
CP Biotechnology I	BIO 120 - Introduction to Biology
CP Forensic Science	SCI 130 - Forensic Science
CP Environmental Studies	ENV 115 - Environmental Studies



McCarthy Middle School

Science Classroom Renovations (2022-2023): Staff Concerns

- Fixed lab benches and seating arrangements
- Sink and water sources; not all classrooms were equitable
 - Mixed across grade 7 and grade 8
- Electrical outlets for lab equipment
 - Student Chromebooks, miniPCR, etc.
- Usable space in storage closets

McCarthy Middle School



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McCarthy Middle School

Assessments



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Wet lab setups



McCarthy Middle School



Horseshoe



Partner/Debate



Chelmsford High School

Biotechnology Class Space: Staff Feedback for Implementation

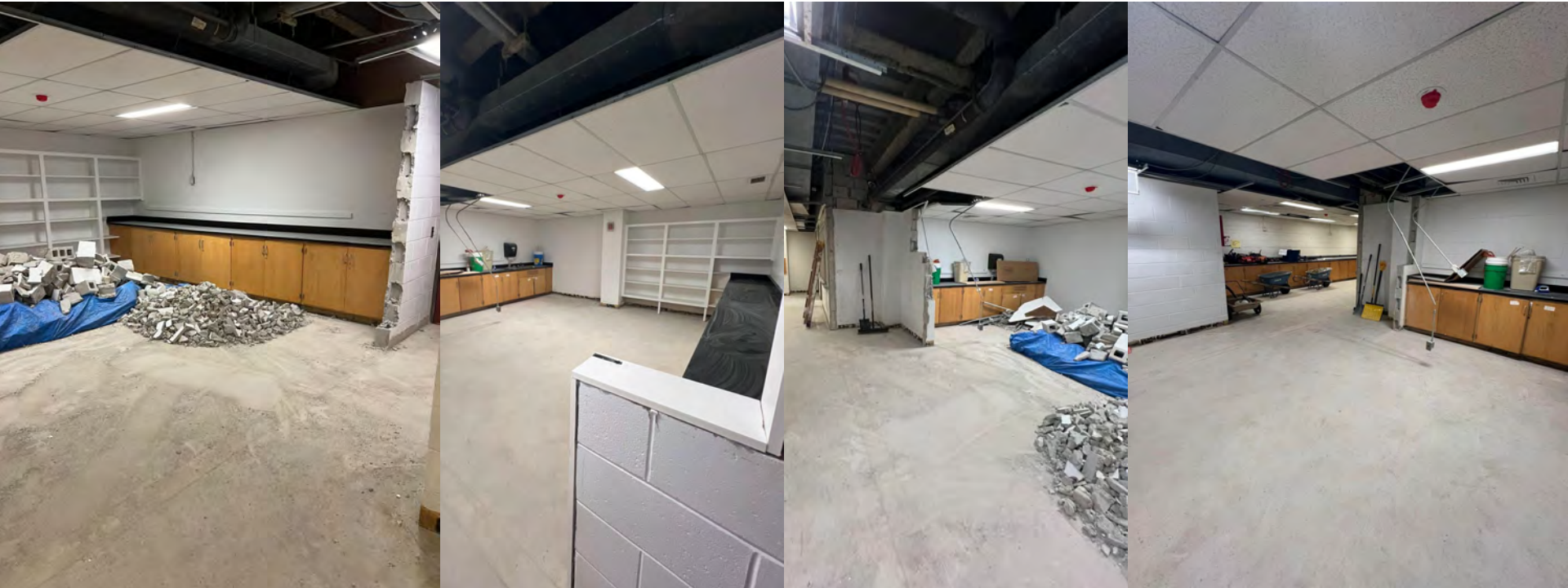
- Equipment usage, movement, and maintenance
- Storage closets were dated and held “extra” materials
- Lack of a realistic, dedicated “lab” for students
 - Impact on industry partners and post-secondary articulation agreements

CHS Biotechnology Lab



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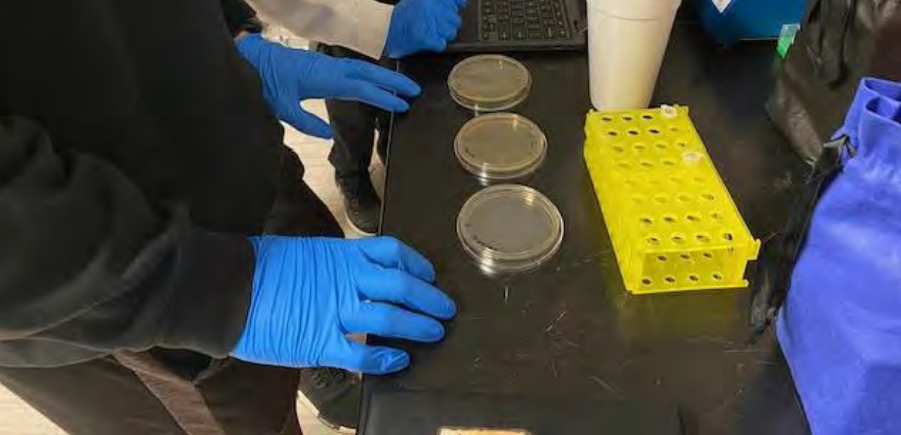
- DEMO Summer 2024



CHS Biotechnology Lab



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Current/Previous Science MCAS

- Questions in the form of multiple choice, drag & drop, and multiselect
- Recent shift to “module” based questions format, with multiple questions on a scenario

Question 1

A group of students observe some sea stars (also known as starfish) while on a field trip. A sea star is shown in the picture below.



Most of the sea stars have five arms, but two of the sea stars each have an arm that is much shorter than their other arms. A park ranger tells the students that the shorter arms were once missing because they were probably eaten by a fish or a crab, but the arms have started to grow back.

Which of the following **best** describes how sea stars are able to regrow their arms?

Hide All

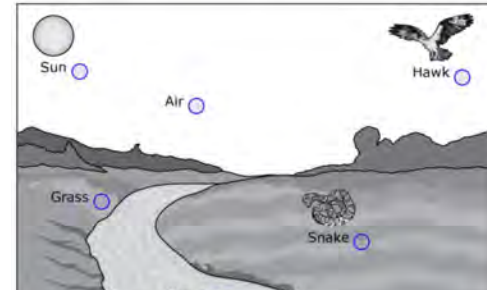
- ☐ A Sea stars learn how to regrow their arms.
- ☐ B Sea stars inherit the ability to regrow their arms.
- ☐ C Sea stars eat food that causes their arms to regrow.
- ☐ D Sea stars move to warmer water that causes their arms to regrow.



Question 3

Screen Zoom:

The diagram shows parts of an ecosystem. Select the part of the diagram that shows the source of all the energy in the ecosystem.



Question 6

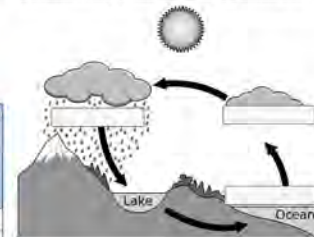
Screen Zoom:

On a spring day, a student in Worcester, Massachusetts, reads in the news that a local river has flooded. The student asks a science teacher what caused the river to flood. The teacher explains that the flooding is a result of seasonal weather and the water cycle. The water cycle describes how water moves from one location to another. For example, water in an ocean may move through the water cycle and become part of a lake. As water moves and changes form, it has an effect on both daily and seasonal weather in an area. The table shows seasonal climate data for Worcester, Massachusetts.

The diagram shows how water can move through the water cycle from an ocean to a lake.

Drag and drop the words into the boxes to complete the diagram.

Condensation Precipitation Evaporation



Seasonal Climate Data for Worcester, MA

Season	Average Precipitation (inches)	Average Low Temperature (°F)	Average High Temperature (°F)	Average Wind Speed (miles per hour)
winter	10.5	19.6	34.0	11.4
spring	12.5	36.7	54.6	11.0
summer	12.1	59.3	76.8	8.6
fall	12.9	42.5	58.5	9.3



Innovative Assessment - MCAS

- **Grades 5 & 8 transitioning to new assessment for SY27**
- **Performance Tasks**
 - **Focus on the investigative and experimental process, not just what students “know” or “memorize.”**
 - **Digital means of data acquisition for analysis**

Sample tasks: [Click here for practice performance tasks!](#)



Innovative Assessment - MCAS

- These new tasks are storyline-based, complete with interactives and background information
- Some elements of the examples that can be modeled or reflected upon in our region
- Initial feedback has been overwhelming positive from students with the new format





Innovative Assessment - MCAS

- Digital manipulation of variables in order for students to run their own experiments, document their findings, and answer follow up questions

Question **Passage** ☆

Screen Zoom: 🔍

You will use a simulation for one or more of the following questions. Read the instructions to learn how to use the simulation. To review the instructions while in a question, click on "Help."

How to Use the Simulation

- To make a trial:
 1. Click **+New** in a box at the top.
 2. Select settings using the controls at the bottom.
 3. Click **Start**.
- Up to five trials, labeled A through E, can be saved.
- To review the details of a trial, click on the trial.
- To change the trial, click **Rewind** and then select new settings.
- To watch the trial again, click **Rewind** and then click **Start**.
- To delete a trial, click on the trial and then click on the **X**.

Click on **+New** to start a new trial.

Click on the **X** to delete the trial.

A + New B + New C 1 X F D + New E + New

C Time: 0 weeks

Animal Count:

Insect X	Insect Y	Fish
0	0	0

Leaf Condition

Pause/Exit Back Next Submit



Innovative Assessment - Next Steps

- Continue the development similar performance tasks in grades 3-8
 - This work began in the summer of 2024; currently have tasks developed in grades 6, 7 and 8
- Explore professional development options for all staff
 - Department meeting time
 - Early Release Days
 - Self-paced options through Google Classroom
- Collaborate with DESE's STEM team for updates, item releases, and important resources



Questions?

EMAIL:

morrisj@chelmsford.k12.ma.us

Department Site:

<https://chelmsfordschools.org/programs/science/>

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: June 1, 2025

Re: Spotlight on the Departments: ELL, Reading & Title I Services

Attached please find a PowerPoint presentation provided by Ms. Kelly Rogers, Department Coordinator for Reading, English Language Learners, and Title I Services. I look forward to hearing the presentation and discussing the work that is ongoing in the district with respect to these subject areas.

Meeting the Needs of Diverse Learners

Creating Inclusive Classrooms for All Students

CHELMSFORD PUBLIC SCHOOLS

Meeting All Students' Needs

"Every student can learn, just not on the same day or in the same way."

— George Evans

Multi-Tiered Support for Diverse Learners

Our School Community serves a wide range of learners through:

- General Education (K-4 Literacy)
- Title I Reading and Math Intervention (K-8)
- Tier II Reading Intervention (Reading Specialists, K-12)
- English Language Learners (K-12)

Multi-Tiered System of Support (MTSS) is implemented to ensure all students receive the support they need at the right level and time.

English Language Learners

Highlights:

- 279 EL students representing 85 languages
- Top 3 languages: Spanish, Portuguese, Gujarati
- Resources to Support Els:
 - National Geographic Curriculum
 - **Reach for Higher:** Builds academic vocabulary and background knowledge with visuals and real-world topics.
 - **Edge:** Engages secondary ELLs with leveled texts, scaffolded grammar and writing support.
 - **Life:** Offers global content and differentiated tasks to build language and critical thinking skills.
- Translation and Communication Tools:
 - Language Line: 24/7 interpreter access
 - Pocket Talk and Vasco Devices: Instant translation for real- time communication
 - Xerox Workflow Central: Translates documents into 50+ language to improve accessibility for students and families

***WIDA* Can Do Descriptors**

Provide Insight into how ELLs can participate in classroom activities helping teachers:

- Differentiate Instruction- tailor lessons to meet students at their proficiency level
- Set Realistic Expectations- clarify what students are capable of while ensuring rigor
- Foster Student Growth- recognize what students *can do* and build on strengths
- Support Lesson Planning- design activities that scaffold learning and provide language supports
- Encourage Collaboration- work together to ensure language development across content areas
- Explicit instruction and consistent routines that benefit all learners
 - Example: a student at Level 2 (Emerging) in speaking might be able to ask simple questions and name objects, while a student at Level 5 (Bridging) could justify opinions with evidence in discussions.

Fundations- Early Literacy Support

Fundations (K-3) provides scaffolds and supports through:

- Multisensory instruction in phonics, spelling and handwriting
 - Visuals, auditory, kinesthetic and tactile approaches to reinforce phonics concepts
- Explicit & Systematic Instruction
 - Direct instruction in phonemic awareness, phonics, fluency, vocabulary and comprehension
- Visual and Verbal Supports
 - Letter sound connections reinforced with picture cues, model correct pronunciation of sounds
- Scaffolded Decoding Strategies
 - Breaks words into syllables and sound units, explicitly teach spelling patterns
- Oral Language Development
 - Repetition, discussions, use words in context, partner discussions
- Progress Monitoring and Differentiation
 - Frequent assessments to track progress and adjust instruction, additional intervention materials

Fountas & Pinnell Classroom

Supports diverse learners with:

- Scaffolded Instruction
 - Small group guided reading- teachers work with students at their reading level
- Oral Language Development
 - Interactive read-alouds- use of expressive reading, gestures and visuals to support comprehension, discuss texts supporting listening and speaking skills
- Vocabulary and Comprehension Support
 - Explicit vocabulary instruction introducing new words in context with visuals and real-world connections
- Multimodal Learning (Visual, Auditory, Kinesthetic Support)
 - Anchor charts, graphic organizers, acting out stories
- Writing and Literacy Development
 - Modeled, shared and interactive writing, writing about reading, draw, label and write
- Culturally Responsive and Inclusive Materials
 - Diverse, multicultural texts featuring different cultures, languages and experiences

Tier II Resources

Tier II Intervention resources to support learning:

- LLI (Leveled Literacy Intervention, K-8)
- Foundations Intervention Kits (K-3)
- Foundations Decodables (K-2)
- Phonics For Reading (Middle Grades)
- DIBELS (Progress Monitoring)
- iReady Tools for Instruction (K-8)
- Focused Mathematics (K-8)

Supporting Learners through Collaboration

Member of Professional Organizations:

- **MELLC** (Massachusetts English Learner Leadership Council)
 - Stay informed about current policies, regulations and research related to English learners
- **MATSOL** (Massachusetts Association of Teachers of Speakers of Other Languages)
 - Dedicated to promoting equity and excellence in education to multilingual learners across Massachusetts
- **Literacy Leaders Network** (Sponsored by DESE)
 - Collaborate with colleagues across the state to share strategies and resources for effective literacy education

Questions and Comments



CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Cc: Nancy Antolini, Director of School Nutrition

Date: May 30, 2025

Re: CPS School Nutrition Services – 2024/2025 Year in Review

The Director of School Nutrition, Ms. Nancy Antolini, will address the Committee at the June 3, 2025 school committee meeting. The items Ms. Antolini will address are a year-in-review summary, meals served, meal prices (USDA and Commonwealth of MA 100% funded) with recommended meal price stability for next year (no change), and a summary of the bid awards (by product, vendor) for the 2025/2026 school year.

Also, this year I will not need to ask for the Committee to vote and approve a transfer from the general fund to the food service revolving fund to cover the meal price when a student was unable to pay for a meal. There was no cost to the students this year for breakfast and lunch as this was funded 100% by the USDA and the Commonwealth of Massachusetts. The USDA federal funding guidance for next school year is that schools will continue the traditional model of free, reduced and paid meal options, however the reimbursement rate from USDA federal funding is unknown at this time. The Commonwealth of Massachusetts has not passed the FY2026 budget to date, therefore at this time it is unknown if breakfast and lunch will remain at no cost to students for the 2025/2026 school year. We will update the Committee as decisions are made at the federal and state level in the FY2026 budget.

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

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

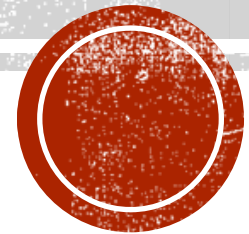
In closing, I would like to thank Ms. Antolini for her leadership and directing the school nutrition program over the past year. Under her leadership, her team is on track to serve more meals and grow the participation rate at several schools this year. She remained flexible with the modifications needed to menus, meal preparation and staff safety, packaging, and meal delivery to the schools. She has also provided valuable design input to the team on the two kitchen renovation capital projects at McCarthy Middle School and Chelmsford High School. She has also completed a successful administrative review of the program with DESE. She has made many positive contributions to the program and continues to do great work as she shares her ideas for the next set of enhancements to the program that are within our funding abilities. I would also like to thank the entire school nutrition team for their hard work and commitment each day to the students, families, and fellow staff members of the Chelmsford Public Schools.

CHELMSFORD SCHOOL NUTRITION

School Committee Presentation

June 3, 2025

Nancy Antolini
Director of School Nutrition



TOTAL MEALS SERVED THUS FAR

AUG 27, 2024-MAY 22, 2025



BREAKFAST
192,692



LUNCH
490,577



TOTAL
683,269



Meals Served Comparison Year over Year

NUMBER OF MEALS SERVED THUS FAR IN THE SCHOOL YEAR

	2024-2025 (AUG 27 — MAY 22)	2023-2024 (AUG 29 — MAY 23)
BREAKFAST:	192,692	157,671
LUNCHES:	490,577	483,209
TOTAL:	683,269	640,880



Breakfast and Lunch Pricing

SIMILAR TO LAST SCHOOL YEAR, BREAKFAST AND LUNCH FOR **SCHOOL YEAR 2024-2025 IS AT NO COST TO ALL STUDENTS**. THE SOURCE OF THE FUNDING IS SIMILAR TO LAST SCHOOL YEAR. THIS SCHOOL YEAR THE USDA MAINTAINED THE TRADITIONAL FEDERAL FUNDING MODEL OF FREE, REDUCED AND PAID MEAL PRICES. THE REMAINDER OF THE FUNDING TO KEEP ALL BREAKFAST AND LUNCH AT NO COST TO STUDENTS CAME FROM THE COMMONWEALTH OF MASSACHUSETTS AS PART OF THE FY2025 BUDGET.

THE USDA FEDERAL FUNDING GUIDANCE FOR **NEXT SCHOOL YEAR** IS THAT SCHOOLS WILL CONTINUE THE TRADITIONAL MODEL OF FREE, REDUCED AND PAID MEAL OPTIONS, **HOWEVER THE FEDERAL REIMBURSEMENT RATE IS UNKNOWN AT THIS TIME**. THE COMMONWEALTH OF MASSACHUSETTS HAS NOT PASSED THE FY2026 BUDGET TO DATE THEREFORE AT THIS TIME IT IS UNKNOWN IF BREAKFAST AND LUNCH WILL REMAIN AT NO COST TO ALL STUDENTS FOR THE 2025-2026 SCHOOL YEAR. PROPOSALS WERE INCLUDED IN BOTH THE HOUSE AND SENATE VERSIONS OF THE BUDGET.

WE ARE NOT RECOMMENDING ANY CHANGE TO THE CURRENT MEAL PRICES AT THIS TIME. THESE PRICES WERE VOTED ON AT THE MAY 17, 2022 SCHOOL COMMITTEE MEETING. AS A REMINDER, THE PAID BREAKFAST AND LUNCH PRICE NEEDS TO BE GREATER THAN THE AMOUNT THE USDA REIMBURSES THE DISTRICT FOR FREE AND REDUCED MEALS (AMOUNT WILL BE KNOWN AFTER JULY 1, 2025), SINCE FREE AND REDUCED MEALS CANNOT SUBSIDIZE PAID MEALS.

CURRENT MEAL PRICES:

BREAKFAST: ALL SCHOOLS: \$ 1.75

LUNCH:

HIGH SCHOOL AND MIDDLE SCHOOLS: \$ 3.25

ELEMENTARY SCHOOLS: \$ 2.75



Procurement

2025-2026 METRO NORTH COLLABORATIVE BID AWARDS:

*PAPER:	MANSFIELD PAPER
*DAIRY:	PENDING
*GROCERY:	PENDING
*BREAD:	FANTINI
*FRESH PIZZA:	GILL'S PIZZA



ACCOMPLISHMENTS 2024-2025

- Increased meals served — over 65% participation for lunch at each school - we serve approximately 3,000 lunches per day
- Re-evaluated and collaborated with Principals to introduce a new breakfast distribution model to students at each site
- Continued to introduce new menu items with scratch cooking recipes
- Prepared meals daily with state of the art equipment at the high school (commissary) which are delivered to schools daily
- Opened the new Chelmsford High School kitchen (Chelmsford's third newly renovated state of the art kitchen) and new serving lines at 3 schools
- Painted the McCarthy cafeteria with pop art designs (pictures on following page)
- Hired new employees working closely with Human Resources and our recruitment efforts at regional job fairs
- Continued partnership with Valley Collaborative to have three to five individuals assist the team in the High School commissary several days per week
- All staff received in-house training on PD days (John Stalker Institute (2) Culinary Coaching & Knife and Equipment Skills) plus Sanitation Training)
- Attended the Annual Nutrition Conference that was held in Boston, MA in July, 2024
- Maintained the nutritional menu planning and production record software that was implemented in 2024
- Worked in collaboration with the Wellness Committee
- Increased catering for events within the Chelmsford School Community
- Completed administrative review by DESE with favorable outcomes





Grab and Go : Oct 10, 2024
Cheeseburger, Power Pack, Hummus Pack
Deli Sandwich, Salads * Pretzel Meats
Also: Water, Flavored Carbonated Water, Splash
Switches, Rice Krispie and
assorted snacks







THE FUTURE

- Purchase some new equipment at the elementary schools
- Enhance more cafeterias with updated painting and storefront murals
- Invite School Committee and Administration to lunch
- We will also continue:
 - Serving breakfast and lunch at all schools
 - Using the high school as a commissary to prepare elementary school meals for delivery
 - Hire new staff to keep in line with student participation
 - Updating nutritional information using the software program adopted in 2024
 - Provide professional development and teambuilding for school nutrition staff
 - Purchase farm to school products and grass-fed meats
 - Continue menu development to highlight more scratch cooking recipes



ANY QUESTIONS ? AND THANK YOU.



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



CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: June 2, 2025

Re: Contract for Secure School Entryways - Summary of Procurement Processes

The FY2026 capital budget has an approved project to construct five secure school entryways. The five schools included in the project are Byam, Center, Harrington, South Row and Parker. NV5 Engineers and CGKV Architects assisted the district with the plans and specifications for these capital projects. The District, therefore, issued an Invitation for Bid for this project in compliance with M.G.L. c. 149 since the building construction contract is over \$ 150,000. Summarized below is an outline of the process, outcome and recommendation for a new contract.

Date in 2025	Summary of activity
May 14	IFB 25-03 prepared and advertised in the Central Register, COMMBUYS and the Lowell Sun
May 14-May 30	Received nine requests for IFB packets and sent out nine packets to the individual requesters
May 21	Held voluntary Pre-Bid Conference at 10 am, two people attended
May 28	Sent out Addendum 1 (responses to questions received and minor changes to drawings such as direction of door swings on the drawings) to all who requested bid packets
May 30	Received two bids both prior to the 2 pm May 30 deadline
May 30	Bid opening at 2 pm, one person attended, Marino Construction Inc., was the successful bidder
May 30	Requested legal counsel to draft a contract with Marino Construction Inc.
June 3	Request School Committee approval of a contract with Marino Construction Inc. at a regularly scheduled School Committee meeting

Suggested Motion: I move to accept the base bid and award the contract for construction services for work at five of the Chelmsford Public Schools including new secure entry vestibules with existing storefronts to be modified or replaced and new vestibules as indicated in the contract documents to the following vendor:

Marino Construction Inc., 24 Marshall Street, Lowell, MA 01851 for the four elementary schools and Parker Middle School in the amount of \$ 269,750.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 1, 2025
Re: Recognition of LGBTQ+ Pride Month – June 2025

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

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

I recommend the school committee vote at their regular meeting of June 3, 2025 to proclaim and recognize June 2025 as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+) Pride Month in the Chelmsford Public Schools.



Chelmsford Public Schools

PROCLAMATION

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

Pride Month June 2025

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

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

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

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

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

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

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

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

NOW, THEREFORE, we the Chelmsford School Committee and on behalf of the Chelmsford Public Schools, hereby proclaim and recognize June 2025 as **Lesbian, Gay, Bisexual, Transgender, Queer + (LGBTQ +) Pride Month** in the Chelmsford Public Schools and urge all members to recognize the contributions made by members of the LGBTQ + community and to actively promote the principles of equality and liberty.

Signed this 3rd day of June, 2025

Dr. Jay Lang, Superintendent

Chelmsford School Committee



CHELMSFORD PUBLIC SCHOOLS

Dr. Linda Hirsch, Assistant Superintendent

MEMORANDUM

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

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

Date: June 3, 2025

RE: High School Graduation Requirement Update - Competency Determination

Attached for your review and discussion is a presentation outlining recent changes to the Massachusetts Department of Elementary and Secondary Education's Competency Determination requirements for high school graduation for the classes of 2026 and 2027. These changes, approved by the Board of Elementary and Secondary Education (BESE), are in response to the November 2024 ballot initiative that prohibits the use of MCAS scores as a condition for earning a high school diploma.

The new regulations establish minimum statewide coursework requirements that will take effect with the graduating classes of 2026 and 2027, replacing the former MCAS-based standard. This shift has important implications for our district's curriculum planning, graduation policies, and communication with students and families.

The presentation will provide an overview of the new requirements, explain the BESE rationale, and highlight the anticipated next steps as the Statewide K–12 Graduation Council continues its broader work to define meaningful and equitable graduation expectations for all Massachusetts students.

I look forward to discussing how Chelmsford Public Schools will prepare for and implement these changes.

Once the presentation is complete, a formal vote will be required to approve the adoption of the new Competency Determination (CD) for the Class of 2026 and 2027. Below is the proposed language for the vote.

Proposed Votes:

"I move that the School Committee approve the adoption of the updated Competency Determination (CD) language for the Chelmsford High School Class of 2026, which includes two (2) years of ELA, one (1) year each of Algebra I and Geometry *or* Integrated Math I & II , and one (1) year of Biology, Chemistry, Physics, or Tech/Engineering in accordance with the new law."

"I move that the School Committee approve the adoption of the updated Competency Determination (CD) language for the Chelmsford High School Class of 2027, which includes the addition of one (1) year of U.S. History coursework that aligns with new law requiring broader content coverage."





Massachusetts DESE Updates Competency Determination & Graduation Requirements

School Committee Update

June 3, 2025

Background

- Ballot question passed in November 2024
- Prohibits using MCAS scores for Competency Determination (CD)
- New regulations approved by Board of Elementary & Secondary Education (BESE)



Graduation Requirements in Massachusetts

- **Students must meet:**
 - State standard (Competency Determination)
 - Local graduation requirements
- **Previously based on qualifying MCAS scores in:**
 - ELA
 - Math
 - Science



Recent Changes

Post-Ballot Question Transition

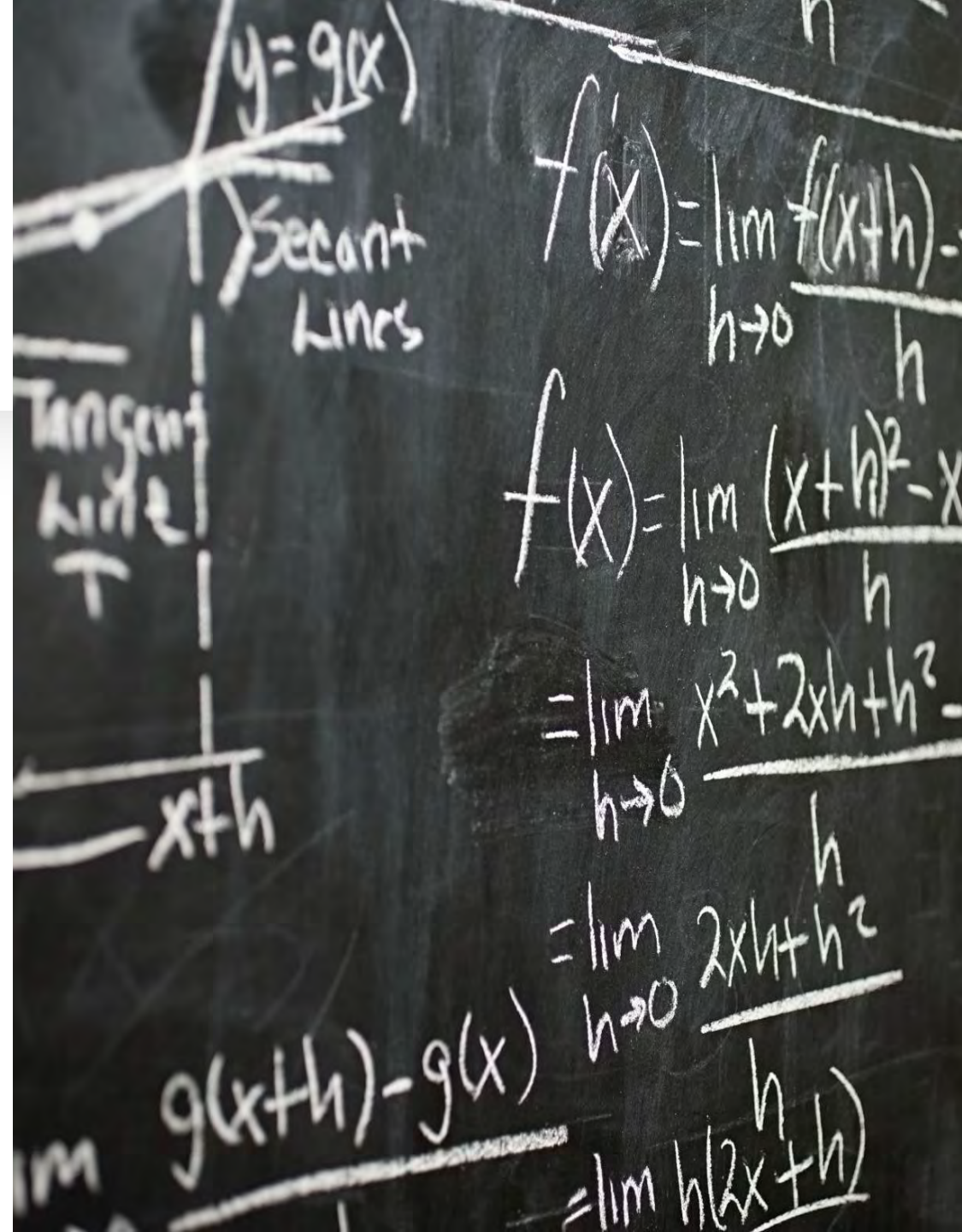
- MCAS no longer determines Competency Determination
- Still administered (Grades 3–8 and high school)
- Now based on course completion in tested subject areas
- *Current standard applied to the Class of 2025*



New Coursework Requirements

Starting with Class of 2026:

- **ELA:** 2 years
- **Math:** 1 year each of Algebra I and Geometry or Integrated Math I & II
- **Science/Tech:** 1 year of Biology, Chemistry, Physics, or Tech/Engineering





Additional Requirement – Class of 2027

Beginning with Class of 2027:

- Add: **1 year of U.S. History coursework**
- Aligns with new law requiring broader content coverage

Requirements Purpose & Future Direction

Goals of These Changes

- Standardize statewide graduation criteria
- Align with what 10th-grade MCAS measures
- Lay foundation for future graduation expectations
- **K-12 Graduation Council** continues broader review



Implications for Chelmsford

What This Means for Our District

- Ensure course offerings & graduation policies align
- Ensure compliance for Class of 2026 and beyond
 - Review and identify U.S. History requirement for 2027
- Monitor further recommendations from K-12 Graduation Council
- Communication with students & families
- Review changes for handbooks and local policies

Chelmsford High School



Student Handbook Addendum



Questions



**TOWN OF CHELMSFORD
WARRANT FOR SPECIAL TOWN MEETING
JUNE 23, 2025**

MIDDLESEX, SS.

To the Constable, or any other suitable person of the Town of Chelmsford:

Greeting:

In the name of the Commonwealth aforesaid, you are hereby requested to notify and warn the Town Meeting Representatives of said Chelmsford to meet in the Senior Center, 75 Groton Road, North Chelmsford, on Monday, the twenty-third day of June, at 7:30 p.m. in the evening, then and there to act upon the following articles, VIZ:

ARTICLE 1. To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a partial replacement of the South Row Elementary School Roof, located at 250 Boston Road, Chelmsford, MA 01824, including removal of existing cold tar pitched roof and installing 39,115 SF of PVC membrane, more or less, as well as the removal and replacement of existing solar panels, including all incidental and related costs, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"); the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) 52.26 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or take any other action relative thereto.

**SUBMITTED BY: Town Manager
*Two-Thirds Vote***

ARTICLE 2. To see if the Town will vote to (a) amend the vote taken under Article 8 of the April 24, 2023 Spring Annual Town Meeting by appropriating an additional sum of money for the High School Elevator Replacement and for the Westlands Community Education Center Elevator Replacement; (b) amend the vote taken under Article 7 of the April 29, 2024 Spring Annual Town Meeting by appropriating an additional sum of money for the McCarthy Middle School Elevator Replacement; and (c) raise and appropriate, transfer and appropriate from available funds, transfer and appropriate from the General Stabilization Fund, and/or borrow a certain sum of money (or any combination thereof) to fund said projects; or act in relation thereto.

**SUBMITTED BY: Town Manager
*Two-Thirds Vote***

ARTICLE 3. To see if the Town will vote to appropriate and transfer a certain sum of money from the Community Preservation Fund General Reserve for open space purposes, and, specifically, a perimeter survey of four parcels of land containing 41.91 acres, more or less, in total, commonly known as "Koulas Farm", one parcel which is identified as 185 Pine Hill Road, shown as Lot 1 on Assessors' Map 91, Block 321, and more fully described in a deed recorded in the Middlesex North Registry of Deeds in Book 38206, Page 231, another parcel which is bordered by Pine Hill Road, shown as Lot 5 on Assessors' Map 91, Block 362, and more fully described in a deed recorded with said Registry of Deeds in Book 38206, Page 231, another parcel which is located off of Hunt Road and bordered by Interstate 495, shown as Lot 4 on Assessors' Map 91, Block 378, and more fully described in a deed recorded with said Registry of Deeds in Book 38206, Page 231, and another parcel which is bordered by Hunt Road, shown as Lot 3 on Assessor's Map 91, Block 378, and more fully described in a deed recorded with said Registry of Deeds in Book 38206, Page 231; or act in relation thereto.

SUBMITTED BY: **Town Manager**
Community Preservation Committee

ARTICLE 4. To see if the Town will vote to raise and appropriate, and/or transfer from available funds a certain sum of money to be used to fund the cost items of the first fiscal year of collective bargaining agreements between the Town and its collective bargaining units; or act in relation thereto.

SUBMITTED BY: **Town Manager**


ARTICLE 5. To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 114, Section 23 to approve regulations made by the Board of Cemetery Commissioners for private family mausoleums at all public burial grounds in Town; or act in relation thereto.

SUBMITTED BY: **Board of Cemetery Commissioners**

Hereof fail not and make return of this warrant with your doings at the time and place of said meeting.

Given under our hands this 19th day of May, 2025

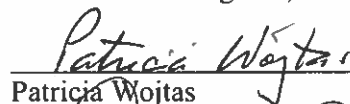
SELECT BOARD OF THE TOWN OF CHELMSFORD:


Erin Drew, Chair

Patrick J. Maloney, Vice Chair



Aaron D. Cunningham, Clerk



Patricia Wojtas



Jeffrey A. Hardy

NOTICE OF PROPOSED DATES
AND TIMES FOR CONTINUED SESSIONS OF THE
JUNE 23rd SPECIAL TOWN MEETING

The Select Board shall propose the following date and time for a continued session of the Special Town Meeting of June 23, 2025:

Thursday, June 26, 2025 at 7:30 p.m.

If additional continued sessions are necessary, they shall take place on the Monday and Thursday of the next consecutive week until the meetings are concluded.

Pursuant to Town of Chelmsford Code Chapter 154-9, these dates and times are proposed and are subject to change by vote of the Town Meeting Representatives.

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS. _____, 2025

Pursuant to the within warrant, I have notified and warned the Inhabitants of the Town of Chelmsford by posting up attested copies of same at the following places, to wit: Senior Center, 75 Groton Road; North Chelmsford Fire Station, 35 Princeton Street; McCarthy Middle School, 250 North Road; Parker Middle School, 75 Graniteville Road; West Chelmsford Fire Station, 260 Old Westford Road; Westlands School, 171 Dalton Road; Byam Elementary School, 25 Maple Road; Town Offices Building, 50 Billerica Road; South Row Elementary School, 250 Boston Road; East Chelmsford Fire Station, 115 Rivemeck Road; and South Chelmsford Fire Station, 295 Acton Road.

Signed:

Edwin Paul Eriksen, Constable

A True Copy Attest:

Edwin Paul Eriksen, Constable

Approval of Field Trip & Travel Requests

1.) Chelmsford High School

Senior Prom

Wednesday June 4, 2025

DoubleTree by Hilton

Manchester, New Hampshire

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: 6 / 4 / 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: Class of 2025 Jennifer Orsini / Lindsay Sheppard Cell Phone: 978-290-0426

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

(most) Seniors and dates Total Number of Students: 400

Number of Male 188 Number of Female 212

Number of Students Assigned Per Chaperone: 20

Total Number of Chaperones: 20 Number of Male 7 Number of Female 13

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

Faculty/Chaperones (Names): Orsini, Sheppard, Gilligan, Adams, DiStasi, Hughes, Sullivan,

Latlamene, Morisac, MacNeil, Mitra, Murray, Dehann, McGrath, Sheehan, Megan Cell Phone #: _____
Rokus, Rega, Kea, Carpenito, Gonsalves

Faculty/Chaperone with Epi-Pen Designation

(Name): Sheppard + Orsini 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:

Sheba Jacob BSN RN 3/30/2025

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.

Destination: DoubleTree by Hilton (603) 625-1000
Facility Facility Telephone

700 Elm Street Manchester, NH 03101
Facility Street Address City State

Estimated Leave Time: 6PM a.m. / p.m. Estimated Return Time: 10PM a.m. / p.m.

No. of Regular School Buses Needed: 0 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

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

Total Price of event \$ /

Additional Costs \$ /

Total Cost of Trip \$ /

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

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

Please list any other circumstances that may affect the trip:

Submitted by:

Lynley Alppard 5/30/25
Signature of Trip Sponsor Date

Approved by:

Dept Head/Coordinator

Date

Building Principal

Date

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