



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 November 18, 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 November 18, 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 October 21, 2025
2. Approval of the minutes of the regular school committee meeting of November 3, 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: English Language Arts (Grades 5 – 12)

2. Parker Middle School Building Project – Community Visioning Sessions:
 - a. Thursday November 20, 2025 7:00 p.m. Chelmsford Elks, 300 Littleton Road
 - b. Wednesday December 17, 2025 7:00 p.m. Chelmsford Elks, 300 Littleton Road
3. FY2027 Capital Planning & Prioritization
4. Personnel Report: October 2025
5. Approval of Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest. Speakers are asked to limit comments to 3 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
October 21, 2025
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Maria Santos (Vice Chair), Ms. Diana Lebeaux (Secretary) and 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."

The Chair asked to "take a moment to remember a longtime Chelmsford educator, Dennis Hunt, who recently passed away". He taught science at McCarthy Middle School for over 30 years and was The Massachusetts Biology Teacher of the Year in 1995. He was an inspiration to The Chair to become a teacher! A moment of silence to honor Mr. Hunt was held.

CONSENT AGENDA

1. **Approval of the minutes of the regular school committee meeting of October 7, 2025**

Ms. Santos moved to approve the minutes of the regular school committee meeting of October 7, 2025. Ms. Lebeaux seconded. Motion carries 4-0 with Mr. Moses abstaining.

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

Patrick shared that school picture retakes will be held tomorrow. A Senior Halloween Dance will take place at CHS on October 25th. The Class of 2027 student representatives had a Halloween movie night on October 18th. Term 1 ends October 31st.

Richie added there will be a half day of school this coming Thursday. The CHS Volleyball Team won a tough match against Central Catholic but remained unbeaten and won the MVC Title as first in The State! PSAT exams were held last Saturday. The Pep Rally will be held next month

and students are excited about this event. The CHS Theatre Guild will present the musical, *Oklahoma*, starting on November 21st.

GOOD NEWS

Dr. Hirsch stated that the “Third Visioning Session” for The Parker Building Project for staff and parents was held just before this meeting. Tomorrow night from 7:00 to 9:00 p.m. the public session will be held at the Elks.

Ms. Santos thanked The Town for school projects which were approved last night at Town Meeting!

Mr. King added that the CHS Baseball Team was on the cover of *The New England Baseball Journal* for winning the State Championship last spring!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Spotlight on the Departments: Fine & Performing Arts

Dr. Christy Whittlesey K-12 Fine and Performing Arts Coordinator, came to the table surrounded by student members of The Fifth Grade Parker Chorus and Ms. Martha Robinson. She shared that PD focus is on “Accessible Arts Education”. This is presented by the Berklee College of Music Institute for Accessible Arts Education and “offers a framework for inclusive arts instruction to support and empower students of all abilities”. The author of *Accessible Arts Education*, Rhoda Bernard, will visit with Chelmsford’s music educators on October 23. All students can participate fully in music education regardless of ability. All k-12 Chelmsford Public School students learn and are assessed through the DESE Standards in the four domains of: creating; presenting/performing; responding and connecting. Visual Arts teachers K-8 continue to examine and refine the curriculum with the focus on: alignment in content areas; development of 21st century skills; integration of new media and integration and integration of diverse artists to ensure varied cultural perspectives. Dr. Whittlesey is thankful to the Arts Team for providing the “highest quality programming for our students”! Her slide show includes a sharing of upcoming events in theatre, visual arts, and music. Details on these events may be found on the district website and in *S”Mores* from the superintendent. To fully appreciate the amazing talents and accomplishments of our students in the arts and to enjoy the wonderful performance of *Tower of Strength* by The Parker Chorus, please watch this presentation on Chelmsford Telemedia YouTube!

2. Approval of 2025/26 Superintendent & School Committee Goals

Dr. Lang included these updated goals in tonight’s agenda packet.

Ms. Santos moved to approve the Chelmsford School Committee goals for the 2025/26 school year. Ms. Lebeaux seconded. Motion carries 5-0.

Ms. Santos moved to approve the Superintendent's goals for the 2025/26 school year. Ms. Lebeaux seconded. Motion carries 5-0.

Dr. Lang will post these to the district's website tomorrow and start the tracking mechanism.

3. MASC Voting Delegate – Fall 2025 Membership Meeting

No Committee member will be able to stay at the meeting long enough to be an in-person voting delegate. The Chair will forward an email to the "division chair" at MASC to let them know how The Committee voted on the "resolutions" but none will still be in attendance to vote at the conclusion on the Fall Meeting. He will also ask if the voting on the resolutions could be scheduled to fall on one of the full days of the annual meeting.

4. SC Policy Action: IHAIA – Middle School CTE Exploration

Dr. Lang stated that this was on the agenda of the last meeting for discussion purposes. The policy is on tonight's agenda for action. Once approved Dr. Lang will submit it to DESE and put it on the district's website.

Ms. Santos moved to approve the Middle School Career and Technical Education Policy as presented. Ms. Lebeaux seconded. Motion carries 5-0.

5. Parker Middle School Building Project – Community Visioning Sessions:

Dr. Lang is including this in tonight's agenda to remind the community that three public visioning sessions will be held for the Parker Middle School Building Project, with the first being held tomorrow night. It will not broadcast live but will be recorded for future viewing by Chelmsford Telemedia. Tomorrow night everyone will be brought up-to-speed and the evolution of the project and locations being considered. Left Field, our project manager, will attend as well as AI3, our designer. A summary of the three internal visioning sessions will be presented. The time-line for the project will be revealed. The first submission to the MSBA is due in January. Information may also be found on the district website for the Parker building Project.

- a. Wednesday October 22, 2025 7:00 p.m. Chelmsford Elks, 300 Littleton Road**
- b. Thursday November 20, 2025 7:00 p.m. Chelmsford Elks, 300 Littleton Road**
- c. Wednesday December 17, 2025 7:00 p.m. Chelmsford Elks, 300 Littleton Road**

6. FY2026 Budget Report: 1st Quarter Financials (July 1 – September 30, 2025)

Ms. Johnson-Collins included a memorandum and supporting data in tonight's agenda packet for The First Quarter Financial Report. She spoke to this sharing information on variances through September 30, 2025. At this time the budget is "favorable". Additional Circuit Breaker Funds were received in July totaling \$280,000. This report also contains update data on the Grant and Revolving Funds.

Ms. Santos moved to accept the report just presented to us on our financial standing, the First Quarter Financial Report for fiscal year for 2026. Ms. Lebeaux seconded. Motion carries 5-0.

7. FY2027 Capital Planning & Prioritization

Dr. Lang began by sharing slides of work done during the spring/summer of 2025 including: the secure entryways at five remaining schools; the Byam Elementary School Library; new basketball hoops at Byam, Harrington, South Row and Center (that may be adjusted for the height of the players); renovated hard wood floor at the Harrington gym and painting of the red exterior of CHS. Additionally, at CHS the wood shop was gutted and rebuilt which includes a tech lab. All of these improvements have been well-received!

Dr. Lang shared his list in tonight's agenda packet of the rolling five-year Capital Plan with recommended Capital Projects for FY2027. Several projects on the list have already been completed and will be removed from the list going forward. Some cosmetic projects related to Parker are deferred, while safety projects **are not!** The Schools will be working with the Chelmsford DPW on some projects. Updated recommended projects will be shared at the next regular meeting. No action is required tonight. Dr. Lang's presentation tonight may be watched in full on Chelmsford Telemedia You/Tube. The slides of the work done are especially impressive!

8. Personnel Report: September 2025

No action required.

9. Approval of Field Trip Requests

Ms. Santos moved to approve the Chelmsford High School 2026 Senior Class Banquet at Alpine Grove in Hollis, New Hampshire on June 5, 2026. Ms. Lebeaux seconded. Motion carries 5-0.

REPORTS

1. Liaison Reports

Ms. Lebeaux reported on the Parker/McCarthy PTO meeting held on October 9th. Restorative Circles are in place at Parker. Many extracurricular are planned. The Bionic Program was well-received. McCarthy has a new Assistant Principal, Christopher Cowan, who attended the PTO meeting. McCarthy is pleased to now have two Supervisors of Students this year. They are in the process of establishing a chapter of The Best Buddies Program at McCarthy. Recycle Day with Center School will be held on November 8th.

Ms. Santos attended The Council of Schools meeting as did Dr. Lang and Dr. Hirsch. The Council will hold the Community Read-In in early March of 2026. They also heard from the principals of some schools. Currently, there is a problem getting school volunteers, so Ms. Santos encourages families who are able to volunteer in school to do so.

The Chair shared that the Parker Building Committee met earlier this evening. Many updates were shared and will be part of tomorrow night's public forum.

ACTION/NEW ITEMS

Ms. Santos requests an update for class sizes. Dr. Lang reports on that each November and will do so next month.

The Chair shared that The Committee's AI Workshop will take place on November 3rd. On November 10th, The Tri Board will meet.

PUBLIC COMMENTS:

None

ADJOURNMENT at 7:20 p.m.

Ms. Santos moved to adjourn. Ms. Lebeaux seconded. Motion carries 5-0.

Respectfully submitted,

Sharon Giglio, Recording Secretary

Chelmsford School Committee
Regular Session Meeting Minutes
Monday November 3, 2025

Meeting Time: 6:00 p.m.

Meeting Location: CPS Central Administration Office, 230 North Road, Conference Room

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

Also Present: Jay Lang (Superintendent), Linda Hirsch (Assistant Superintendent) and Bill Silver (Director of Information, Communication and Technology Services)

The meeting was called to order at 6:03 p.m. by Chair King.

Assistant Superintendent Hirsch introduced and provided an overview of the work Amanda Bickerstaff, founder of AI for Education, did with the CPS administration this past summer and work she is planning to do with teaching staff during the full professional development day tomorrow, Tuesday November 4, 2025.

The following topics were discussed:

1. Introduction to Generative AI

- Defined generative AI as tools that create new content (text, images, code, etc.).
- Examples discussed: ChatGPT, DALL-E, Claude, Bard.
- Brief overview of AI's evolution and its growing role in education.

2. Applications in Education

- For Educators:
 - Automating lesson planning, grading, and feedback.
 - Generating quizzes, rubrics, and instructional materials.
 - Supporting differentiated instruction for diverse learners.
- For Students:
 - Personalized tutoring and study support.
 - Writing assistance and idea generation.
 - Language translation and accessibility tools.

3. Benefits of Generative AI

- Increases efficiency and reduces administrative workload.
- Enhances student engagement and creativity.
- Promotes inclusive learning environments.
- Enables real-time, adaptive feedback.

4. Risks and Ethical Considerations

- Academic Integrity: Concerns about plagiarism and misuse.
- Bias & Misinformation: Potential for inaccurate or biased outputs.
- Privacy: Issues around data security and student information.
- Over-reliance: Risk of diminishing critical thinking skills.

5. Implementation Strategies

- Develop clear AI usage policies and guidelines.
- Provide training for educators and students on responsible use.
- Thoughtful integration into curriculum and instruction.
- Emphasize transparency and human oversight in AI use.

6. Future Outlook

- AI as a co-pilot in lifelong learning.
- Shifting educator roles from content delivery to facilitation.
- Importance of AI literacy in K–12 and higher education.
- Continued innovation and research in AI-powered tools.

A motion was made by Susan Mackinnon, seconded by Diana Lebeaux, to adjourn the meeting at 8:07 p.m. Approved 5-0.

Respectfully Submitted,

Jay Lang, Ed.D.
Superintendent of Schools

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: November 14, 2025

Re: Spotlight on the Departments: English Language Arts – Grades 5 – 12

Attached please find a PowerPoint presentation provided by Ms. Abbey Dick, Department Coordinator for English Language Arts. I look forward to hearing Ms. Dick'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

English Department, Grades 5-12
November 18, 2025

FACULTY

Parker: 17 teachers

McCarthy: 8 teachers

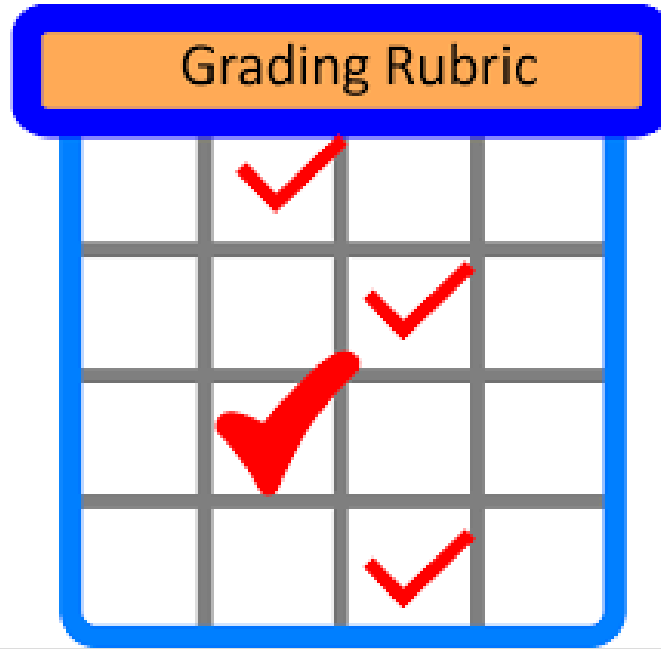
CHS: 13.4 teachers



STANDARDS: Reading Literature, Reading Informational Texts, Reading Foundational Skills (5), Writing, Speaking and Listening, Language

Regular data meetings to track student growth





Concerns:

Student are struggling to show what they know.

We need more consistency when teaching writing.

2025-2026 Focus: Idea Development

Thesis

Evidence/Details from the Text

Organization

Expression of Ideas/Elaboration

Awareness of Task/Mode of Writing





- **Consistent acronyms/concepts between schools, grades, and classrooms, K-8**
- **Shared system of protocols and strategies**
- **Clear instruction to support all learners**

ThinkSRSD

**A series of
explicit lessons
to build
students' skills
and confidence.**

thinkSRSD Agenda

Lesson 0: collect pre-assessment

Lesson 1: teach POWER + TIDE-L

Lesson 2: model collaborative write

Lesson 3: score goal setting

ThinkSRSD: What's the gist?

Who or what?	Did <u>what</u> ? (action)	When and where?	Why/what happened?
<i>Who or what is the text about?</i>	<i>What big event(s) happened?</i>	<i>Setting?</i>	

Pre-read for a gist: A two-for one! First, your students will summarize what they read into a one sentence main idea statement. Doing so both builds their comprehension and assesses it so you know whether to move on or review. Even more, it offers a convenient way to tuck in daily evidence-based practices for sentence instruction.

ThinkSRSD: the process



ThinkSRSD: highlighting exemplars

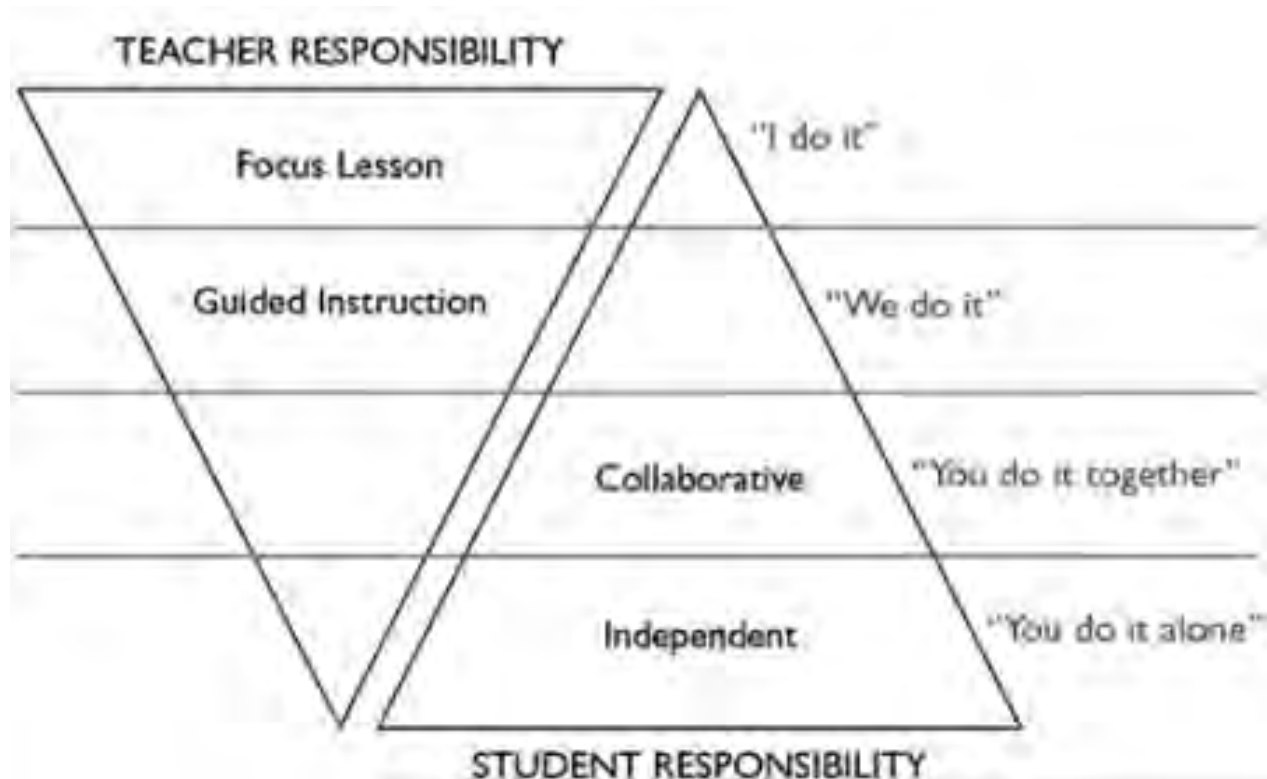
Phil Knight had strong people skills that made it easier for him to form relationships. Phil Knight met with Japanese executives from the shoe company, Tiger. He would advertise through flyers and would sell directly to his customers, sometimes inviting them inside his house. Another way he sold shoes was going to track meets. He would offer different types of shoes and showed his customers his knowledge of his shoes. While he was meeting with the Japanese executives, he used strong reasoning to convince them to let him sell their product in the U.S. He showed respect and confidence when being asked tough questions as well. He was not only able to form a mutual respect with the Japanese executives, but was able to form valuable connections with his customers when he began selling. Being in the unfamiliar territory that was Japan, Phil was at a disadvantage, but his skills were recognized locally and internationally. Phil's ability to communicate with different types of people would only lead to his dream becoming a reality. Phil Knight used unwavering self motivation and excellent people skills to build a strong foundation for the empire of Nike.

ThinkSRSD: scoring

Name & Essay:		Pts	score
sub clai	Supports the thesis	1	
Informa tion	"best" info to support the claim: relevant, shows not tells, (no quote 0)	2	1
Det. analysis	Proves (sub) thesis / claim and connects to information	3	3
Sub end	Sums it up	1	
Vocab	3-5 strong vocab words (bolded) per paragraph	2	2

Both students and teacher score to align understanding

ThinkSRSD: releasing writers



Advanced Coursework Available to All Students

AP Language and Composition

AP Literature and Composition

Modern World Literature

Modern American Literature

Writing for College

Journalism



Thank you!

**English Department
Grades 5-12**

November 18, 2025





REINVENTING
PARKER MIDDLE SCHOOL
UPCOMING COMMUNITY FORUM:

THURSDAY

NOV 20, 2025

**Chelmsford Elks Lodge
(300 Littleton Rd) @ 7:00pm**

For all interested Community Members

<https://parkermsproject.com/>



**In-Person
Meeting**

scan to stay informed



Massachusetts School
Building Authority
www.massschoolbuildings.org

Ai3
ARCHITECTS

**Left
Field**



REINVENTING

PARKER MIDDLE SCHOOL

UPCOMING COMMUNITY FORUM:

WEDNESDAY

DEC 17, 2025

<https://parkermsproject.com/>



**Chelmsford Elks Lodge
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For all interested Community Members



**In-Person
Meeting**

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Left
Field

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: November 14, 2025
Re: FY2027 Capital Planning & Prioritization

I provided a document at the regular meeting on October 21, 2025 to begin discussion and prioritization of projects to be submitted for consideration to the TOC Capital Planning Committee this year. I provided the FY25 – FY29 capital plan prioritization document that includes the next 3-years of projects of the previously approved 10-year capital plan for the Chelmsford Public Schools.

I also sent the attached memo to John Sousa, Town Finance Director/Treasurer, as a placeholder for the TOC Capital Planning Committee to review. The TOC Capital Planning Committee convened for their first meeting Thursday November 13, 2025 and will convene next on Wednesday November 19, 2025 to review the school department's capital requests. As we know the TOC has limited funds for capital projects, I feel we should prioritize this list of \$ 2.8 million and present the \$ 2.8 million prioritized list with the remaining projects to show the overall need within the school department for continued capital funding in the coming years to extend the useful life of our aging school facilities.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: John Sousa, Finance Director/Treasurer

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

Date: November 4, 2025

Re: FY2027 Capital Plan Requests – Chelmsford Public Schools

At the regular meeting of the Chelmsford School Committee on November 18, 2025, committee members and administration plan to have a discussion pertaining to priorities for the FY27 capital plan requests. Below is a list of the FY27 capital projects totaling \$ 2.85 million to be submitted to the capital planning committee for consideration as follows:

Rec. Priority	Amount	School	Project Description
1	\$ 700,000	Byam Elementary School	Replace/rehabilitate parking lot, replace sloped granite curbing, and ADA exterior improvements.
2	\$ 251,490	Byam & South Row Elementary Schools	Building Safety & Security Upgrade: Replace clock/intercom/PA system w/ integrated ENS System (Harrington model). The FY27 budget figure assigned to this project is \$ 767,421.
3	\$ 400,000	Byam & Harrington Elementary Schools	Building Safety & Security Upgrade: Replace/Upgrade the building intrusion (security) and fire panel systems. The FY27 budget figure assigned to this project is \$ 1,157,475.
4	\$ 113,850	McCarthy Middle School	Building Safety & Security Upgrade: Install a bi-directional antenna system to enhance portable radio communication with first responders.
5	\$ 1,100,000	Chelmsford High School, Harrington Elementary School, and McCarthy Middle School	Funding to perform a Phase 1 assessment, schematic design, and cost estimates for the replacement of the roof at Chelmsford High School, McCarthy Middle School (Phase 2), and Harrington Elementary School. Further, funding to replace a portion of the roof at Chelmsford High School over the student dining rooms (café) is included.
6	\$ 150,000	Chelmsford High School	Switchgear Rehabilitation (Replace the original 1974 electrical switchgear, re-feed the existing feeders and branch circuits).
7	\$ 107,589	Harrington Elementary School	Install code-compliant non-slip floor throughout the kitchen and food service preparation areas.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

8	\$ 30,000	Chelmsford High School	Funding to perform a Phase 1 assessment, schematic design, and cost estimate for the renovation of the student locker rooms (including flooring and reconfiguration for team rooms). The FY27 budget figure assigned to this project is \$ 600,000.
	\$ 2,852,929	Total	

Attached please find Capital Improvement Plan (CIP) Detail Sheets for all but three (3) projects being submitted by DPW Director Clancy.

Capital Improvement Program

PROJECT DETAIL

Project Title:	Building Safety & Security Upgrade: Integrated Emergency Notification System (ENS)		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	Funding is sought to replace/upgrade the building clock/intercom and public address (PA) systems in all CPS schools over the coming fiscal years. An allocation of \$ 251,490 is sought in FY2027 to address Byam and South Row Elementary Schools. CPS IT installed the model system at Harrington Elementary School over the summer of 2025. The system will be replicated throughout all CPS schools, however the installation is very labor intensive and is proposed to be staggered over the next few fiscal years. Further funding to support this project will be requested in future fiscal years as follows: FY2028: Chelmsford High School FY2029: McCarthy Middle School FY2030: Center Elementary School and Westlands School		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY24 \$	Estimated Expenditures by Fiscal Year					
			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five Year Total
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			251,490	-	-	-	-	251,490
E. Other Costs								
TOTAL			\$251,490					\$251,490
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds		(5) State Aid		(7) Special Assessments			
(2) Municipal GO Bonds	(4) Corporate Donations		(6) Federal Aid		(8) Free Cash/Other Funding			

Capital Improvement Program

PROJECT DETAIL

Project Title:	Building Safety & Security Upgrade: Building Intrusion (security) and Fire Panel Upgrades		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	Funding is sought to replace/upgrade the building intrusion (security) and fire panel systems in all CPS schools over the coming fiscal years. An allocation of \$ 400,000 is sought in FY2027 to address Byam and Harrington Elementary Schools. The CPS 10-Year Capital Plan is carrying a substantially higher budget figure for each school as estimates were projected prior to upgrades to the access control and security camera systems at all CPS schools. The \$ 400,000 requested in FY2027 will fund an updated assessment of all CPS school buildings for intrusion and fire panel upgrades, design and cost estimates for future fiscal year capital requests, and completion of Byam and Harrington Elementary Schools. Further funding to support this project will be requested in future fiscal years as follows: FY2028: Center Elementary School & Westlands School FY2029: South Row Elementary School & McCarthy Middle School FY2030: Chelmsford High School		



RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY24 \$	Estimated Expenditures by Fiscal Year					
			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five Year Total
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			400,000	-	-	-	-	400,000
E. Other Costs								
TOTAL			\$400,000					\$400,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

Capital Improvement Program

PROJECT DETAIL

Project Title:	CHS Student Locker Room Flooring		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	Funding to perform a Phase 1 assessment, schematic design, and cost estimate for the renovation of the boys' and girls' student locker rooms (including flooring and reconfiguration for team rooms at Chelmsford High School. This project was earmarked for action in FY2027 with an estimated project budget of \$ 600,000. It has been a number of years since the budget was estimated and space purpose/use has been adjusted since initial project inception. Funding to assess the current use, design and perform cost estimating will allow for a better estimated total project budget request in the FY2028 capital plan cycle.		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY24 \$	Estimated Expenditures by Fiscal Year					
			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five Year Total
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			30,000	-	-	-	-	30,000
E. Other Costs								
TOTAL			\$30,000					\$30,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds		(5) State Aid		(7) Special Assessments			
(2) Municipal GO Bonds	(4) Corporate Donations		(6) Federal Aid		(8) Free Cash/Other Funding			

Capital Improvement Program

PROJECT DETAIL

Project Title:	Replace Kitchen and Food Service Preparation Area Floors		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	Funding is sought to replace the kitchen and food service preparation area floors at Harrington Elementary School with code-compliant non-slip floor material. 		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY24 \$	Estimated Expenditures by Fiscal Year					
			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five Year Total
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			107,589	-	-	-	-	107,589
E. Other Costs								
TOTAL			\$107,589					\$107,589
F. Annual Maintenance & Repair								
(1) Operating Revenues			(3) Revenue Bonds		(5) State Aid		(7) Special Assessments	
(2) Municipal GO Bonds			(4) Corporate Donations		(6) Federal Aid		(8) Free Cash/Other Funding	

Capital Improvement Program

PROJECT DETAIL

Project Title:	Building Safety & Security Upgrade: Bi-Directional Antenna System		
Department:	Schools	Category:	Building Infrastructure
Description and Purpose:	Funding is sought to install a bi-directional antenna system to enhance portable radio communication with and among first responders.		

RECOMMENDED FINANCING

	Source of Funds	Total Five Year Cost in FY24 \$	Estimated Expenditures by Fiscal Year					
			FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Five Year Total
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment			113,850	-	-	-	-	113,850
E. Other Costs								
TOTAL			\$113,850					\$113,850
F. Annual Maintenance & Repair								

(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding

Chelmsford Public Schools
5-Year Capital Plan

As of
November 4, 2025

	School	Area	Scope of Work	Estimated Project Cost		Previous FY Deferral	FY25	FY26	FY27	FY28	FY29	FY30
	CHS	All School	FY24 & FY25 Deferred: Renovate art classrooms	\$ 450,000		\$ 475,000	\$ 475,000	\$ 475,000	Remove - Completed with CPS One-Time Funding			
									Remove - MSBA Accelerated Repair Program - to be completed in the Summer of 2026			
	South Row	Roof	FY25 Deferred: Partial roof replacement	\$ 1,200,000			\$ 1,200,000	\$ 1,200,000				
1	South Row	All School	Replace rooftop exhaust fan units.	\$ 53,130				\$ 53,130	Remove - MSBA Accelerated Repair Program - to be completed in the Summer of 2026			
1	South Row	All School	DPW Identified Project: Switchgear Rehabilitation						\$ 400,000	Remove - Being completed with FY24 Town Surplus Funds (Free Cash)		
	McCarthy	Exterior	FY25 Deferred: Renovate/replace tennis courts	\$ 245,000			\$ 430,500	\$ 430,500	Remove - Being completed with FY24 Town Surplus Funds (Free Cash)			

Chelmsford Public Schools 5-Year Capital Plan

As of
November 4, 2025

								Remove - Additional \$ 2,484,842 allocated from FY25 Town Surplus Funds (Free Cash) to complete rear building roof over gymnasium, locker rooms, café, kitchen and modular classrooms.			
McCarthy	Roof	FY25 & FY26 Partially Deferred: Partial roof replacement	\$ 1,200,000			\$ 250,000	\$ 1,000,000				
McCarthy	All School	FY25 Deferred: Add additional staff/visitor parking to the front of the school (Approx. 29 spaces/4 handicapped) and a new driving lane to allow for left only turn exiting the school. Sidewalks to be replaced where effected.	\$ 150,000			\$ 150,000	\$ 150,000	Remove - Completed w/ Police Parking Lot Project			
Byam	School Safety	Construct secure entry vestibule w/ visitor management system					\$ 160,000	Remove - Completed w/ FY26 Capital Funding			
Center	School Safety	Construct secure entry vestibule w/ visitor management system					\$ 135,000	Remove - Completed w/ FY26 Capital Funding			
Harrington	School Safety	Construct secure entry vestibule w/ visitor management system					\$ 160,000	Remove - Completed w/ FY26 Capital Funding			
Parker	School Safety	Construct secure entry vestibule w/ visitor management system					\$ 160,000	Remove - Completed w/ FY26 Capital Funding			
South Row	School Safety	Construct secure entry vestibule w/ visitor management system					\$ 135,000	Remove - Completed w/ FY26 Capital Funding			
McCarthy	All School	Replace boilers					\$ 700,000	Remove - Completed w/ FY26 Capital Funding			
Byam	Cafeteria	Replace the hardwood flooring at the stage.	\$ 31,499				\$ 47,249	Remove - Refinishing the hardwood flooring at the stage was determined to be acceptable and most cost effective.			

	Center	Gym	Replace the hardwood flooring at the stage.	\$ 31,119			\$ 46,679	Remove - Refinishing the hardwood flooring at the stage was determined to be acceptable and most cost effective.				
	CHS	All School	Replace five (5) unit ventilators in the Art wing of the building.	\$ 57,684			\$ 57,684	Remove - Completed w/ FY25 Capital Funding				
	Harrington	Cafeteria	Replace stair treads leading to the platform area.	\$ 2,459			\$ 2,459	Remove - Completed with CPS One-Time Funding				
	Harrington	All School	Replace clock system, current system is obsolete.	\$ 45,540			\$ 70,587	Remove - Completed with CPS One-Time Funding				
	McCarthy	Exterior	Provide ADA accessible walkways to the courtyard areas.	\$ 15,180			\$ 22,770	Remove - Completed with CPS One-Time Funding				
	McCarthy	All School	Replace rooftop units on the portable classrooms with heat pump style rooftop units.	\$ 37,950			\$ 56,925	Remove - Completed w/ FY25 Capital Funding				
	McCarthy	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 84,856			\$ 84,856	Remove - Completed w/ FY25 Capital Funding				
	South Row	Cafeteria	Replace the hardwood flooring at the stage and risers.	\$ 33,206			\$ 33,206	Remove - Refinishing the hardwood flooring at the stage was determined to be acceptable and most cost effective.				
	Westlands	All School	Replace pole lights with high efficiency globe light fixtures.	\$ 15,180			\$ 15,180	Remove - Completed w/ FY25 Capital Funding				
	Westlands	All School	Install code-complaint rubber stair treads on concrete stair treads	\$ 17,078			\$ 17,078	Remove - Completed with CPS One-Time Funding				
	Westlands	Kitchen	Remove the obsolete dish room equipment to provide additional code-compliant storage room space constructed with easy-to-clean materials.	\$ 30,360			\$ 30,360	Remove - Completed w/ FY25 Capital Funding				

Chelmsford Public Schools
5-Year Capital Plan

As of
November 4, 2025

	Westlands	Cafeteria	Replace the hardwood flooring at the stage.	\$ 51,233					Remove - Refinishing the hardwood flooring at the stage was determined to be acceptable and most cost effective.			
1	Center	All School	Partial roof replacement				\$ 130,000		In design phase w/ FY26 Capital Funding			
1	CHS	School Safety	Stairwell renovation for emergency egress				\$ 127,500		In design phase w/ FY26 Capital Funding			
1	South Row	All School	Install an expansion tank and mixing valve on the water heater.	\$ 15,180			\$ 15,180		In design phase w/ FY26 Capital Funding			
1	South Row	All School	Install new high efficiency gas-fired domestic water heater.	\$ 27,324			\$ 44,820		In design phase w/ FY26 Capital Funding			
	Parker	Elevator	FY24, FY25 & FY26 Deferred: Replace elevator in school	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000		Defer - Potential New School Building Project			
	Parker	Roof	FY25 & FY26 Deferred: Partial roof replacement	\$ 230,000		\$ 230,000	\$ 230,000		Defer - Potential New School Building Project			
	Parker	All School	FY25 & FY26 Deferred: Install a roof mounted energy recovery unit to provide ventilation in the administration area.	\$ 75,900		\$ 150,000	\$ 150,000		Defer - Potential New School Building Project			
	Parker	All School	FY25 & FY26 Deferred: Replace the air handling unit and add ventilation in the teachers room.	\$ -		\$ 100,000	\$ 100,000		Defer - Potential New School Building Project			
	Parker	All School	DPW Identified Project: Switchgear Rehabilitation			\$ 100,000			Defer - Potential New School Building Project			
	Parker	Boiler Rm.	Install exhaust fan in the boiler room for ventilation.	\$ 12,144			\$ 12,144		Defer - Potential New School Building Project			
	Parker	Cafeteria	Install transfer grilles in the common wall between the cafeteria and kitchen to enable to hood with make-up air when the doors are closed.	\$ 15,180			\$ 15,180		Defer - Potential New School Building Project			
	Parker	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180			\$ 15,180		Defer - Potential New School Building Project			
	Parker	All School	Provide ventilation in the 2nd floor conference room.	\$ 22,770			\$ 22,770		Defer - Potential New School Building Project			
	Parker	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540				\$ 45,540	Defer - Potential New School Building Project			
	Parker	Library	Replace the carpet in the library media center.	\$ 77,873				\$ 120,703	Defer - Potential New School Building Project			
	Parker	All School	Replace clock system, current system is obsolete.	\$ 143,641				\$ 222,644	Defer - Potential New School Building Project			
	Parker	All School	Replace building intrusion (security) system.	\$ 766,086				\$ 1,187,433	Defer - Potential New School Building Project			
	Parker	All School	Repair or replace broken and damaged VCT floor tile throughout the school.	\$ 269,597							Defer - Potential New School Building Project	
1	Byam	All School	Replace parking lot and curbing	\$ -				\$ 700,000				
1	CHS	All School	Roof replacement					\$ 3,000,000				
1	Byam	All School	Replace clock system, current system is obsolete.	\$ 45,540				\$ 70,587				
1	Byam	All School	Replace building intrusion (security) system.	\$ 379,500				\$ 588,225				

Chelmsford Public Schools
5-Year Capital Plan

As of
November 4, 2025

1	CHS	All School	DPW Identified Project: Switchgear Rehabilitation (Replace the original 1974 electrical switchgear, re-feed the existing feeders and branch circuits).	\$ 303,600				\$ 150,000	Note: To supplement funds allocated from FY25 Town Surplus Funds (Free Cash).		
1	CHS	Gym	Renovation/replacement of the student locker rooms (including flooring and reconfiguration for team rooms).	\$ 313,647				\$ 600,000			
1	Harrington	All School	Roof replacement			\$ 1,300,000					
1	Harrington	Kitchen	Install code-compliant non-slip floor (quarry tile) throughout kitchen and food service preparation areas.	\$ 71,726			\$ 107,589				
1	Harrington	All School	Replace building intrusion (security) system.	\$ 379,500			\$ 569,250				
1	McCarthy	All School	Install a bi-directional antenna system to enhance portable	\$ 75,900			\$ 113,850				
2	CHS	All School	Replace clock system, current system is obsolete.	\$ 348,165			\$ 522,248				
2	McCarthy	Gym	Replace curtain wall windows (large gym)	\$ 236,640				\$ 366,792			
3	Byam	All School	Replace the original gate valves on the domestic water service to the building.	\$ 7,590			\$ 7,590				
3	Byam	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180			\$ 15,180				
3	Byam	All School	Replace roof drains	\$ 22,770			\$ 22,770				
3	Byam	All School	Replace PTAC units in the administration area with a high	\$ 45,540			\$ 68,310				
3	Byam	All School	Install mechanical ventilation to the administration, library,	\$ 227,700			\$ 227,700				
3	Byam	All School	Install a high efficiency water heater including master mixing	\$ 53,130				\$ 53,130			
3	Byam	All School	Roof replacement					\$ 325,000			
3	Center	All School	Replace the hot water convection units in the bathrooms.	\$ 18,216			\$ 18,216				
3	Center	All School	Install new high efficiency gas-fired domestic water heater.	\$ 27,324			\$ 27,324				
3	Center	Boiler Rm.	Replace existing hot water supply and return piping outside	\$ 30,360			\$ 30,360				
3	CHS	All School	Replace damaged and stained vinyl wall base.	\$ 7,590			\$ 7,590				
3	CHS	All School	Provide differential pressure sensors and modulate the	\$ 30,360			\$ 30,360				
3	CHS	All School	Install diffusers on the supply ductwork to eliminate short circuiting issues.	\$ 53,130			\$ 53,130				
3	Harrington	All School	Install exhaust fan in the copy room for ventilation.	\$ 15,180			\$ 15,180				
3	Harrington	All School	Install ADA accessible code-complaint signage throughout the school.	\$ 20,493			\$ 20,493				
3	Harrington	All School	Replace PTAC units in the administration area with a high efficiency AC system.	\$ 45,540			\$ 68,310				

Chelmsford Public Schools
5-Year Capital Plan

As of
November 4, 2025

3	Harrington	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 53,130				\$ 53,130			
3	Harrington	All School	Install mechanical ventilation to the administration, library, and special education teacher's workroom areas.	\$ 227,700				\$ 227,700			
3	South Row	All School	Install AC in the computer network closet (headend room).	\$ 18,216			\$ 18,216				
3	South Row	All School	Replace damaged metal shelving and doors in classrooms.	\$ 44,022			\$ 44,022				
3	Westlands	All School	Replace clock system, current system is obsolete.	\$ 56,318				\$ 87,293			
4	Byam	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 281,741			\$ 422,612				
4	Harrington	All School	Alter storm water discharge so as not to discharge directly into the wetland.	\$ 75,900			\$ 113,850				
4	Harrington	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 262,310				\$ 406,581			
4	McCarthy	All School	Replace building mounted compact fluorescent scones with LED fixtures.	\$ 34,155			\$ 60,000				
4	Westlands	All School	Refinish hardwood doors throughout the school.	\$ 3,036			\$ 3,036				
4	Westlands	All School	Install a high efficiency water heater including master mixing valve, recirculated hot water and expansion tank on cold water make-up line.	\$ 45,540				\$ 70,587			
5	District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000			\$ 75,000				
5	District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000				\$ 75,000			
	Byam	All School	DPW Identified Project: Switchgear Rehabilitation					\$ 350,000			
	Center	All School	Replace building intrusion (security) system.	\$ 341,550				\$ 546,480			
	Center	All School	Partial roof replacement						\$ 320,000		
	Center	All School	DPW Identified Project: Switchgear Rehabilitation						\$ 350,000		
	Center	All School	Replace elevator in school						\$ 350,000		
	CHS	All School	Synthetic Turf Field Replacement						\$ 900,000		
	CHS	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 2,349,864					\$ 2,349,864		
	District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000				\$ 75,000			
	District	Technology	Classroom technology upgrade of teacher instructional display stations - multi-year plan.	\$ 75,000					\$ 75,000		
	Harrington	All School	DPW Identified Project: Switchgear Rehabilitation					\$ 350,000			
	Harrington	All School	Replace elevator in school					\$ 350,000			
	McCarthy	Library	Replace the carpet in the library media center.	\$ 79,923				\$ 127,877			
	McCarthy	All School	Synthetic Turf Field Replacement					\$ 1,000,000			
	McCarthy	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 1,024,650				\$ 1,639,440			

	South Row	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 262,310							\$ 262,310	
	Westlands	All School	DPW Identified Project: Switchgear Rehabilitation							\$ 250,000		
	Westlands	All School	Replace the original domestic water piping with insulated, with isolated (and labeled) piping with tagged brass ball valves.	\$ 227,700						\$ 364,320		
	Westlands	All School	Replace building intrusion (security) system.	\$ 253,430						\$ 405,488		
	Westlands	All School	Install new code-compliant handicapped accessible cabinets, countertops, shelving and sinks in the classrooms.	\$ 237,415							\$ 237,415	
	Westlands	All School	Roof replacement								\$ 1,500,000	

			Total Capital Projects	\$ 14,619,435	\$ 800,000	\$ 4,710,500	\$ 9,170,473	\$ 8,750,345	\$ 5,889,960	\$ 6,344,589	\$ -
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CHELMSFORD PUBLIC SCHOOLS

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

To: Dr. Jay Lang, Superintendent of Schools

From: Robyn Corbett, Executive Assistant to the Superintendent

Date: November 10, 2025

Re: Personnel Report – October 2025

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

Personnel Report – October 2025

New Hires

Djitli, Nadhira

Interim Paraprofessional (SAIL Program)

Parker Middle School

Effective date: 10/20/25

Mani, Janaki

Interim Paraprofessional (STRIVE Program)

Parker Middle School

Effective date: 10/20/25

Pestana, Erin

Interim Paraprofessional

Parker Middle School

Effective date: 10/14/25

Resignations:

Agrawal, Sweety

Interim Paraprofessional

Harrington Elementary School

Effective date: 10/23/25

Khemmalay, Alina

Interim Paraprofessional

Byam Elementary School

Effective date: 11/6/2025

Lyons, James

Lunch/Recess Aide

Harrington Elementary School

Effective date: 10/21/25

Novellano, Diane

Paraprofessional

Byam Elementary School

Effective date: 10/31/25

Weller-Fahy, Christina

Library Teacher

McCarthy Middle School

Effective date: 10/31/25

Retirements:

Fulreader, Dianna

Principal

Center Elementary School

Effective date: 10/3/25

Assignment Changes:

Approval of Field Trip Requests

1.) McCarthy Middle School

Grade 7 Students

Viewing of "A Christmas Carol"

The Palace Theatre

December 19, 2025

Manchester, NH

2.) Chelmsford High School

Band Members (Grades 9 – 12)

U.S. Coast Guard Academy

March 7, 2026

New London, CT

FIELD TRIP FORM APPLICATION

McCarthy Middle School

Please fill out application form completely. Please print. * Apply for only one trip per form.

School Requesting Permission

Day(s) of Week for Trip: MON ___ TUE ___ WED ___ THR ☒ FRI ___ SAT ___ SUN ___

Trip Date: 12/19/25 If Overnight Trip, Return Date: 12/19/25
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: Sheila Kish Cell Phone: 978-339-3488

Grade, Group, Class(es) or Course(es): Grade 7

Total Number of Students: 400

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: _____ 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): Teams 7 White + Maroon Cell Phone #: _____

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

Is a Nurse Needed? Yes ☒ No ☐

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

Reviewed by: Anna C. Lynn 9/12/25
Signature of School Nurse Date

Event/Purpose of the Trip: To watch the drama "A Christmas Carol"

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: The Palace Theatre (603) 668-5588
Name of Facility Facility Telephone
80 Hanover St. Manchester, NH 03101
Facility Street Address City State

Estimated Leave Time: 10:00 a.m. / p.m. Estimated Return Time: 1:00 a.m. / (p.m.)

No. of Regular School Buses Needed: 9 No. of Wheel Chair Accessible Buses Needed: 1
District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

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

Bus Pick-Up Location (be specific) McCarthy Middle School

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.

Meal Plans: None

TRIP COST/FUNDING

Price per Bus: \$ Total Cost of Bus Transportation \$ 3,517.47

Total Price of event \$ 6,720.00

Additional Costs \$

Total Cost of Trip \$ 10,237.47

School/Org. to pay for: \$

Student paying \$ 25.00 per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by:

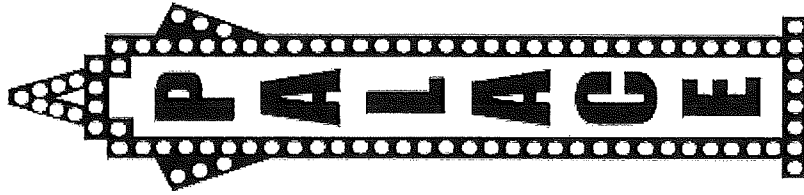
Signature of Trip Sponsor Date

Approved by:

Signature of Dept. Head/Coordinator Date Sept 12, 2025

Signature of Building Principal Date 9/12/25

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



Christmas Carol at The Palace Theatre

Invoice

Group Name: Chelmsford McCarthy

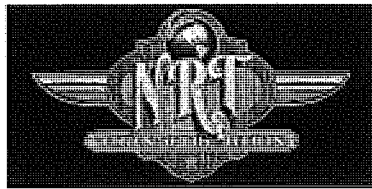
Contact: Sheila Kish

Performance Date & Time:		Friday, December 19, 2025	11am
# of seats:	448	Price per Seat:	\$15.00
	Total of Paid Seats	\$ 6,720.00	
	Deposit	\$100.00	
	Balance	\$6,620.00	
* All tickets are non-refundable and non-transferable			

You may pay via credit card or
make checks payable to:

Palace Theatre
80 Hanover Street
Manchester, NH 03101
Attn: Janey Goldberg

Questions: Contact Janey Goldberg at 603-668-5588, x127
Janeygoldberg@PalaceTheatre.org



Confirmation

Trip #: 136452
Trip Date: 19-Dec-2025
PO: 26000127

This is an estimated cost. Trip is subject to other costs do to times changes, location changes and late return times.

McCarthy Middle School

250 North Road
Chelmsford, MA 01824
Contact: Jodie Herlihy
Contact Email: herlihyj@chelmsford.k12.ma.us
Phone: (978) 251-5122 Fax: (978) 251-5130

Booked Date: 12-Sep-2025

Total Vehicles: 9

Sales Person: Katie Binette

Big Bus

9 x \$390.83 = \$3,517.47

Pick Up	19-Dec-2025 9:45 AM	McCarthy Middle School	250 North Rd Chelmsford, MA 01824
Drop off at Destination	19-Dec-2025 10:22 AM	Palace Theater	80 Hanover St Manchester, NH 03101
Pick Up At Destination	19-Dec-2025 12:24 PM	Palace Theater	80 Hanover St Manchester, NH 03101
Drop Off	19-Dec-2025 1:00 PM	McCarthy Middle School	250 North Rd Chelmsford, MA 01824

Total: \$3,517.47

For Your Information

Please do not pay driver.
Accepted Payments, Credit Card, Check or Money Order
To pay by credit card please request an authorization form

All payments made by Check or Money order have to be sent to the address below.

NRT Bus Inc
P.O. Box 24017
New York, NY 10087-4017

9/15/25
Katie Binette
Sales Person

FIELD TRIP APPLICATION FORM CHELMSFORD PUBLIC SCHOOLS 230 North Road, Chelmsford, MA 01824 Phone (978) 251-5100	Teacher Sub(s) Needed: YES ☐ NO ☒ ☐ Full-Day Sub(s) ☐ Half Day Sub(s) needed for: AM / PM
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Please fill out application form completely. Please print. * Apply for only one trip per form.

School Requesting Permission: ☒ CHS ☐ PARKER ☐ McCARTHY
☐ BYAM ☐ CENTER ☐ HARRINGTON ☐ SOUTH ROW

Day(s) of Week for Trip: MON ☐ TUE ☐ WED ☐ THR ☐ FRI ☐ SAT ☐ SUN

Trip Date: 3 / 7 / 26 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: Matt Sexauer Cell Phone: 978-930-1874

Grade, Group, Class(es) or Course(es): CHS Band members, grades 9-12

Total Number of Students: 88 Number of Male Number of Female

Number of Students Assigned Per Chaperone: 44

Total Number of Chaperones: 2 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): Matt Sexauer, Vincent DeStefano

Cell Phone #:

Faculty/Chaperone with Epi-Pen Designation (Name): Matt Sexauer
 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:

Signature of School Nurse

Date

Event/Purpose of the Trip: Music performance, enrichment, musician workshops

Curriculum Standard Addressed by Trip (Reason for the Trip)

Performing, creating, connecting

Destination: U.S. Coast Guard Academy

()

Facility

Facility Telephone

31 Mohegan Ave Pkwy, New London, CT 06320

Facility Street Address

City

State

6AM

Estimated Leave Time: a.m. / p.m. Estimated Return Time: 7 PM a.m. / p.m.

No. of Regular School Buses Needed: 2 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 precedent over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

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

Bus Pick-Up Location (be specific) Chelmsford High School front entrance

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

Equipment: Musical instruments

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

Meal Plans: Meals are provided through the clinic, paid for in advance

TRIP COST/FUNDING Please see attached for cost details

Price per Bus: \$ SEE ATTACHED

Total Cost of Bus Transportation \$

Total Price of event \$

Additional Costs \$

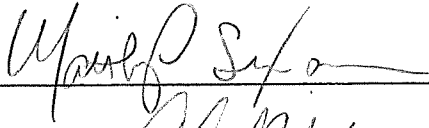
Total Cost of Trip \$

School/Org. to pay for: \$

Student paying \$ per person for: \$

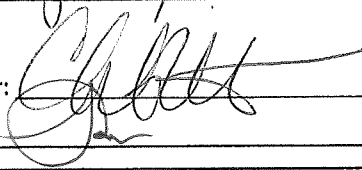
Please list any other circumstances that may affect the trip:

Submitted by:

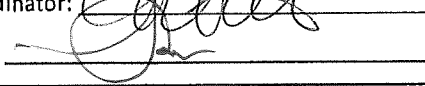
Signature of Trip Sponsor: 

Date: 11/13/25

Approved by:

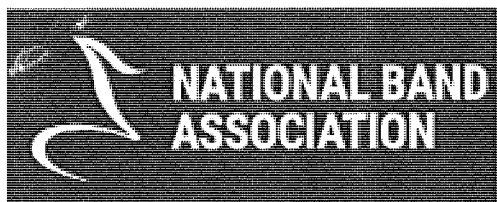
Signature of Dept. Head/Coordinator: 

Date: 11/13/25

Signature of Building Principal: 

Date: 11/14/25

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



**N.B.A. NEW ENGLAND HIGH SCHOOL BAND
SYMPOSIUM**
Hosted by the U.S. COAST GUARD BAND

U.S. Coast Guard Academy • New London, CT
March 7, 2026

October 16, 2025

We are extremely excited that your band has been selected to participate in the National Band Association New England H.S. Band Symposium hosted by the United States Coast Guard Band. We have worked diligently to create a High School Band Symposium for your band like no other. The overall focus of the Symposium is on individual and ensemble musical growth. We have structured this event to maximize the time at the Coast Guard Academy with the Coast Guard Band for an exciting day of music and learning.

The bands will use a rotating schedule that includes a performance by your band in the stunning Leamy Concert Hall followed by a side-by-side clinic and feedback by the Coast Guard Band Commanders, an observation period to watch another high school band perform, instrument-area clinics (brass/woodwinds/percussion), a live performance by the U. S. Coast Guard Band, and lunch in the ballroom at Leamy Hall overlooking the beautiful Thames river. Immediately following your performance, select members of the Coast Guard Band will join your band in a side-by-side clinic with the commanders of the Coast Guard Band.

SCHEDULE

We will be giving bands that have the furthest distance to travel priority in scheduling times to best accommodate their travels. A summary of the schedule for the day:

	9:00am - 10:00	10:15 - 11:15	11:30 - 12:00	12:15pm - 1:00	1:15 - 2:15	2:30 - 3:30
Band 1	Performance/ Side by side Clinic	Observe	CONCERT: USCG Band	LUNCH	Brass/WW/ Perc. Clinic	
Band 2	Observe	Performance/ Side by side Clinic	CONCERT: USCG Band	LUNCH	Brass/WW/ Perc. Clinic	
Band 3		Brass/WW/Perc. Clinic	CONCERT: USCG Band	LUNCH	Performance/ Side by side Clinic	Observe
Band 4		Brass/WW/Perc. Clinic	CONCERT: USCG Band	LUNCH	Observe	Performance/ Side by side Clinic

MUSIC SELECTION

For your performance, your band should perform three pieces, one of which should be by our composer-in-attendance. Your repertoire should not exceed 20 minutes of total music. In an effort to make this event as educational as possible, we ask that selected pieces be appropriate for your ensemble's performance level.

We have begun including a composer to serve as composer-in-attendance as part of the overall symposium experience. This year's composer is Andrew Boysen. After your band's on-stage performance, Dr. Boysen will spend 10 minutes with your band discussing his piece. The NBA organizers for this event will be determining the piece(s) and will notify you within the next week.

LUNCH

This event is being subsidized by the National Band Association and the U.S. Coast Guard Band. There is no registration fee charged for this event. Lunch is being provided by the Coast Guard Academy at a subsidized cost per band as well: bands including staff numbering 25-35 at \$300, 36-45 at \$400, at 46-55 at \$500, 56-65 at \$600 and 66+ at \$700. This is a fully catered lunch buffet. A \$100.00 non-refundable lunch deposit is required upon your band's acceptance. (See below)

Lastly, additional information will be forthcoming regarding seating charts, final lunch payment and other logistical details for the event. If you have any additional questions, I will be glad to answer them. (cichymusic@gmail.com)

Again, congratulations on being chosen for the 2026 NBA New England H.S. Band Symposium. We look forward to having your band at the U.S. Coast Guard Academy in March.

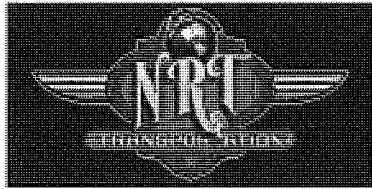
Roger Cichy, N.B.A. New England Band Symposium Coordinator

LUNCH DEPOSIT

A \$100.00 non-refundable Lunch Deposit is required from each high school band accepted. Please remit by Dec. 1, 2025. The remainder of the lunch payment will be due February 15, 2026.

Payments need to be made out to **Providence College** and sent to the address below.

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: Providence College :
: Attn: Eric Melley, Director of Bands :
: 1 Cunningham Square :
: Providence, RI 02918 :
: :



Quote

Trip #: 140373
Trip Date: 07-Mar-2026
Group: Band

This is an estimated cost. Trip is subject to other costs do to times changes, location changes and late return times.

Chelmsford High School

200 Richardson Road
Chelmsford, MA 01824
Contact: Matt Sexauer

Contact Email:
sexauemp@chelmsford.k12.ma.us

Phone: (978) 251-5111 Fax: (978) 251-5117

Quoted Date: 13-Nov-2025

Total Vehicles: 2

Sales Person: Katie Binette

Big Bus

2 x \$1,452.75 = \$2,905.50

Pick Up	07-Mar-2026 6:00 AM	Chelmsford High School	200 Richardson Rd Chelmsford, MA 01863
Drop off at Destination	07-Mar-2026 8:22 AM	US Coast Guard Academy	31 Mohegan Ave New London, CT 06320-8103
Pick Up At Destination	07-Mar-2026 4:37 PM	US Coast Guard Academy	31 Mohegan Ave New London, CT 06320-8103
Drop Off	07-Mar-2026 7:00 PM	Chelmsford High School	200 Richardson Rd Chelmsford, MA 01863

Total: \$2,905.50

Signature: _____ Date: _____