



Chelmsford School Department School Committee

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

DATE: Tuesday March 24, 2026 **TIME:** 6:00 p.m. **ROOM:** Conf. Room 1

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

The Chelmsford School Committee (CSC) intends to conduct an in-person meeting on the date and time specified. The meeting will be live-streamed by Chelmsford Telemedia for interested community members to access and watch. Interested community members may e-mail Superintendent of Schools, Dr. Jay Lang, at langj@chelmsford.k12.ma.us prior to 12:00 p.m. on Tuesday March 24, 2026 to be scheduled to provide in-person input under the public participation portion(s) of the agenda.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHAIR OPENING STATEMENT

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of February 24, 2026
2. Approval of the minutes of the regular school committee meeting of March 3, 2026

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. Open Comment: Parker Middle School Building Project – Grade Level Options
2. Spotlight on the Departments: Health, Physical Education & Family Consumer Science
3. District Support and Resources for Immigrant Families

4. Approval of Contract: South Row Kitchen Exhaust Hood Installation
5. Approval of Contract: Chelmsford High School Emergency Egress
6. FY2026 Budget Projection
7. FY2026 Recommended One-Time Budget Expenditures
8. FY2026 Recommended Budget Transfers
9. Personnel Report – February 2026
10. 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
February 24, 2026
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Diana Lebeaux (Secretary), Ms. Susan Mackinnon, and Ms. Maria Santos. Mr. John Moses is not present tonight.

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 February 3, 2026

Ms. Santos moved to approve the regular school committee meeting minutes of February 3, 2026. Ms. Lebeaux seconded. Motion carries 4-0.

GOOD NEWS

Dr. Hirsch announced that her “good news” is in the audience in the form of the visiting UMASS Lowell TEA Fulbright Scholars! She is also looking forward to a return to school tomorrow after a vacation week and two snow days!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Open Comment: Parker Middle School Building Project – Grade Level Options

Dr. Lang said that the business meeting tonight will start with an opportunity for open comments on the Parker Middle School Building Project concerning grade level options. This will be an agenda item at each meeting during this ongoing project through the spring. Three locations for the school were originally on the table but the option that was chosen is on the current Parker site. Grade levels still being considered are: a new Parker grade 5 and 6 school; a school encompassing grades 4, 5 and 6; or a “mega middle school” with grades 5, 6, 7 and 8. These models have been presented at public forums (another will be held on March 19th at 7:00 at the Chelmsford Elks). For this evening’s meeting no one has registered to speak. In April a final vote will be taken on the grade level configuration in preparation for the MSBA submission in May 2026.

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

Dr. Hirsch welcomed the 20 TEA Scholars to our meeting and included a memorandum about the program which Chelmsford has participated in this six-week global for 8 years. Six of these teachers collaborated and taught with Chelmsford teachers who volunteered, and two are present at tonight’s meeting, Madame Gadbois and Ms. Ferronetti from CHS. Dr. Matthew Beyranevand, from UMASS Lowell, who serves as the liaison to work with the teachers and Chelmsford High School to support the program came to the table to speak about the highlights and success of this program. Oluwabanke from Nigeria who teaches science and researches cures for breast cancer thanked Mr. Zopes from CHS for his “student-centered instruction” as well as “differentiation and inclusivity”. Zuzana from Slovakia teaches English and literature and enjoyed teaching with Madame Gadbois at CHS who she found to be engaging for her “curious” students”. She enjoyed talking with students and was impressed by our facilities. Next Haykanush from Armenia who teaches English as a second language and was pleased to partner with Ms. Ferronetti who she found to be a “bright and supportive teacher”. She was welcomed warmly in many classrooms and appreciated the “inclusivity and engagement” and the respectful, confident students. Saya from Iraq teaches high school biology and is a curriculum coordinator in an international school. Additionally, she is a “Senior Project Assistant” with the United Nations! Her experiences at CHS will enable her to return to her country and “contribute effectively” especially with regard to special education students. She is grateful to Ms. Kender who teaches at CHS who helped her with lab work and specifications for “lab work safety” in chemistry and physics. Neel from India is pleased to have co-taught at CHS with Mr. Acheson, who himself went to India in 2018 under this same program! He learned a lot about using technology and lab safety protocols. He was especially pleased with the counseling services available at CHS for students. Finally, Elly from Kenya shared that he enjoyed teaching in Chelmsford with Dr. Tanini and was pleased to do a Zoom Symposium with her for his students in Kenya. He will miss the CHS “Smartboards” when he returns to his chalk board in Kenya! A group picture was taken to celebrate this positive experience for all!

3. Spotlight on the Departments: Mathematics

Ms. Katherine Richard, Department Coordinator for Mathematics, joined the meeting to provide an update on mathematics in the Chelmsford Public Schools. Her Power Point presentation is included in tonight's agenda packet. Her focus is on "providing a coherent K–12 mathematics program that builds understanding, skills, and problem solving to prepare all students for future learning and life beyond school". She began by talking about REVEAL MATH for grades K to 5 which is in its third year. This year has included two PD days with elementary math teachers and one PD day for paraprofessionals. The most recent PD covered standards relating to "subtraction" with a focus on building conceptual understandings.

She next clarified the placement criteria for middle school 6th graders before they begin 7th grade math. She has replaced two prior assessments with the Iowa Algebra Aptitude Test (IAAT) which will be given in May. In determining 7th grade placement this IAAT assessment is combined with MCAS, iReady, grades, Continental Math League, student readiness and teacher recommendations. The three levels for 7th grade are: Honors; Accelerated and Grade-Level. Teachers will still have input into student placement and parents with concerns may reach out to teachers or directly to Ms. Richard. Families have been sent letters detailing the placement process. Ms. Richard and Dr. Hirsch answered Committee questions and clarified the placement process and stressed the importance of students talking about placement with their teachers.

Algebra 1 is taught to students in grade 9 as covered by the State Standards. Sophomores may choose to take Geometry and Algebra 2 concurrently. Three levels of Calculus are offered at CHS. This may be followed by Pre-Calculus as juniors. Some students continue on to AP Calculus. A new Financial Mathematics course for seniors is now offered at CHS which is "a bridge between math and essential life skills, focusing on a practical, mathematical approach to real-world choices." This will support the proposed State Literacy Initiative that is currently a draft. At CHS Pre-Calculus is now approved as a dual enrollment class through Middlesex Community College. This entire presentation may be viewed on Chelmsford Telemedia YouTube.

4. Presentation – DMGroup: Strategic Plan Mid-Year Update

Maggie Gallagher from the DMGroup came to the table to present the mid-year update for the Strategic Plan. Dr. Lang stated that we are in year four of the five-year plan. The entire Steering Committee meets every six to seven weeks and sub groups meet in between those times. The meetings focus on the "Initiatives" and "Action Steps" in order to track and report on progress. For the first priority area, Academic Achievement, mid-year assessments show that all initiatives are "on track" to meet the end of the year target goals. Regarding the "Equity Priority" we are on track to meet end-of-year goals with the exception of "3rd and 8th grade students based on iReady data" which are only one percentage point from meeting the mid-year target. Onboarding and continued training for paraprofessional support for this continues. This is the first year for SEL data being covered in Panorama and three of the four initiatives are on track. The Human Capital Priority shows all initiatives on track. The Operations & Facilities Priority shows all initiatives on track as well! Heading into year five at the beginning of the next school year the planning should begin for the next Five-Year should begin with gathering needs

assessment data. School Committee members and Dr. Lang shared positive comments about the collaboration with DMGroup with the Strategic Plan. “The relationship with DMGroup has been exceptional” added Dr. Lang and expressed thanks to both Maggie and Tess. He looks forward to continuing to work with DMGroup on the next Strategic Plan!

5. Approval of Non-Affiliated Employees Salary Schedule - Revised

Dr. Lang included a memorandum and spread sheet in tonight’s agenda packet providing a revision of the Non-Affiliated Employees Salary schedule. This will correct a calculation error for steps two and three.

Ms. Santos moved to approve the Appendix B: Non-Affiliated Central Administration / Non-Licensed Staff salary schedule covering FY27 – FY29 as amended and presented. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

6. FY2027 Budget Hearing

The Chair announced that the budget will be viewed tonight page by page and any questions on each page will be answered at that time. Then each page will be voted on individually. At the end the bottom line or final number will be voted on. Dr. Lang added that the budget will then be presented at Town Meeting in April. The Chair shared that in a time when budgets everywhere are tight thanks go to Dr. Lang and Ms. Johnson-Collins and her department for allowing us to maintain services!

Ms. Santos moved to approve the budget for item number 1110 School Committee in the amount of \$34,960. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santo moved to approve the budget for item number 1210 Superintendent in the amount of \$519,413. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1220 Assistant Superintendent in the amount of \$299,958. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1230 District Wide in the amount of \$501,700. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1410 Business and Finance in the amount of \$570,159. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1420 Human Resources in the amount of \$376,572. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1430-1435 Legal Services and Settlements in the amount of \$93,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 1450 Districtwide MIS in the amount of \$1,728,646. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2110 Curriculum Directors in the amount of \$1,518,744. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2110 Curriculum Directors – Special Education in the amount of \$1,126,961. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2210 School Leadership in the amount of \$3,414,530. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2300 – 2305 Classroom Teachers – Regular Education in the amount of \$27,871,859. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2310 Teacher Specialists – Regular Education in the amount of \$2,227,259. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2310 Teacher Specialists – Special Education in the amount of \$9,404,372. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2320 Medical/Therapeutic Services in the amount of \$607,087. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2325 Substitutes in the amount of \$811,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2330 Paraprofessionals in the amount of \$5,128,621. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2340 Library/Media Center in the amount of \$912,617. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2357 Professional Development in the amount of \$220,727. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2410 – 2415 Textbooks & Instructional Materials in the amount of \$494,550. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2420 Instructional Equipment in the amount of \$188,200. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2430 General Supplies in the amount of \$650,232. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2440 Other Instructional Services – Special Education in the amount of \$215,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item number 2451 – 2455 Classroom Instructional Technology & Software in the amount of \$871,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 2710 – 2800 Guidance & Psychological Services in the amount of \$3,375,437 with the language as noted by Dr. Lang. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3200 Medical & Health Services in the amount of \$1,054,243. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3300 Transportation in the amount of \$5,691,534. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3400 Food Services in the amount of \$25,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3510 Athletic Department in the amount of \$935,492. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3520 Other Student Activities in the amount of \$199,440. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 3600 School Security in the amount of \$311,626. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 4110 – 4210 – 4230 Custodial Services in the amount of \$2,231,475. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 4120 – 4130 Heating of Buildings & Utility Services in the amount of \$1,559,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 5150 Employee Separation Costs in the amount of \$125,511. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved to approve the budget for item 9300 Tuitions in the amount of \$2,854,075. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Ms. Santos moved that we approve the overall FY2027 budget in the amount of \$78,150,000. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Dr. Lang added that this is a \$2.5 million increase over FY2026 or 3.2%. It will be presented Thursday evening to The Finance Committee and to Town Meeting in April. A copy of the budget will be posted later this week on the district's website.

7. Personnel Report – January 2026

No action required.

8. Approval of Field Trip & Travel Requests

Ms. Santos moved to approve the Chelmsford High School qualifying DECA students to the DECA State Conference March 12th through March 14, 2026, in Boston, Massachusetts. MS. Lebeaux seconded. Motion carries 4-0.

REPORTS

1. Liaison Reports

Ms. Lebeaux attended the Parker/McCarthy PTO meeting on February 12th. Parker held a successful "Super Bowl Food Drive". PRIDE Week culminated in an ultimate volleyball game before vacation week. They reported a \$2,000 profit on their Winter Social. More socials will be held in the spring. McCarthy hit the one million mark for Project 300! The musical *Mean Girls* was a success. McCarthy has an upcoming dance. Scholarships may be applied for through April 10th. They look forward to more families joining the joint PTO.

Ms. Mackinnon went to the Harrington School PTO meeting. They will hold a calendar raffle fund raiser. They will have an "Artist-in Residence" for a week and will use student art to create a large wall mural featuring "Kindness and Inclusion". She also attended the CHIPS PTO meeting and they continue to fund multiple enrichment programs for their students like: Sugar Bus; Big Joe Story Time; Music Academy and Goldfish Swim School. They are grateful for funding provided for Staff Appreciation Days. "Square One Art" will be returning.

ACTION/NEW ITEMS

Ms. Santos announced that the Wellness Fair is coming on March 6th.

Mr. King shared that the Alumni Association met, and the scholarship application date has passed, and they are happy to have received 231 applications! They are revamping the application process for the CHS Hall of Fame. The Building Committee met last week. Options for where on the Parker land the building will go are being discussed. In April a formal vote will be taken on grade level configurations for the new school. "Day on the Hill" will be held on March 30th and four School Committee members will attend.

Ms. Santos would like to have a presentation on the roles of staff in the Library media Centers.

DESE's recent newsletter reminded school districts to review their policies on what to do if a student's parents have been detained by ICE. Dr. Lang said there are plans at all schools for this possibility. This Thursday Dr. Lang and others will participate in a workshop hosted by the Massachusetts District Attorney's Office. He will be sure to discuss this at a future regular meeting.

Ms. Santos moved to change the regularly scheduled School Committee meeting from the 17th of March to the 24th of March. Ms. Lebeaux seconded. Motion carries 3-0 with 1 abstention.

PUBLIC COMMENTS:

None.

ADJOURNMENT at 8:48 p.m.

Ms. Santos moved to adjourn. Ms. Lebeaux seconded. Motion carries 4-0.

Respectfully submitted,

Sharon Giglio, Recording Secretary

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
March 3, 2026
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Ms. Diana Lebeaux (Secretary), and Ms. Susan Mackinnon. Ms. Maria Santos will attend tonight's meeting on Zoom. Mr. John Moses is not in attendance.

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

Call to Order

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

Pledge of Allegiance

Chair Opening Statement

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

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

Patrick shared that on February 11th high school students gathered in the PAC to watch CHS alumna, Chevonne Forgan, compete in the Olympic Luge Competition while the CHS band played the Olympic anthem! The Student Council hosted the "Loving Lunch" on February 13th. Students were able to attend concerts in The Learning Commons by the acapella groups and listen to many student bands. The Wellness Fair will be held on March 6th at CHS. Awards for winter sports will be given out on March 16th. ELA MCAS will be administered on March 24th and 25th, The National Honor Society induction ceremony will be held on March 12th. The Black Student Union is hosting a "Black History Spirit Week" this week. It was postponed from last week due to a snow day where school was not in session. Yesterday was "Black Out Monday" where students wore black clothing and "Culture Day" was held today. The Class of 2027 will host the Spring Fling Dance on March 13th, Class election speeches will be given tomorrow and Thursday.

GOOD NEWS

Ms. Mackinnon shared that this is “Community Read-In Week” (A.K.A. “Read Across America Week”) and many community members are enjoying reading to children in our schools!

PUBLIC COMMENTS:

None

NEW BUSINESS

1. Open Comment: Parker Middle School Building Project – Grade Level Options

Dr. Lang opened the meeting to comments on the project and reminded the public of the next Community Forum on March 19th. Grade level decisions will be looked at during March and April. The School Committee will vote on the final configuration in April, followed by a vote by the Parker Building Committee. The next submission to the MCBA will take place in April. Schematic design and cost estimations will be addressed during the rest of spring into the summer.

2. Spotlight on the Schools: Byam Elementary School

Byam Principal, Jason Fredette, and Assistant Principal, Betsy Dolan, came to the table with Byam students and staff for tonight’s presentation. The school is excited about this being the 250th birthday of the United States of America. Principal Fredette thanked Stephanie Quinn for bringing social studies and civic knowledge to the forefront at this time. Third grade curriculum focuses on Chelmsford. Ms. Dolan stated that grade three explores “Massachusetts, Home to Many Different People,” as students study state history, geography, and civics—examining Indigenous peoples, early settlers, the American Revolution, and local government—while building inquiry skills and civic understanding aligned to the Massachusetts History and Social Science Framework.” The students delve into what life was like in the early days by exploring “essential questions’ (included in tonight’s slides in the agenda packet). Ms. Jessica Kowalik, who teaches third grade at Byam, shared that her students learn about many aspects of Chelmsford including: town government; geography and history through completion of “The Chelmsford Scavenger Hunt”. Student, Charlie DeVito, spoke about this process and shared the poster he created by going all around Chelmsford with his Dad. Students go to visit: “The Old Chelmsford Garrison House” built in 1691; The Old North Bridge; Minuteman National Park as well as the Boston Tea Party Ship and museum. Student, Brayden Miles, spoke of visiting The Garrison House and the Boston Tea Party Museum and enjoyed “throwing tea into the Harbor just like the colonists did”! At the end of third grade students research a person from that time period and create a poster and decorate a “wooden spoon” to look like that person. Caroline Beauchesne who is now in 4th grade last year did a biography about Molly Pitcher. She wrote a report about her and made a wooden spoon to look like her. She shared that Molly took over in battle after her husband was wounded and made soup to feed the soldiers and brought them water in her pitcher, thus she was renamed Molly Pitcher. Ms. Kowalik also shared books that brought literature connections to this history and help students to understand what life was like during that time period. This delightful presentation may be viewed on Chelmsford Telemedia!

3. Vote on School Choice Program: 2026/27 School Year

Dr. Lang posted a memorandum in tonight's packet about this annual vote which is tied to a State Statute which (if chosen) will allow students from another district to attend school at the Chelmsford Public Schools. Primarily these are high school students. We will have 28 students remaining at CHS under this program next year. We prefer to accept ninth graders who will then be able to remain at CHS for all four years. We accept a total of 40 students each year.

Ms. Mackinnon moved to accept twelve (12) additional students at Chelmsford High School in Grade 9 under the Commonwealth of Massachusetts School Choice Program bringing the total School Choice participation in the Chelmsford Public Schools to forty (40) enrolled students during the 2026/27 school year. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Dr. Lang added that the applications will be available on the district web site starting this week.

REPORTS

1. Liaison Reports

Ms. Lebeaux shared that the South Row PTO held a fund raiser for roller skating. Their STEM Fair had 100 student participants! They will begin student placements for the next school year soon. They will host a Book Fair from March 16th to the 20th, including a Family Night on March 18th. Also, they will have PD soon on the current writing program.

ACTION/NEW ITEMS

The Chair stated that the Parker Building Committee will meet on March 6th and will be followed by the Public Forum on March 19th. On March 31st The Committee will have an AI workshop.

PUBLIC COMMENTS:

None.

ADJOURNMENT at 6:37 p.m.

Ms. Mackinnon motioned to adjourn. Ms. Lebeaux seconded. A roll call vote was taken. Motion carries 4-0.

Respectfully submitted,

Sharon Giglio, Recording Secretary

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: March 20, 2026

Re: Spotlight on the Departments: Health, Physical Ed. & Family Consumer Science

Attached please find a PowerPoint presentation provided by Kathryn Simes, Department Coordinator for Health, Physical Education and Family Consumer Science. I look forward to hearing Ms. Simes's presentation and discussing the work that is ongoing in the district with respect to these subject areas.

Department Spotlight on Health Education, Physical Education, and Family & Consumer Sciences

Presented by: Katie Simes



Overview of Today's Presentation

- **Modern Topics in Health Science**
 - **New Course at CHS –**
Grade 11 Elective OR Grade
12 Health & Wellness Graduation
Requirement
- **CHS Wellness Fair**



Modern Topics in Health Sciences

Guest Students: Fabiana and Misha



COURSE OUTCOMES



Ethics & Professionalism

- Analyze real-world case studies to identify and evaluate ethical dilemmas in healthcare.
- Apply ethical frameworks to propose and justify solutions to contemporary medical challenges.



Infectious Disease & Epidemiology

- Explain the basic principles of epidemiology, including patterns, causes, and risk factors of disease.
- Interpret data related to disease outbreaks and assess their impact on populations.
- Describe the causes, symptoms, prevention, and treatment of major human infectious diseases.
- Assess the global implications of infectious disease outbreaks and strategies for containment.



Health Disparities & Policy

- Examine the role of social determinants and healthcare disparities in shaping health outcomes.
- Evaluate public health policies and international initiatives aimed at improving community and global health.



Health Careers & Pathways

- Identify a variety of careers in the health sciences, including medicine, nursing, allied health, and public health.
- Compare educational pathways, required skills, and professional responsibilities within different health careers.

Career Exploration & Pathways

Bridging High School to Profession

Students will explore a spectrum of health sciences including medicine, nursing, allied health, and public health. By comparing educational pathways and required skills, students develop a personalized roadmap for their future professional responsibilities.



Real-World Clinical Perspectives



Experiential Learning

Health Science Middlesex Field Trip:

- Nursing
- Dental Assisting
- Dental Hygiene
- Dental Lab Technician



Clinic Lab Highlights

Dental Assisting & Hygiene



Digital Scanning & Treatment Planning



Hands-on Clinical Simulation

Hands-on Clinical Training: Nursing and Dental Assisting



Nursing Department: Patient Simulation & Vitals Monitoring



Dental Assisting: Practice with Dental Models & Instruments

Dental Health Science: Lab & Clinical Skills

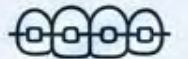
Dental Assisting

Orthodontic Procedures



Dental Lab Demo

Digital Design & Prosthetics



Orthodontic
Procedures
(Changing
Bands)

Dental Health Science: Lab & Clinical Skills



Panel Discussion

Voice of Experience

Students participated in a comprehensive panel discussion featuring Middlesex staff and current students. This direct engagement provided invaluable insights into the daily realities of health science education and the transition to collegiate-level clinical training.



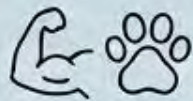


Wellness Fair



CHS Wellness Fair

Friday, March 6th | 8:00 AM - 2:00 PM



Fitness, Therapy & Lifestyle

SLS Fitness

Therapy Dogs

Dragonfly Cafe

NAN Project

Friends of the Bruce Freeman Rail Trail

Ruff Tales Rescue

Skill of Strength

9Round

Weston Nurseries

Chelmsford Library



Health, Safety & Community Resources

Chelmsford Fire Department

Massachusetts Army National Guard

CPS Nurses

Upper Merrimack Valley Corps (MRC)

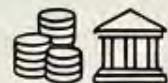
CHS Red Cross Club

BIAMA

Chelmsford Police Department

Donate for Life Wellness Advisory Committee

Chelmsford Board of Health



Financial Wellness

Rockland Trust

Stoneham Bank

Align Credit Union

Workers Credit Union

Care Solace

Center for Hope and Healing

Department of Children and Family Services

Melanoma Foundation

Pridestar Trinity EMS

Tufts Physical Therapy at Lowell General Hospital

Wellness Advisory Committee

NH Health & Wellness Center

Chelmsford Food Services

Workers Credit Union

Jeanne D'Arc Credit Union

Interactive Wellness Fair Activities



Students engaging in therapy dog sessions, CPR demonstrations, boxing for fitness, and other wellness activities.

Wellness Fair Highlights



Hula Hoop Fun



Vertical Jump Test



Therapy Dog



Reaction Challenge



Health Screenings



Firefighter Gear Demo



Thank You
Questions?



CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: March 20, 2026
Re: District Support and Resources for Immigrant Families

I am writing to provide an overview of the supports and resources currently available to immigrant families within Chelmsford Public Schools, as well as the steps the district has taken to ensure all students feel safe, supported, and able to fully access their education.

Commitment to All Students

Chelmsford Public Schools remains firmly committed to serving every student, regardless of background or immigration status. Consistent with federal and state law, all children have the right to attend public school, and the district does not collect or require information related to a student's immigration status. Our priority is to maintain a safe, inclusive, and welcoming learning environment across all schools.

Family Communication and Planning Resources

On March 12, 2026, the district shared a communication with families focused on emergency contingency planning. This outreach was designed to support families in preparing for unexpected situations that could impact caregiving arrangements.

The communication provided:

- Information on identifying a trusted caregiver to support a child if a parent or guardian becomes temporarily unavailable
- An overview of potential legal planning options families may wish to explore (i.e., caregiver authorization, temporary agent designation, guardianship)
- Guidance on organizing important documents (medical, school, and legal records)
- Access to external resources, including materials from the Massachusetts Attorney General's Office

Importantly, this communication was not a response to a specific incident, but rather a proactive effort to support family stability and student continuity.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

School-Based Supports

The district has ensured that families have access to support through:

- School counselors and social workers, who are available to assist families confidentially and connect them with community-based resources, and who can help navigate available services
- Referrals to trusted community organizations and legal resources, when appropriate

Staff are trained to provide support while maintaining clear boundaries, including not offering legal advice but facilitating access to qualified assistance.

Staff Training and Protocols

To ensure consistency and compliance, the district has implemented clear procedures for staff related to interactions with immigration enforcement:

- Student privacy is protected under federal law (FERPA), and student information is not shared without proper legal authorization
- Immigration officials are not permitted access to students or non-public areas of school buildings without a valid judicial warrant
- All inquiries from enforcement officials are immediately referred to administration and legal counsel

In addition, front office staff and administrators have been provided with guidance and scripts to ensure that all family interactions are handled with clarity, consistency, and sensitivity.

Focus on Student Well-Being

Across all efforts, our focus remains on minimizing disruption to students and ensuring their emotional and academic well-being. In the event of a family emergency, schools follow established protocols to:

- Contact designated emergency caregivers
- Provide counseling and emotional support
- Maintain continuity in the student's school experience

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Conclusion

The district's approach is grounded in preparedness, legal compliance, and compassion. By providing clear information, staff training, and access to resources, we aim to support families while reinforcing our commitment to safe and inclusive schools.

Please feel free to reach out if you would like additional information or have any questions regarding these efforts. A copy of the March 12th communication is attached for reference.



CHELMSFORD PUBLIC SCHOOLS

Dr. Jay Lang, Superintendent

March 12, 2026

Subject: Important Family Contingency Planning Information and Resources

Dear Families,

Our school district is committed to ensuring that every student feels safe, supported, and able to focus on learning each day. We recognize that families sometimes face complex circumstances, and we want to make sure that all parents and caregivers have access to information that can help them plan for unexpected situations. For families who may have immigration-related concerns, there are several steps that may help ensure continuity of care and communication for your child if a parent or guardian becomes temporarily unavailable.

One area that families may wish to consider is planning ahead for the care and support of children in the event of an emergency or unexpected separation. While we hope such situations never arise, having a plan in place can help ensure that children experience as little disruption as possible and that schools are able to continue supporting them effectively.

Why Planning Ahead Matters

Planning in advance can help ensure that:

- Your child continues to attend school without interruption.
- A trusted adult is authorized to make necessary decisions related to education or medical care.
- Schools know who to contact if they cannot reach a parent or guardian.
- Important documents and information are accessible to those caring for your child.

Options Families May Consider

Families may wish to explore several legal and practical options for designating a trusted caregiver. These options vary depending on the situation and the length of time a parent may be unavailable.

Some examples include:

Caregiver Authorization

Parents may authorize a trusted adult to make certain educational and medical decisions for a child. This does not remove parental rights and can typically remain in place for up to two years.

Temporary Agent Authorization

A temporary agent may act on a parent's behalf for a shorter period of time with broader decision-making authority.

Guardianship of a Minor

In some cases, families may consider appointing a guardian through the court system if a longer-term arrangement may be necessary.





CHELMSFORD PUBLIC SCHOOLS

Dr. Jay Lang, Superintendent

Families should determine what option best fits their circumstances and may wish to consult with a legal professional or community organization for guidance.

Documents Families May Want to Organize

It may also be helpful to gather important documents in one place so they are available if needed. These may include:

- Birth certificates or passports
- Medical records and insurance information
- School records
- Emergency contact information
- Any relevant legal documents related to custody or caregiving arrangements

Your Child's Right to Attend School

We want to reassure families that all children have the right to attend public school regardless of immigration status, and schools are not permitted to require families to disclose immigration status for enrollment.

Our focus remains on providing a safe, welcoming, and inclusive learning environment for every student.

District Support

If families would like assistance identifying community resources or have questions about planning for emergencies, our district's social workers and school counselors are available to help connect you with appropriate organizations and information.

If you would like to speak confidentially with someone at your child's school, please contact the main office or your school counselor.

Thank you for your continued partnership in supporting the well-being and success of our students.

Sincerely,

Jay Lang, Ed.D.
Superintendent of Schools

Additional Resources:

- 1.) [Attorney General Guidance: KNOW YOUR RIGHTS: ICE Enforcement A Guide for Immigrants, Families, and Communities](#)
- 2.) [Emergency Planning Guide for Parents with Uncertain Immigration Status](#)
- 3.) [Emergency Planning Fact Sheet for Parents or Guardians with Uncertain Immigration Status](#)



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: March 16, 2026

RE: Contract for South Row Elementary School Kitchen Exhaust Hood - Summary of Procurement Processes

The FY2022 capital budget had an approved project to install a kitchen exhaust hood at South Row Elementary School. NV5 Engineers and CGKV Architects assisted the district with the plans and specifications for the capital project. The District issued an invitation for bid (IFB) for this project in compliance with M.G.L. c. 30 & 39M since the building construction is over \$ 50,000 but less than \$ 150,000. The specifications and drawings stated the hood would be pre-purchased by the school district (owner). This is a second bid (re-bid) of the project as the first IFB in September had only one bidder and the dollar amount was substantially over the capital budget allocation. Summarized below is an outline of the process, outcome and recommendation for a contract.

Date in 2026	Summary of Activity
January 28	IFB 26-02 prepared and advertised in the Central Registrar, COMMBUYS and the Lowell Sun
Jan.28 - Feb.26	Received sixteen (16) requests for IFB packets and sent out sixteen packets to the individual requesters
February 5	Held voluntary Pre-Bid Conference at 1 p.m., one (1) person attended
February 17	Sent out Addendum 1 (responses to questions received and update to electrical drawings as one panel will be replaced in-kind in April 2026) to all who requested bid packets
February 26	Received two (2) bids prior to the 3 p.m. February 26 deadline
February 26	Bid opening at 3 p.m., no bidders attended, Marino Construction, Inc. was the successful bidder
March 3	Requested legal counsel to draft a contract with Marino Construction, Inc.
March 24	Request School Committee approval of a contract with Marino Construction, Inc., at the regularly scheduled School Committee meeting

Suggested Motion: I move to accept the base bid and award the contract for construction services for work at South Row Elementary School. The project includes installation of pre-purchased hood equipment with associated electrical and HVAC work as indicated in the contract documents to the following vendor:

Marino Construction Inc., 24 Marshall Street, Lowell, MA 01851 for South Row Elementary School in the amount of \$ 48,333.

Thank you for the opportunity to provide this update.

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: March 16, 2026

RE: Contract for Chelmsford High School Emergency Egress - Summary of Procurement Processes

The FY2026 capital budget has an approved project to construct an emergency egress exit at Chelmsford High School. NV5 Engineers and CGKV Architects assisted the district with the plans and specifications for the capital project. The District issued an invitation for bid (IFB) for this project in compliance with M.G.L. c. 30 & 39M since the building construction is over \$ 50,000 but less than \$ 150,000. The specifications and drawings stated the doors would be pre-purchased by the school district (owner). Summarized below is an outline of the process, outcome and recommendation for a new contract.

Date in 2026	Summary of Activity
January 28	IFB 26-03 prepared and advertised in the Central Registrar, COMMBUYS and the Lowell Sun
Jan.28 - Feb.26	Received eighteen (18) requests for IFB packets and sent eighteen packets to the individual requesters
February 5	Held voluntary Pre-Bid Conference at 11 a.m., one (1) person attended
February 17	Sent out Addendum 1 (responses to questions received and adding a sentence to the specs regarding the extension of foundation waterproofing and insulation) to all who requested bid packets
February 26	Received five (5) bids all prior to the 2 p.m. February 26 deadline.
February 26	Bid opening at 2 p.m., two people attended, Marino Construction, Inc. was the successful bidder
March 3	Requested legal counsel to draft a contract with Marino Construction, Inc.
March 24	Request School Committee approval of contract with Marino Construction, Inc., at the regularly scheduled School Committee meeting

Suggested Motion: I move to accept the base bid and award the contract for construction services for work at Chelmsford High School. The project includes installation of pre-purchased doors, new concrete egress stairs with metal railings and associated electrical work as indicated in the contract documents to the following vendor:

Marino Construction Inc., 24 Marshall Street, Lowell, MA 01851 for Chelmsford High School in the amount of \$ 94,375.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

Date: March 20, 2026

Re: FY2026 Budget Projection

Attached please find a one-page summary of the FY2026 local operating budget and projection by DESE function code categories. As reported in our quarterly financial reports and associated narratives, we are favorable in several categories. Due to favorable variances in these categories, we have included recommendations to apply some of the savings to one-time purchases and associated FY2026 budget transfers.

While there are still three months of activity remaining, the amount of available funds anticipated to be available at fiscal year-end is becoming clearer. A significant factor in the projection of approximately \$ 3 million in funds is within the special education tuition accounts since the actual FY2026 pre-paid tuitions (with FY25 funds) were greater than originally budgeted. The second factor in the projection is unexpended/unencumbered salaries and wages for the current fiscal year as explained in the 2nd quarter and monthly financial reports.

As we have presented in prior years, the Superintendent is recommending a multi-phased approach to best manage the anticipated available funds at fiscal year-end; a combination of one-time purchases and potentially pre-paying out-of-district tuitions to offset FY2027 tuitions.

Attached please find the initial list of recommended one-time expenditures for your review and consideration. The one-time expense recommendations are limited to equipment, supplies and/or projects that do not have recurring costs in future fiscal years. Additional items will be brought forward at a future meeting(s) as we are reviewing additional quotes and availability of items.

Thank you for the opportunity to provide this update.

CHELMSFORD PUBLIC SCHOOLS
 FY26 BUDGET SUMMARY AND PROJECTION

	2025-2026 ORIGINAL APPROVED BUDGET	2025-2026 APPROVED BUDGET TRANSFERS	2025-2026 REVISED BUDGET	2025-2026 ADJUSTMENTS FOR PROJECTION	2025-2026 PROJECTED SPEND
1110 SCHOOL COMMITTEE	34,700		34,700		34,700
1210 SUPERINTENDENT	504,857	3,932	508,789		508,789
1220 ASST. SUPERINTENDENT	286,244	1,923	288,167		288,167
1230 DISTRICT WIDE	523,700		523,700	(68,000)	455,700
1410 BUSINESS AND FINANCE	501,941	36,999	538,940		538,940
1420 HUMAN RESOURCES	350,670	9,336	360,006	(10,000)	350,006
1430 - 1435 LEGAL SERVICES & SETTLEMENTS	123,000		123,000	(55,000)	68,000
1450 DISTRICTWIDE MIS	1,674,981	(12,874)	1,662,107	(113,000)	1,549,107
2110 CURRICULUM DIRECTORS - REGULAR EDUCATION	1,431,515	42,707	1,474,222	(25,000)	1,449,222
2110 CURRICULUM DIRECTORS - SPECIAL EDUCATION	1,058,368	22,523	1,080,891		1,080,891
2210 SCHOOL LEADERSHIP	3,240,957	72,519	3,313,476	(8,000)	3,305,476
2300 - 2305 CLASSROOM TEACHERS - REGULAR EDUCATION	27,801,845	(829,459)	26,972,386	(374,000)	26,598,386
2310 TEACHERS SPECIALISTS - REGULAR EDUCATION	2,082,496	62,357	2,144,853		2,144,853
2310 TEACHERS SPECIALISTS - SPECIAL EDUCATION	8,668,938	258,793	8,927,731	76,000	9,003,731
2320 MEDICAL/THERAPUTIC SERVICES	555,693	13,934	569,627	4,500	574,127
2325 SUBSTITUTES	811,000		811,000		811,000
2330 PARAPROFESSIONALS	4,782,869	149,087	4,931,956	(365,000)	4,566,956
2340 LIBRARY/MEDIA CENTER	840,312	27,620	867,932	(77,000)	790,932
2357 PROFESSIONAL DEVELOPMENT	218,727		218,727	(34,000)	184,727
2410 - 2415 TEXTBOOKS & INSTRUCTIONAL MATERIALS	473,099		473,099	(7,000)	466,099
2420 INSTRUCTIONAL EQUIPMENT	192,900	27,915	220,815	(10,000)	210,815
2430 GENERAL SUPPLIES	612,333		612,333		612,333
2440 OTHER INSTRUCTIONAL SERVICES - SPECIAL ED	215,000		215,000	(85,000)	130,000
2451 - 2455 CLASSROOM INST TECHNOLOGY & SOFTWARE	805,000		805,000	(45,500)	759,500
2710 - 2800 GUIDANCE & PSYCHOLOGICAL SERVICES	3,201,024	79,261	3,280,285	(91,000)	3,189,285
3200 MEDICAL & HEALTH SERVICES	980,041	20,422	1,000,463	(12,000)	988,463
3300 TRANSPORTATION	5,042,638	1,644	5,044,282	344,000	5,388,282
3400 FOOD SERVICES	25,000		25,000	(18,000)	7,000
3510 ATHLETIC DEPARTMENT	898,939	6,007	904,946	(50,000)	854,946
3520 OTHER STUDENT ACTIVITIES	199,940		199,940	(7,000)	192,940
3600 SCHOOL SECURITY	275,661	5,354	281,015		281,015
4110 - 4210 - 4230 CUSTODIAL SERVICES	2,139,637		2,139,637		2,139,637
4120 - 4130 HEATING OF BUILDINGS & UTILITY SERVICES	1,485,100		1,485,100		1,485,100
5150 EMPLOYEE SEPERATION COSTS	98,606		98,606	(49,000)	49,606
6200 CIVIC ACTIVITIES AND COMMUNITY SVCS	0		0		0
7200 CAPITAL LAND AND BUILDING	0		0		0
9300 TUITIONS	3,512,269		3,512,269	(1,976,000)	1,536,269
9300 PREPAID TUITIONS	0		0		0
			<i>recommendations to be presented</i>		
Grand Total	75,650,000	0	75,650,000	(3,055,000)	72,595,000

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: March 23, 2026

Re: FY2026 Recommended One-Time Budget Expenditures & Budget Transfers

Included in the school committee packet is a summary of one-time purchase recommendations and the associated DESE function code category for each item. FY2026 local budget transfers would be required for a subset of the items listed. Some of the items listed would not require a budget transfer since the category has funds available.

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

From		To		Amount
12305XXX-51050	Classroom Teachers			
12330XXX-51060	Paraprofessionals			
12800XXX-51050	Psychological Svcs	1243XXXX-54000	General Supplies	205,950
12420XXX-58510	Instructional Equip			
12451XXX-54204	Instructional Tech			
12800500-51050	Psychological Svcs	12420XXX-58510	Instructional Equip	48,517
12305XXX-51050	Classroom Teachers			
12330XXX-51060	Paraprofessionals	12451XXX-54204	Instructional Tech	513,577
12440076-53990	Other Instructional	12440076-54000	Other Instructional	2,916
11440000-5XXXX	Districtwide MIS	11450000-54204	Districtwide MIS/Security	116,066
13200000-51007	Medical/Health Svcs			
12800XXX-51050	Psychological Svcs	13200XXX-54000	Medical/Health Svcs	21,750
11430000-53040	Legal Svcs	14210000-59238	Maint of Bldgs/Grounds	3,422

11430000-53040	Legal Svcs			
13400000-53990	Food Svcs	17200000-57800	Capital Land & Bldgs	62,250
			Total	974,448

I recommend the school committee vote at the regular school committee meeting on March 24, 2026 to approve these FY2026 local operating budget transfers totaling \$ 974,448 for the Chelmsford Public Schools as presented. This budget transfer is shifting from ten (10) DESE categories that are favorable to eight (8) DESE categories where the items should be purchased.

Thank you for your consideration in approving these budget transfers.

FY2026 One-Time Purchase Recommendations

Amount	Description	School	Contact	FY26 Budget Transfer From DESE Category		To DESE Category	
\$ 116,066	Purchase classroom and hallway clocks, speakers and strobe system, replacing the existing PA system and adding ENS features to the school	Center Elementary School	Bill Silver	Districtwide MIS	1450	Districtwide MIS/Security	1450
\$ 4,680	Purchase new mannequins for teaching CPR in CHS PE classes	Chelmsford High School	Katie Simes	Instructional Equip	2420	Instructional Equip	2420
\$ 31,228	Purchase 50 Cannon PowerShot digital cameras and cases for art classes	Chelmsford High School	Christy Whittlesey	Psychological Svcs	2800	Instructional Equip	2420
\$ 3,364	Purchase percussion hardware, instrument stands & mounts for band	Chelmsford High School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 1,196	Purchase gong and rolling bell stand for band program	Chelmsford High School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 20,300	Purchase 14 AEDs to replace existing AEDs throughout the district	Districtwide	Peggy Gump	Psychological Svcs	2800	Medical/Health Svcs	3200
\$ 328,510	Purchase 130 touch view classroom teacher displays - to include two more grades at each elementary school, most of Parker and McCarthy middle schools and one more floor at CHS	Districtwide	Bill Silver	Classroom Teachers	2305	Instructional Tech	2451
\$ 185,067	Purchase 110 Mac mini computers for all labs / Fine Arts staff	Districtwide	Bill Silver	Paraprofessionals	2330	Instructional Tech	2451
\$ 9,598	Purchase 720 plastic storage bins for FOSS science materials in the classrooms to replace the original cardboard storage boxes	Districtwide	Jon Morris	Classroom Teachers	2305	General Supplies	2430
\$ 3,422	Purchase 2 snowblowers replacing equipment beyond its useful life	Districtwide	Brian Curley	Legal Svcs	1430	Maint of Bldgs/Grounds	4210
\$ 18,410	Purchase one Snow Rater ride on snow plow so all sites have the equip	Districtwide	Brian Curley	Food Svcs	1340	Capital Land & Bldgs	7200
\$ 175,000	Purchase back to school supplies for students	Districtwide	Jay Lang	Paraprofessionals	2330	General Supplies	2430
\$ 2,916	Purchase 3 sensory swings, seat pad and landing pad for ASD classrooms	Harrington Elementary School	Rob Asselin	Other Instructional	2440	Other Instructional	2440
\$ 4,679	Purchase tenor saxophone and bass clarinet for band program	McCarthy Middle School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 7,915	Purchase 60 student chairs and 4 storage carts for orchestra & band	McCarthy Middle School	Christy Whittlesey	Psychological Svcs	2800	General Supplies	2430
\$ 12,610	Purchase and install 4 3D printers and supplies. The current 3D printers are no longer supported or updated by the manufacture	McCarthy Middle School	Marilyn Sweeney	Instructional Tech	2451	Instructional Equip	2420
\$ 43,840	Remove two existing accordion walls in the classrooms and replace with permanent construction	McCarthy Middle School	Brian Curley	Legal Svcs	1430	Capital Land & Bldgs	7200
\$ 1,450	Purchase 1 AED for new location at the school - gym area	Parker Middle School	Peggy Gump	Medical/Health Svcs	3200	Medical/Health Svcs	3200
\$ 4,198	Purchase a digital piano and dolly for the orchestra	Parker Middle School	Christy Whittlesey	Classroom Teachers	2305	General Supplies	2430
\$ 974,448	TOTAL Recommended One-Time Purchases 3.24.26						

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: March 9, 2026

Re: FY2026 Recommended Budget Transfer – Approved Non-Affiliated Employee Salaries

I am writing to request a budget transfer of \$ 15,379 at this time. At the February 3, 2026 School Committee meeting, the Committee voted to approve a Cost of Living Adjustment (COLA) to align the salaries of the Central Administration Clerks, Secretaries and Support Positions with the CFT PSP salary rates. This adjustment reflects the agreed-upon increase to account for changes in the cost of living effective July 1, 2025.

From		To		Labor Accounts	Amount
12305000-51455	SALARY RESERVE - COLA	11410000	51070	BUSINESS OFFICE SECRETARIES	12,369
		11420000	51060	HR SUBSTITUTE COORDINATOR	586
		12110176	51070	SPED SALARIES SECRETARIES	2,424
			Total		15,379

I recommend the school committee vote to approve the FY2026 local operating budget transfer of \$ 15,379 from the salary reserve COLA account to the various labor accounts as presented.

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: March 11, 2026

Re: Personnel Report – February 2026

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.

New Hires

Eugene, Marie

Lunch/Recess Aide

Center Elementary School

Effective date: 2/23/26

Murphy, Cameron

Interim Paraeducator

Center Elementary School

Effective date: 2/23/26

Nandini LNU, Durgesh

Lunch/Recess Aide

Center Elementary School

Effective date: 3/9/26

Phung, Amy

Lunch/Recess Aide

Parker Middle School

Effective date: 2/23/26

Rhodes, Faith

Interim Paraeducator

Center Elementary School

Effective date: 3/2/26

Resignations:

Hutchinson, Briana

Interim Paraeducator

Chelmsford High School

Effective date: 2/9/26

Saraswat, Swati Pandey

Paraeducator

Center Elementary School

Effective date: 3/9/26

Retirements:

Assignment Changes:

Varghese, Janice

Interim Librarian

McCarthy & Parker Middle Schools

Effective date: 2/23/26

Approval of Field Trip & Travel Requests

1.) Chelmsford High School*

The Thursday's Acapella Group

ICHSA Semifinals

March 15, 2026

West Hartford, CT

2.) Chelmsford High School

Theatre Guild

METG State Final Round of 1-Act Festival

March 26 – 28, 2026

Boston, MA

3.) McCarthy Middle School

Interested 8th Grade French Students

Cultural Enrichment

May 1 – 3, 2026

Quebec City, Canada

*Retroactive acknowledgement of the student trip is requested.

From: [Lang, Jay](#)
To: [CPS SC](#)
Subject: Late Out-of-State Trip Request
Date: Wednesday, March 11, 2026 7:17:59 AM
Attachments: [scan_windts_2026-03-10-12-43-04.pdf](#)

Committee Members,

I received the attached request from the high school yesterday for one of the acapella groups to attend and participate in an event this Sunday, March 15, 2026 in Connecticut. It's not overnight, just a day trip to Connecticut. The request is late and should have been sent in advance. Even if we hadn't moved our next school committee meeting, they would have missed the agenda setting window.

If there are no objections from committee members, I will allow the trip to occur and will list the trip on the 3/24 school committee agenda for retroactive approval for record keeping. Please either give me a call or respond individually to me with concerns.

Thanks, Jay

Jay Lang, Ed.D.
Superintendent of Schools
Chelmsford Public School District
230 North Road
Chelmsford, MA 01824

FIELD TRIP APPLICATION FORM
CHELMSFORD PUBLIC SCHOOLS

Teacher Sub(s) Needed:
YES _____ NO x Text
Full-Day Sub(s) _____ Half Day Sub(s) AM / PM

Text

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

School Requesting Permission: x CHS _____ PARKER _____ McCARTHY _____
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROW

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

Trip Date: 3 / 15 / 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: Amanda Roeder Cell Phone: 978-335-3468

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

The Thursdays Total Number of Students: 31

Number of Male 7 Number of Female 8

Number of Students Assigned Per Chaperone: 8 (with many parents in attendance as well)

Total Number of Chaperones: 2 Number of Male 1 Number of Female 1
Non-faculty chaperones must be over 25 years of age and must have a CORI submitted at time of application.

Faculty/Chaperones (Names): Amanda Roeder
Cell Phone #: 978-335-3468

Faculty/Chaperone with Epi-Pen Designation

(Name): Amanda Roeder If applicable

Is a Nurse Needed? Yes _____ No x

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 RSN, RN 3/10/26

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

Curriculum Standard Addressed by Trip (Reason for the Trip)
Perform, Respond, Connect, Create

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

RECEIVED
3-13-26

1:20 PM

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
--	---

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 / 26 / 26 If Overnight Trip, Return Date: 3 / 28 / 26

Requests for school day field trips should be made at least thirty calendar days in advance. All overnight trip requests should be two months in advance and will be submitted to the School Committee for final approval.

Faculty Trip Sponsor: Craig Robertson Cell Phone: (978) 855-1287

Grade, Group, Class(es) or Course(es): CHS Theatre Guild

Total Number of Students: 47 Number of Male 13 Number of Female 34

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 5 Number of Male 1 Number of Female 4

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

Faculty/Chaperones (Names): Craig Robertson, Erica Lundin, Alicia Cunningham,

Krissy Kurth, Susan Rogers Cell Phone #: (978) 855-1287

Faculty/Chaperone with Epi-Pen Designation (Name): Craig Robertson, Erica Lundin

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]
Signature of School Nurse

3/13/26
Date

Event/Purpose of the Trip: METG State-Final Round of 1-Act Festival

Curriculum Standard Addressed by Trip (Reason for the Trip)

CHS Theatre Guild Going to State Finals

Destination: John Hancock Hall/ Back Bay Event Center/ Hilton Back Bay (617) 236-1199

Facility	Facility Telephone
<u>180 Berkeley St</u>	<u>Boston MA</u>
Facility Street Address	City State

Estimated Leave Time: 7AM a.m. / p.m. **Estimated Return Time:** 9PM a.m. / p.m.

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

District Transportation Department will try to secure bus(es) from Transportation Company. Transportation to and from school takes 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) Behind the Performing Arts Center

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: Lunch is provided if requested, or students can bring their own

TRIP COST/FUNDING

Price per Bus: \$ <u>\$340</u>	Total Cost of Bus Transportation \$ <u>\$680</u>
	Total Price of event \$ <u>\$0-\$5,000</u>
Additional Costs	Hotel \$ <u>8,040</u>
	Total Cost of Trip \$ <u>\$8,720 - 13,720</u>

School/Org. to pay for: Bus, Truck Rental, Partial Hotel, Event Tickets \$ Up to \$10,000

Student paying \$ \$175 **per person for:** Hotel Remainder \$ \$4,550

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor: [Signature] **Date:** 3/12/26

Approved by:

Signature of Dept. Head/Coordinator: [Signature] **Date:** 3/13/26

Signature of Building Principal: [Signature] **Date:** 3-12/26

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



Confirmation

Trip #: 146267
Trip Date: 26-Mar-2026
Group: Theater-one way
PO: 26000127
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: Craig Robertson
Contact Email:
robertsonc@chelmsford.k12.ma.us
Phone: (978) 251-5111 Fax: (978) 251-5117

Booked Date: 11-Feb-2026
Total Vehicles: 1
Sales Person: Katie Binette

Big Bus

1 x \$340.00 = \$340.00

Pick Up	26-Mar-2026 11:30 AM	Chelmsford High School	200 Richardson Rd Chelmsford, MA 01863
Drop Off	26-Mar-2026 12:18 PM	Hilton Boston Park Plaza	50 Plaza Park Boston, MA 02116
Total:			\$340.00

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



SLEEPING ROOMS ONLY AGREEMENT

**Hilton Boston Park Plaza
50 Park Plaza
Boston, MA 02116**

This **Sleeping Rooms Only Agreement** ("Agreement") is by and between **Chelmsford High School** ("Group") and **BPP Investments LLC d/b/a Hilton Boston Park Plaza** (the "Hotel").

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Erica Lundin	Name of "Event":	Chelmsford High School Theatre
Title:	Theatre Guild Director	Date(s) of Event:	March 26, 2026 - March 28, 2026
Company Name:	Chelmsford High School		
Address:	200 Richardson Road	Hotel Contact:	Brandon Smith
City, State, Zip:	North Chelmsford, MA 01863	Title:	Group Sales Manager
Phone:	(978) 866-9267	Phone:	(617) 457-2251
Email:	lundine@chelmsford.k12.ma.us	Email:	brandon.smith4@hilton.com

Room Block and Rates: Hotel is pleased to confirm the following negotiated group room rates:

Single Occupancy:	\$309.00
Double Occupancy:	\$309.00
Triple Occupancy:	\$309.00
Quadruple Occupancy:	\$309.00
Suites:	\$359.00 and up

	Thursday	Friday	
	03/26/26	03/27/26	Total
Superior Room – 2 Beds	8	8	16
Superior Room – 1 Bed	4	4	8
Studio Suite – 1 King	1	1	2
Total	13	13	26

TOTAL SLEEPING ROOM NIGHTS RESERVED: 26

Run of House contracted rooms do not guarantee a specific room type.

Group room rates as noted in the "Room Block" above are quoted *net non-commissionable* and are quoted *exclusive* of applicable state and local taxes, fees and assessments.

Taxes: Group agrees to pay any and all applicable federal, state, municipal or other taxes, fees, or assessments imposed on or applicable to Group's Event. Currently, the sales tax rate is 7%, and the hotel occupancy tax rate is 16.45% (subject to change without notice). Hotel will honor any available tax exemptions for which Group qualifies, provided that Group properly completes and timely provides all documentation required by the applicable jurisdiction to substantiate said exemption.

Service Fees: In addition to the negotiated group room rates set forth in this Agreement, service fees will be posted to the Master Account or to the Individual Guest Room Portfolio for certain hotel services, only if these services are used. Fees are subject to change without notice. Currently, the service fees are as follows:

- Portage is \$10 per bag (round trip) or \$5 per bag (one way)
- Generic room drops are \$4 per envelope or gift bag
- Personalized room drops are \$5 per envelope or gift bag
- For moving items on a bell cart related to an event taking place in function space, there will be a charge of \$20 per bell cart, one way
- For group bag storage in a function room or guest room, or group coat check, there will be an hourly rate of \$60 per bell person

Summary of Revenue Anticipated by Hotel from this Agreement: For Group's information and guidance, the following chart illustrates the total potential value of Group's Event. The Hotel has offered the negotiated group room rates and other concessions in this Agreement based upon the total revenue contracted, as well as additional revenue from providing additional services to Group and Group's attendees at additional charge. Any requests for additional sleeping rooms to be added after Agreement signing will be subject to availability, and agreed upon changes would be confirmed in a written amendment to this Agreement signed by both parties. Any sleeping rooms added after the Agreement signing will automatically be subject to this Agreement's terms and conditions, including, but not limited to, cancellation and performance policies.

Summary of Revenue Anticipated by Hotel from this Agreement	
Total Anticipated Sleeping Room Revenue:	\$8,034
"Total Anticipated Revenue":	\$8,034

Additional Concessions: In consideration of the entire value Group's Event will bring to the Hotel, the Hotel is pleased to offer the following additional concessions based on Group's achievement of 80% or greater of the **Total Anticipated Sleeping Room Revenue**. If the actual total sleeping room revenue for Group's Event materializes at less than 80%, the concessions will be *reduced* proportionately at the discretion of the Hotel or, at Group's request, provided and charged to Group's Master Account at retail value, in addition to any performance damages Group may owe related to sleeping room revenue. Please advise Group's assigned Event Manager no later than seven (7) days prior to first guest room arrival of Group's decision whether Group prefers to have concessions reduced or if Group wants to retain and pay for the unearned concessions. If Group elects to pay for unearned concessions, Group agrees that Group will pay all applicable labor/union charges, state and local taxes, gratuity and/or administrative fee on all concessions provided.

Concession	Total Retail Value	Savings
Waived Destination Fee, includes complimentary guest room Wi-Fi and access to Lynx Fitness Club	\$35.00 per room, per night	\$910.00
1 complimentary upgrade to a Studio Suite at group rate	\$100.00 per night	\$200.00

Option Dates: These arrangements are being held on a **first option basis** until **February 13, 2026** (the "Option Period"). However, should other business opportunities arise such that Hotel is in a position to confirm immediately, Group will be advised and given **48 hours**, or until the end of Group's Option Period (whichever is shorter) to confirm this Agreement on a definite basis by returning a signed copy of this Agreement to Hotel, or to enable alternate dates to be researched and offered for Group's use. Please note that it is Group's responsibility to notify Hotel if Group needs to request an extension of Group's Option Period. If Hotel does not receive a signed copy of this Agreement by February 13, 2026, Hotel may, at Hotel's sole option and with no notice required, release this first option, or may continue to hold the arrangements, or may review and revise Hotel's rates. No cancellation fee shall apply if Hotel releases this first option.

Additional Terms and Conditions: By signing where indicated below, Group is agreeing that in addition to the terms and conditions of this Agreement as outlined herein, this Agreement is also comprised of all the general terms and conditions set forth in the Sleeping Rooms Only Agreement – Additional Terms and Conditions (collectively, the "Additional Terms and Conditions") located on the following web site: <https://www.hilton.com/en/p/hilton-distributions/rooms-only-usa/addlterms/>.

Entire Agreement: This Agreement, together with the **Standard Terms and Conditions** (attached hereto and incorporated herein by reference), the above-referenced **Additional Terms and Conditions**, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. This Agreement will become a binding commitment upon signature by both Group and Hotel (even if signed after the Option Period). If for any reason this Agreement is returned signed by Group but with changes, it shall not constitute an acceptance, but rather a counteroffer by Group that may be accepted or rejected by the Hotel in Hotel's sole discretion.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.

ACCEPTED AND AGREED TO:

GROUP:

Chelmsford High School

Erica A Lundin

tundine@chelmsford.k12.ma.us

By: _____
 Title: Director, CHS Theatre Guild
 Dated: 02/09/2026

HOTEL:

BPP Investments LLC
 d/b/a Hilton Boston Park Plaza

By Hilton Management LLC, Managing Agent

Brandon Smith

brandon.smith4@hilton.com

By: _____
 Title: Group Sales Manager
 Dated: 02/09/2026

STANDARD TERMS AND CONDITIONS

Method of Reservations: Reservations will be made via a rooming list. Group's designated Event Manager will send Group an Excel template to create Group's rooming list. Group's final rooming list must be received on or before the Cut-Off Date.

Cut-Off Date: In order to assign specific room types to Group's attendees, each sleeping room in the Room Block must be confirmed in the manner described below no later than **March 5, 2026**. This date will be known as the "Cut-Off Date." After the Cut-Off Date, the Hotel will continue to hold any rooms in Group's Room Block not assigned to a specific attendee for Group **if Group guarantees payment of such rooms to the Master Account**. If Group has not prepaid such rooms or guaranteed such rooms (but only if Group has established Master Account billing privileges), Group agrees that Hotel may offer unused sleeping rooms held in Group's Room Block to other customers to reduce Hotel's losses. Group agrees that the release of rooms will not affect the enforceability of this Agreement or Group's obligation to pay for unsold rooms in Group's Room Block. Advance payments will be refunded by the Hotel after Group's Event dates if rooms Group paid for in advance were later paid for by Group's attendees. Confirmation of rooms after the Cut-Off Date will only be accepted based on availability of contracted room type(s) and at the Hotel's prevailing rates.

Guest Payment Arrangements: Room and tax will be charged to Group's Master Account. Incidental charges will be charged to Group's Master Account.

If Group submits a rooming list with reservations that will be paid for by Group, such reservations will be considered guaranteed for the full length of stay unless the reservations are cancelled by Group or the guest no later than **3 days** in advance of arrival. Early departure charges will be applied to Group's Master Account for guests guaranteed by Group's rooming list that depart early.

Individual Guest Confirmation: To confirm a sleeping room within the Room Block, the sleeping room must be secured with a valid credit card provided either by Group or the guest attending the Event. Checks and major credit cards are acceptable to establish prepayment. Should Group secure sleeping rooms on behalf of Group's guests with Group's credit card, Group's attendees may thereafter provide their own credit card information for their own sleeping rooms. Group's advance payments and deposits will either be refunded by Hotel to Group within 30 days after completion of Group's Event if sleeping rooms Group paid for in advance were later paid for by Group's attendees or, at Hotel's election, credited to Group's Master Account. The Hotel will deduct any collected nonrefundable prepayment fees from the amount Group may owe as sleeping room performance damages or cancellation damages (if applicable).

Check-In/Out Time: Currently, the Hotel's check-in time is 3:00 pm, and check-out time is 11:00 am (subject to change without notice). All guests arriving before check-in time will be accommodated as rooms become available. The Hotel can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Payment Terms:

Hotel requires that Group pay an initial deposit of **\$1,500** within **10** calendar days after receipt of a final signed Agreement from Hotel. As room and tax are being paid by the Group, Group agrees to pay the entire remaining balance of the Total Anticipated Sleeping Room Revenue in cash or by company check or certified check or credit card at least **14 days** prior to the Event or by personal bank check no later than two weeks prior to the Event.

Hotel reserves the right to increase the amount of deposits and/or pre-payments should there be a negative change in Group's financial status, even if credit had previously been approved.

Hotel prefers that Group pay all deposits and Master Account charges by electronic funds (wire) transfer. Hotel will separately provide Hotel's current banking details. If Group is paying by credit card, Hotel requests that Group provide Hotel with Group's credit card information at the time of Group's Event so that Hotel may charge the credit card account at departure. **Hilton accepts American Express.** If any charges are disputed, Group must provide an itemized list of disputed charges to Hotel so that Hotel may charge the undisputed charges to the credit card account immediately and the remainder will be charged upon resolution.

If payment of all undisputed charges is not received within thirty (30) days after Group's receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice. Group must submit to Hotel an itemized list of any disputed charges within fifteen (15) days of receipt of the final invoice, or else all disputes are waived. If any charges are disputed, all undisputed amounts will be paid within thirty (30) days and the parties agree to work in good faith to resolve the disputed invoiced charges in a timely manner, and Group agree to pay the remainder immediately upon resolution of the dispute.

Sleeping Room Performance Policy:

The Total Sleeping Room Nights Reserved under this Agreement will generate **\$8034** in revenue for Hotel ("**Total Anticipated Sleeping Room Revenue**"). If Group does not use all of the sleeping rooms in Group's Room Block, Group agrees that the Hotel will suffer damages because the Hotel will have lost the opportunity to offer Group's unused rooms to others either individually or as part of another block and the Hotel will incur additional costs in attempting to resell inventory that was already sold to Group. If the Event is held as scheduled, Hotel will not seek performance damages for sleeping rooms if Group achieves a minimum of **80%** of the Total Anticipated Sleeping Room Revenue. Should Group achieve less than this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between **80%** of the Total Anticipated Sleeping Room Revenue and the actualized guest room revenue received by Hotel for rooms used and paid for as part of the official Room Block, plus any applicable state and local taxes as required by law, as a reasonable estimate of the Hotel's losses on sleeping rooms, ancillary revenue, costs of sale and other losses. All estimated sleeping room performance damages will be due and payable to the Hotel no later than **seven (7)** days prior to Group arrival date, regardless of Master Account credit status.

Hotel will deduct all collected non-refundable individual deposits, all collected early departure fees, and all advance payments and deposits previously paid by Group to Hotel from the amount Group owes Hotel as sleeping room performance damages.

Cancellation Policy: Hotel has offered the favorable sleeping room rates and other concessions in this Agreement based upon the Total Anticipated Revenue for Group's Event, plus additional revenue that the Hotel anticipates Hotel would receive from providing additional services to the Group and Group's attendees at additional charge. If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the revenue represented by this Agreement, and also the opportunity to offer Group's unused Room Block facilities to others either individually or as part of another block, and Hotel will incur additional costs in attempting to resell inventory that was already sold to Group. The parties agree that since the exact amount of such damages will be difficult to determine, the liquidated damage clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to a cancellation. Therefore, Group agrees that should Group cancel Group's Event for any reason other than due to a valid impossibility occurrence, including changing Group's Room Block to another hotel, Group will pay as liquidated damages to the Hotel a percentage of the Total Anticipated Revenue for Group's Event, plus any applicable state and local taxes as required by law, as follows:

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue	Amount of Cancellation Damages
Cancellation between date of signing and February 25, 2026:	75 % =	\$6,025.50
Cancellation between February 26, 2026 and date of arrival:	100 % =	\$8,034.00

Total Anticipated Revenue for this Event is \$8,034.00.

The parties agree that the sliding scale of damages above is intended to reflect that the closer in time to the date of Group's Event that a cancellation occurs, the less likely it is that Hotel will be able to replace any or all of Group's business with comparable business. Therefore, no analysis of resale or mitigation will be required and damages will be due as set forth below.

Payment of cancellation damages is due at the same time that Group delivers Group's written notice of cancellation to the Hotel. Hotel may consider Group's notice of cancellation to be invalid and thus may not release accommodations held until payment of the applicable cancellation damages is received; therefore delay in payment may result in higher cancellation damages owed.

Impossibility: If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the United States; government regulations in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; terrorist attacks in the city in which Hotel is located; or curtailment of transportation either in the city in which Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which make it illegal or impossible perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party.

Governing Law: The Agreement will be governed by and interpreted pursuant to the laws of the state in which Hotel is located, excluding any laws regarding the choice or conflict of laws.

Dispute Resolution: The parties will use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this Agreement by presenting the dispute to senior representatives of Hotel and Group for their discussion and possible resolution in the order set forth herein; *provided, however*, that a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, and/or infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this section are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then the dispute will be resolved by binding arbitration using one arbitrator before JAMS or the American Arbitration Association in the state and city in which the Hotel is located, or the closest available location. The parties further agree that in any arbitration proceeding, they may conduct reasonable discovery pursuant to the arbitration rules, and any arbitration award will be enforceable in State or Federal court.

Attorney's Fees/Costs: The parties agree that the prevailing party in any arbitration or court proceeding arising out of or related to this Agreement will be entitled to recover an award of its reasonable attorney's fees and expert witness fees, costs and pre and post judgment interest at the highest available legal rate. The parties further agree that if Hotel must retain counsel or initiate arbitration or legal action to collect of any monies owed to Hotel by Group under this Agreement, whether or not an arbitration or court action is filed, Hotel will be entitled to recover its reasonable attorney's fees incurred in such efforts to collect.

Disputes Involving Credit Card Payments: As a condition of Hotel agreeing to accept Group's credit card as an approved form of payment for all Master Account charges, Group agrees that any disputes that Group may raise with respect to any Master Account charges must be addressed directly by Group and Hotel, and the parties agree to work in good faith to resolve any such disputed invoices in a timely manner. Any dispute that cannot be timely resolved to the mutual satisfaction of the parties shall resolved in accordance with the dispute resolution provisions as contained elsewhere in this Agreement.



Confirmation

Trip #: 146198
Trip Date: 28-Mar-2026
Group: Theater Guild-one way
PO: 26000127

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: Craig Robertson
Contact Email:
robertsonc@chelmsford.k12.ma.us
Phone: (978) 251-5111 Fax: (978) 251-5117

Booked Date: 11-Feb-2026
Total Vehicles: 1
Sales Person: Katie Binette

Big Bus

1 x \$340.00 = \$340.00

Pick Up	28-Mar-2026 7:30 PM	Hilton Boston Park Plaza	50 Plaza Park Boston, MA 02116
Drop off at Destination	28-Mar-2026 8:20 PM	Chelmsford High School	200 Richardson Rd Chelmsford, MA 01863

Total: \$340.00

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

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: 5/1/26 If Overnight Trip, Return Date: 5/3/26

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: Michael Kantor Cell Phone: 206 462 9887

Grade, Group, Class(es) or Course(es): 8th grade French

Total Number of Students: 20-40

Number of Students Assigned Per Chaperone: 8

Total Number of Chaperones: not sure Number of Male 1 Number of Female 2-3

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

Faculty/Chaperones (Names): Possibly Rima El-Haddad - Julia Voronov, Kara Courtemanche Cell Phone #:

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

Is a Nurse Needed? Yes ___ No X

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] 2/13/26 Date

Event/Purpose of the Trip: French class

Curriculum Standard Addressed by Trip (Reason for the Trip)

Destination: Quebec City Hotel Le Concorde Name of Facility Facility Telephone 1225 Cours du General de Montcalm City State Canada

Estimated Leave Time: 6:30 (a.m.) / p.m. Estimated Return Time: 10 a.m. / (p.m.)

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

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

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

Bus Pick-Up Location (be specific): McCarthy - By small gym

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

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: _____

TRIP COST/FUNDING

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

Total Price of event \$ _____

Additional Costs _____ \$ _____

Total Cost of Trip \$ 900 estimated per student

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

Student paying \$ 900.00 per person for: _____ \$ _____

Please list any other circumstances that may affect the trip: _____

Submitted by: [Signature] 3/2/2026
Signature of Trip Sponsor Date

Approved by: [Signature] 3/2/2026 [Signature] 3/3/26
Signature of Dept. Head/Coordinator Date Signature of Building Principal Date

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