



# Chelmsford School Department School Committee

## *Notice of Public Meeting*

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

Filed with Town Clerk:

As required by G.L. c. 30 A, §18-25

**DATE:** Tuesday April 14, 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](mailto:langj@chelmsford.k12.ma.us) prior to 12:00 p.m. on Tuesday April 14, 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 March 24, 2026
2. Approval of the minutes of the regular school committee meeting of March 31, 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. Reorganization of School Committee
  - a. Election of School Committee Chair
  - b. Election of School Committee Vice Chair
  - c. Election of School Committee Secretary

2. Open Comment: Parker Middle School Building Project – Grade Level Options
3. Spotlight on the Schools: Chelmsford High School
4. Parker Middle School Building Project: Education Program Review - Review and approve the updated educational program document prepared for the MSBA PSR submission for the Parker Middle School Project.
5. Parker Middle School Building Project: Grade Reconfiguration Review - Review the proposed grade reconfiguration option (from 5–6 to 4–6) for the Parker Middle School Project and approve the draft certification required for the MSBA PSR submission.
6. 2026/27 School Year – Kindergarten Registration Dates
7. 2026/27 School Committee Meeting Schedule
8. 2026/27 School Committee Liaison Assignments
9. 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  
March 24, 2026  
Meeting Minutes**

**Members Present:** Mr. Dennis King (Chair), Ms. Susan Mackinnon and Ms. Maria Santos. Mr. John Moses is not in attendance. Ms. Diana Lebeaux (Secretary) is attending the meeting through Zoom

**Also present:** Dr. Jay Lang (Superintendent) and 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 24, 2026**

**Ms. Santos moved to approve the minutes of the regular school committee of February 24, 2026. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 3-0.**

**2. Approval of the minutes of the regular school committee meeting of March 3, 2026**

**Ms. Santos moved to approve the minutes of the regular school committee meeting of March 3, 2026, Ms. Mackinnon seconded. Motion carries 3-0.**

**CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS**

Patrick shared that The Wellness Fair at CHS on March 6<sup>th</sup> was a success with many students attending. Winter Sports Awards took place last night in the PAC. Congratulations to all award winners and to the CHS Swim Team which won their fifth straight MVC Title! On March 19<sup>th</sup> Becky Savage spoke to students about her “525 Foundation” which educates about the dangers of opioids, by sharing her tragic story. Term 3 ends on April 4<sup>th</sup>.

Richie added that “House Olympics” were held the week of March 9<sup>th</sup> with Hawthorne House winning. Spring sports have begun. This Friday the Red Cross will hold a blood drive in the CHS gym. On April 12<sup>th</sup> The Craft Fair will take place at McCarthy Middle School. The Cotillion will be on May 9<sup>th</sup>.

## **GOOD NEWS**

Dr. Hirsch announced that Byam Elementary School had “a very successful multicultural evening”! Ms. Mackinnon attended the Center Elementary School “STEAM Fair” and was asked to officiate. She enjoyed the exhibits and being back at the school where she taught. Also, she saw the Parker School production of *Mary Poppins* which was nicely done!

## **PUBLIC COMMENTS:**

None

## **NEW BUSINESS**

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

The Chair stated that at the recent public forum grade level configurations were discussed. At the next Regular School Committee meeting a final approval will need to be made of the “Ed Program” as well as a formal vote on grade configuration. Two nights later the Building Committee will do the same. Dr. Lang hopes to see a final “sign off” from the MSBA Board by late May or early June. From June through October formal cost estimating and a closer look at the space configuration will occur. Starting on October there will be more community input sessions.

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

Kathryn Simes, Department Coordinator for Health, Physical Education and Family Consumer Science came to the table with two students, Misha and Fabiana, to share what is happening in her departments. She began by presenting on the new health and wellness course begun this school year called “Modern Topics in Health Sciences”. This may be taken by juniors or seniors. The course covers: Ethics and Professionalism; Infectious Disease and Epidemiology; Health and Disparities Policy; and Health Careers and Pathways. Misha shared that she liked best the ethics unit. They studied past work done in epidemiology and psychology and looked at it through the ethics lens. HIPPA was also explored. Fabiana also enjoyed the ethics unit which helped to “set the foundations for discussions” held during class with discussions of moral arguments in issues that are not always “black or white”.

Ms. Simes added that through the instructor, Mrs. Gonzales, students were also able to hear directly from a dozen health care workers covering the whole spectrum including education requirements for each career and what a day in the career looks like. Misha liked learning about the SANE nurses (who work in the ER with victims of sexual assault) and Trauma nurses. She

liked hearing how they balanced their work with their own lives. Fabiana shared that these nurses treat patients who are “basically having the worst day of their lives”. A Physician Assistant also offered to let students intern with her. One student will be interning at South Row School with their physical therapist. The students took a field trip to Middlesex Community College and participated in “hands-on activities” in a facility with “top-tier equipment”. Middlesex offers the only Dental Lab Technician Program in New England. Fabiana enjoyed seeing how new dental tools make their work easier. She plans to go into nursing and liked the “simulation lab” using robots who were like “live patients”. The day concluded with a panel discussion. Soon, Misha will intern at a pediatric dental office and plans a career in the dental field.

Ms. Simes closed by speaking of the Wellness Fair held on March 6<sup>th</sup>, which was a success despite weather challenges and a delayed opening time for school. There were almost 40 vendors and she thanked Ms. Mackinnon and Ms. Santos for their participation in manning stations. The “Hobbies” table was new this year and a welcome addition. Ms. Mackinnon’s hula hoop presentation was very popular! The presentation was well-received by The Committee and others and may be viewed on Chelmsford Telemedia YouTube.

### **3. District Support and Resources for Immigrant Families**

Dr. Lang included a memorandum in tonight’s agenda packet regarding supports and resources that the district has in place for immigrant families. School social workers and guidance counselors are available for question and assistance to families in need. The memorandum has also been shared with all staff with FAQ documents. This is not a reaction to anything that has happened in the district but meant to provide resources and support for the community.

### **4. Approval of Contract: South Row Kitchen Exhaust Hood Installation**

Ms. Johnson-Collins spoke to the memorandum included in tonight’s packet.

**Ms. Santos moved 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. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

### **5. Approval of Contract: Chelmsford High School Emergency Egress**

Ms. Johnson-Collins spoke to the memorandum included in tonight ‘s packet which was recommended by a safety audit.

**Ms. Santos moved to accept the base bid and award the contract for construction services for work at Chelmsford High School to the following: Marino Construction Inc., 24 Marshall Street, Lowell, MA 01851 for Chelmsford High School in the amount of \$94,375. 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. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

## 6. FY2026 Budget Projection

Ms. Johnson-Collins included a memo updating the FY2026 budget projection. Many categories are favorable. Currently, she anticipates of the \$75,650,000 budget she believes at the end of the fiscal year we will be \$3,055,000 favorable. She will soon recommend prepaying FY2027 tuitions.

## 7. FY2026 Recommended One-Time Budget Expenditures

Ms. Johnson-Collins included a memorandum in tonight's agenda packet with a list of one-time budget expenditures which total \$974,448. These were recommended by school administrators and department heads. Dr. Lang supports these requests.

**Ms. Santos moved to vote 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 as discussed. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

## 8. FY2026 Recommended Budget Transfers

Ms. Johnson-Collins included a memorandum tonight to approve the cost-of-living adjustment budget transfers for Central Administration staff approved by The Committee at the February 3, 2026 meeting.

**Ms. Santos moved that 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. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

## 9. Personnel Report – February 2026

No action required.

## 10. Approval of Field Trip & Travel Requests

**Ms. Santos moved to confirm the approval of the CHS field trip for the Thursdays Acappella Group to ICHSA Semifinals on March 15, 2026, to West Hartford, Connecticut. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

**Ms. Santos moved to approve the CHS field trip for The Theatre Guild to the METG State Final Round of One-Act Festival on March 26<sup>th</sup> through March 28, 2026 in Boston, Massachusetts. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

**Ms. Santos moved to approve McCarthy Middle School's field trip for interested eighth-grader French students for cultural enrichment May 1<sup>st</sup> through May 3, 2026, to Quebec City, Canada. Ms. Mackinnon seconded. A roll call vote was taken. Motion carries 4-0.**

## REPORTS

### 1. Liaison Reports

Ms. Mackinnon shared that CHIPS PTO continues to share “great enrichment things”. Goats are coming to visit on May 28<sup>th</sup>! Their PTO needs three new people to step up for next year. Harrington is also looking for two more people for PTO next year. Harrington used the new notification system for the ALICE Drills successfully. A fund raiser called “Tape Mr. A to the Wall” will be held to fund the costs for the outgoing fourth-graders party!

Ms. Santos added she always enjoys attending the Center School PTO meetings. They do “great things for students, families and staff” like: BINGO; Taste of Chelmsford; and an upcoming Family Cultural Night. Recycle Day will be May 2<sup>nd</sup> with McCarthy. They had “an amazing STEM Fair” and are working on activities for the outgoing fourth-graders. They are grateful that their cafeteria has been painted! Ms. Santos also thanked Teresa Evans for providing puzzles for the very successful Wellness Fair. The CHS PTO is working hard on the After-Prom Project. A pickle ball tournament will be held on May 16<sup>th</sup> from 8:00 a.m. to 4:00 p.m.

### ACTION/NEW ITEMS

Mr. King wanted to discuss if DESE funds to Title One would have an effect on our budget? Ms. Johnson-Collins said the status of this would be made known in the summer.

He would also like to see “The Integrated Revue” shared with The Committee. Dr. Lang will share the final report when it is received. The Day on The Hill will take place on March 30<sup>th</sup>.

### PUBLIC COMMENTS:

None.

**ADJOURNMENT at 7:32 p.m.**

**Ms. Santos moved to adjourn. A roll call vote was taken. Motion carries 4-0.**

*Respectfully submitted,*

*Sharon Giglio, Recording Secretary*

Chelmsford School Committee

Regular (Workshop) Meeting

March 31, 2026

Meeting Minutes

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

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

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

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During a regular workshop meeting of the School Committee March 31, 2026, Dennis King called the Committee to order at 6:02 p.m.

The meeting focused on Generative Artificial Intelligence. The following topics were discussed and actions taken:

- Regarding updates about Generative AI in Chelmsford schools and beyond - and its impact on education:
  - There is a general understanding that *things can't stay the same* in our new context, especially as it relates to assessment
  - We are part of about ¼ of districts that are taking early steps at this time around the impact of AI on education
- Regarding the GenAI Implementation Survey given to educators, caregivers, and students:
  - 300ish educators took the survey, 600ish caregivers, and over 2000 students in grade 5-12
    - Some students expressed concern that if they were honest we would “catch” them on their tactics
  - Today, a group of multiple stakeholders met to discuss AI and potential guidelines
    - First step was establishing a shared definition (which began with individuals and then leveraged an AI tool to create a synthesis)
    - DeepFake game – people were not great at detecting “fake” or AI content
  - Student results –
    - Students are using AI a lot, only 36.3 saying rarely and 16.1 saying never (455 Students indicate they haven't ever used generative AI)
    - 71% of students have used chatbots themselves; 37% have used AI in social media; the next most common is AI enabled study aids... but also, about 181 have used it for mental health reasons, and 85 have used an AI companion
    - Suggested takeaway: any policy should cover more than just schoolwork
    - Surprisingly, 5-7<sup>th</sup> grade students use AI at a similar rate to their older peers
    - Students feel (over?) confident about their use of AI, but they mostly use it for the things it's likely least helpful with, like homework
    - Kids aren't sure if they have or haven't received guidelines on AI

- About half of students have talked with their parents about generative AI, but 51.4% haven't
    - A theme: the double standard about students not being allowed to use on work, but teachers using it.
    - Students' number one concern was around job security/job availability in the future
  - Teacher results
    - 23.5% and 14.2% rarely or never use AI, respectively
    - Majority of teachers are using foundation models and AI for instructional content and differentiation, what they've been trained on, more than GenAI ed tech tools
    - 10% of teachers are using AI detection, though, and 10.8% are using it for grading and feedback
    - There's room for more AI literacy, especially around ethics – and the majority of staff is willing to do more PD on Gen AI
    - Majority of teachers do NOT feel adequately prepared to teach students how to use generative AI responsibly
    - Teachers are concerned broadly about inaccuracy of generative AI
  - Caregiver results
    - Elementary parents are the most concerned and conservative
    - Parents do not know that their kids are using AI for schoolwork – more students say they are using it than parents are saying their kids are doing
    - Primary concern: loss of critical thinking skills and cognitive offload
  - AI for Education will analyze this further and this will be shared with administrators and then more broadly
  - Overall thoughts on this topic:
    - People were ready to talk about guidelines and felt like “it's time”
    - As we look at new literacy products, the companies talked about AI integrated into the curricula
  - Recommendations on this topic:
    - Students part of today's focus group meeting were really helpful, articulate, and had a lot of insight - we could benefit from speaking with them
    - The staff needs the most help at the high school level
    - We will want to pair AI Guidelines with education/learning for the best impact
    - Relatively frequent looks at refreshing guidelines will be important, but we don't need to do this constantly – good guidelines will be fresh for a while
- Regarding the “Beyond the AI Inflection Point” document
  - Review of the timeline of GenAI adoption and an imaginary “story” for Chelmsford's decision points
    - Choice A – return to fundamentals >> uncritical use of AI, and lacking crucial skills
    - Choice B – going all in on AI >> Surveillance and tech-optimized learning come at the cost of student privacy, agency, and adaptability
    - Choice C – Redesigning school (integrating AI literacy but centering students' needs) >> Change is uncomfortable, but students build lifelong skills that help them navigate their uncertain futures
      - Mention of dual assessments - one more traditional, and one that is more project-based and integrates AI responsibly and effectively

- Choice C could still include a wide variety of directions to go
    - *See the meeting slides to more fully appreciate this part of the meeting*
  - Regarding creating AI Policies
    - About Policy: Enforceable rules on non-negotiables – “must,” “shall,” “required”
      - Infrequently updated, focused on risk management, compliance, liability, governance
      - Examples: Acceptable use, FERPA/data privacy policy, academic integrity policy, cyberbullying policy
      - In the past: create robust definitions, amend some existing policies on relevant topics, and then add in specific policies related to generative AI where needed
      - Possibly topics:
        - Acceptable use policies
        - Data privacy and FERPA protections
        - Academic integrity standards
        - Cyberbullying and deepfakes policies
        - Parental rights and consent protocols
        - Community-wide foundational AI literacy training
        - Vendor scrutiny and alignment to privacy laws
    - AI for Education worked with Charleston to write AI policies and they are going well – there was only 1 revision needed.
      - Immediately became useful due to an issue around potential cyberbullying
  - Regarding a discussion of AI Policies
    - Exploration of documents used in Charleston school district and open discussion on what resonates
    - Discussion of what we will want to codify as policy versus what we want to retain as guidelines in a handbook – there is some interest in keeping the vast majority of our ruling as guidelines but additional interest in ensuring that, for our protection and the legacy of our work on this, some broader documentation within our policy handbook
    - Member Lebeaux recommends creating a subcommittee that will create a Chelmsford policy modeled somewhat on Charleston’s that points to our other documents, e.g. our Faculty handbook, Student and Family Handbook, Responsible Use Guidelines, etc.
    - Member Santos recommends that anything we draft is reviewed by our legal team
    - Dr. Lang recommends asking MASC to see what may already be developed for statewide and what the codes would be
    - The consultant modeled “deep research” to research existing GenAI policies in the US
  - Next steps
    - Guidelines will be completed by late April
    - The committee decided that we will establish a subcommittee to draft this policy, potentially similar to the Charleston one, at our reorganizational meeting on April 14<sup>th</sup>
      - The policy will be cross walked with the guidelines to ensure alignment

Member John Moses moved to adjourn the regular meeting at 9:01 p.m. Member MacKinnon seconded. Approved 5 – 0.

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: April 14, 2026  
Re: Spotlight on the Schools: Chelmsford High School

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



# Highlights of CHS 2025-2026

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*"We take PRIDE in the pursuit of excellence"*

# Agenda

## April 14, 2025

- Innovation Pathways/Dual Enrollment and more...
  - Vision of a Learner
  - Social Emotional Supports at CHS

# Innovation Pathways



The Innovation Pathways Program provides students with skills-based and advanced courses relevant to high-needs employment sectors in Massachusetts.

## Employment Sectors

- Business and Finance
- Information Technology
- Advanced Engineering & Manufacturing
- Life Sciences

## Courses

Curriculum include both technical and advanced courses.

*Advanced courses (Dual Enrollment) are free based on grant funding.*

## Additional Benefits

- In-depth career field exploration & Networking with guest speakers
- Industry Recognized Credentials (IRC)
- Senior Capstone or Internship with collaborating partners

# Dual Enrollment

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## Earn College Credit

Work towards high school graduation while earning transferable college credits.

## Skill Enhancement

Strengthen academic skills with access to college library, labs, and resources.

## Financial Savings

Save significantly with a low cost of only **\$128 per credit**.

## Mass Transfer Program

Seamlessly transfer your earned credits through the statewide Mass Transfer Program.

## Unmatched Course Variety

Offering **31 courses** in all subject areas—the most of any high school partnering with MCC.

# Early College Access Programming

CHS offers 3 tiers of programming that provide students early access to college coursework and credit.



## Tier 1: Foundation

IDS 101 & IDS 106

FREE online one college credit courses for students starting their college journey.

## Tier 2: Immersion

Dual Enrollment

Enroll in college-level courses and earn credit that applies to both high school and college degrees.

## Tier 3: **\*NEW\***

**Associate Degree Pathway**

*Liberal Arts & Sciences*

A structured pathway designed to help students earn their full Associate degree.

VISION  
OF  
A  
LEARNER

# Why is Vision of a Learner Important?

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A Vision of a Learner (VOL) is crucial because it provides a shared, long-term roadmap for developing future-ready skills, character traits, and academic success, aligning stakeholders on core educational goals. It enables schools to move from "Vision to Action," shifting systems to focus on student mastery and holistic growth.

## Future-Ready Skills

Defines the specific competencies students need to thrive in a changing world.

## Success Assurance

Ensures both academic excellence and functional life success for every student.

## Strategic Roadmap

Provides a clear framework to align stakeholders and school systems on core goals.

## Empowered Leadership

Gives educators and leaders the vision needed to transform learning experiences.

# Students Perspective: What Learning IS

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## Knowledge & Application

Learning is fundamentally the process of acquiring new understanding, information, and skills through experience, study, or being taught.

## Growth & Understanding

Expanding knowledge and evolving by changing mindset. True learning is defined as understanding concepts to apply them in daily life or real-world scenarios.

## Value & Importance

Important, necessary, and a privilege; serving as a key to opportunity and a foundation for future success and becoming a well-rounded person.

## Experience & Engagement

Achieved through practice and engagement. Often described as fun or rewarding, though it can be stressful when it lacks hands-on activity.

# Students Perspective: What Learning IS NOT

## **Memorization without Understanding**

Not mere rote memorization of facts solely to pass a test, but rather requiring comprehension and application.

## **Passive or Dishonest Activity**

Not passive activity, cheating, using AI for assignments, or giving up when facing difficulty.

## **Not Necessarily Enjoyable or Easy**

Learning is not always fun or easy, and it should not be excessively stressful to the point of punishment.

## **More than Grades and Busy Work**

Not just about achieving a grade, receiving lectures, or completing piles of unnecessary repetitive work.

# Generation Beta Must Be Able TO:

- Think Critically
- Appropriately use AI/Technology
- Be able to identify fact from fiction
- Communicate Effectively
- Collaborate
- Perseverance and resilience
- Be Empathetic



# How Will We Get There

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## 1. Staff Analysis

Staff analyzed What Learning is and What Learning Is Not.



## 2. Future Prep

Predict Jobs of the future and the skills Generation Beta will need for these jobs.



## 3. SEL Blocks

During SEL Blocks Students:

- Defined Learning
- Stated Their Beliefs About Learning



# Next Steps:

## CORE ACTIONS

1. Teachers Identify and Magnify Powerful Moments of Learning
2. Students Identify Powerful Moments of Learning from a class or lesson

## CHS Implementation

- Establish shared language: “Powerful Learning Moments”
- Incorporate into classroom routines across departments
- Use during walkthroughs and collaboration time to reflect on impact
- Collect student responses to inform instruction and ensure alignment

## Impact

- Increases clarity of learning expectations
- Strengthens student reflection and engagement
- Promotes consistency across classrooms
- Supports equitable access to meaningful learning experiences

SEL

AT

CHS

# CHS SEL SUPPORTS

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## STUDENT TRANSITION & GROWTH

- MENTORS PROGRAM FOR ALL NEW STUDENTS
- VISION OF A LEARNER
- YOUSCIENCE

## SCHEDULED SEL TIME

- CHARACTER STRONG SEL BLOCK ON WEDNESDAYS
- PRIDE BLOCKS

## CLIMATE & ENGAGEMENT

- RESTORATIVE PRACTICES
- ALMOST 70 STUDENT LED CLUBS
- Stealth Adoption

## DATA & POST-SECONDARY

- PANORAMA AND YRBS SURVEYS
- COLLEGE AND CAREER READINESS CENTER

[Letterhead of CPS]

April 21, 2026

Mr. Michael McGurl  
Director of Capital Planning  
Massachusetts School Building Authority  
10 Post Office Square, Suite S400  
Boston, Massachusetts 02109

Re: Chelmsford Colonel Moses Parker Middle School; Feasibility Study  
Module 3 – Preferred Schematic Report  
**Grade Reconfiguration and Districting Approval Certification**

Dear Mr. McGurl:

The Chelmsford School Committee (the "SC") understands the proposed change to existing grade structure that is being proposed in the Preferred Schematic Report for the Chelmsford Colonel Moses Parker Middle School project (the "Project"), and on April 14, 2026, the SC voted to approve and authorize the proposed change to the existing grade structure from Grade 5-6 to Grade 4-6. This decision is supported by the Feasibility Study and related materials, and is intended to, among other objectives, directly relieve overcrowding at the elementary level, reduce reliance on modular classrooms, provide equitable instructional and program space for intermediate learners, support age-appropriate academic and social-emotional programming, create long-term flexibility for enrollment growth, and position the District for future phased elementary modernization. A certified copy of the SC meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed, and abstained, are attached.

The School Committee has held 9 meetings regarding the proposed change to existing grade structure as related to the proposed Project, in compliance with the state Open Meeting Law. These meetings include:

10/21/2025 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
5	Parker School Project Update	Updates provided and discussed.

11/18/2025 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
2	Parker School Project Update	Updates provided and discussed.

12/2/2025 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
8	Parker School Project Update	Updates provided and discussed.

12/16/2025 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
5	Parker School Project Update	Updates provided and discussed.

01/06/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
3	Parker School Project Update	Updates provided and discussed. SC approved educational program SC endorsed Grade 4-6

01/20/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
3	Parker School Project Update	Updates provided and discussed.

02/24/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
1	Parker School Project Update	Updates provided and discussed.

03/03/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
1	Parker School Project Update	Updates provided and discussed.

03/24/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
1	Parker School Project Update	Updates provided and discussed.

04/14/2026 – CPS Central Admin. Office Conf. Room 1 – 230 North Road – 6:00 PM

Agenda Item	Description	Summary
	Parker School Project Update	Updates provided and discussed. SC approved educational program SC approved Grade 4-6

In addition to the School Committee meetings, all other public meetings held by the District in which the Project was discussed—including Building Committee meetings, Community Forum meetings, and other public meetings—and which were posted in compliance with the State Open Meeting Law, were included in the District’s update to the Local Actions Certification in the Preferred Schematic Report.

The presentation materials for each School Committee meeting, meeting minutes, and summary materials related to the Project are available locally for public review at:

School Committee Agendas/Packets - Chelmsford Public Schools

<https://chelmsfordschools.org/departments/school-committee/agendas-packets/>

The presentation materials for each Parker School Building Committee meeting, meeting minutes, and summary materials related to the Project are available locally for public review at:

Home - Parker Middle School

<https://parkermproject.com/>

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 *et seq.*

If you have any questions or require any additional information, please contact Owner's Project Manager Mr. Hamdi Cobanoglu via email at [hamdi.cobanoglu@leftfieldpm.com](mailto:hamdi.cobanoglu@leftfieldpm.com)

By signing this Grade Reconfiguration and Districting Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.

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\_\_\_\_\_  
**By:**

**Title: Chief Executive Officer**

**Date:**

\_\_\_\_\_  
**By:**

**Title: Superintendent of Schools**

**Date:**

\_\_\_\_\_  
**By:**

**Title: Chair of the School Committee**

**Date:**

# CHELMSFORD PUBLIC SCHOOLS

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## **Memorandum**

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

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

Date: April 7, 2026

Re: 2026/27 Kindergarten Registration

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Kindergarten Registration for the 2026/27 school year began January 27 and January 28, 2026 at the Central Administration Office. Each year we have an additional registration session in the April or early May timeframe and this year the date is April 30, 2026 from 9:00 a.m. to 6:00 p.m. at the Central Administration Office. Parents and guardians are currently making appointments (in approximate fifteen-minute increments) for their registration meeting. This information is posted on the Chelmsford Public School website and is also being announced through other outlets (i.e. ConnectEd and Social Media). Attached are the flyers announcing Kindergarten registration as posted on the CPS website.



## 2026-27 Kindergarten Registration Open

*Kindergarten registration for the 2026-27 academic year must be made by appointment.*

### [RESERVE YOUR APPOINTMENT HERE](#)

#### **WHEN:**

- Tuesday, Jan. 27, 2026 from 9:00 a.m.-6:00 p.m.
- Wednesday, Jan. 28, 2026 from 9:00 a.m.-6:00 p.m.
- Thursday, April 30, 2026 from 9:00 a.m.-6:00 pm

#### **WHERE:**

- Chelmsford Public Schools Central Administration Office, 230 North Road, Chelmsford, MA.

#### **STIPULATIONS:**

- Children entering kindergarten must be 5 years of age on or before August 31, 2026.
- Parents/guardians must complete the Google form with contact information and preferred appointment time (appointments take approximately 15 minutes).
- A staff member will follow-up with each parent to confirm date and time of appointment.

#### **WHEN YOU ARRIVE TO REGISTRATION:**

A staff member will direct parents to a table representing each elementary school to process their student registration packet. In addition to the completed student registration packet, parents are required to submit the following required documentation:

1. A parent driver's license
2. Proof of residency/home ownership:
  - A copy of your mortgage statement or
  - Recently signed P&S Agreement, which requires follow-up with a home closing document or
  - Signed lease agreement or
  - Notarized Affidavit Supporting Residence document with the homeowner's real estate tax bill and copy of homeowner's driver's license.
3. Utility bill with name and address

4. A copy of the child's birth certificate
5. Certificate of lead poisoning and vision exam with stereopsis documentation
6. A physical examination within one year of entrance to school or within 30 days after school entry and updated immunizations covering the following:
  - diphtheria (5 doses)
  - pertussis (5 doses)
  - tetanus (5 doses; Td booster grade 7)
  - mumps-rubella-measles (2 doses)
  - polio (4 doses)
  - varicella (2 doses or Dr. documentation of chicken pox)
  - Hepatitis B (3 doses)
7. A copy of a current immunization record is required for registration.

If additional immunizations are needed prior to the beginning of school, a copy of the complete immunization record which meets state requirements must be provided prior to school entrance.

### **IF YOU ARE UNABLE TO SCHEDULE AN APPOINTMENT:**

Families who are not able to schedule an appointment for one of these three dates may complete the registration packet from the website and drop it off at the school administration central office located at 230 North Road, Chelmsford, MA 01824. Office hours are Monday through Friday between 8 a.m.-4 p.m.

Additional information about student registrations and packets may be found on the CPS website registration page.

### **ALL DOCUMENTATION IS REQUIRED AT THE TIME OF REGISTRATION**

**Contact:**

Ms. Jane McDonald  
Central Registrar  
Phone: 978-251-5100, ext. 6901  
mcdonaldj@chelmsford.k12.ma.us

# CHELMSFORD PUBLIC SCHOOLS

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Jay Lang, Ed.D., Superintendent

## **Memorandum**

To: Members of the School Committee  
From: Jay Lang, Ed.D., Superintendent of Schools  
Date: April 10, 2026  
Re: 2026/27 School Committee Meeting Schedule - DRAFT

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Attached please find a draft meeting schedule for the 2026/27 school year. I have moved the second meeting in the months of February and April to the last Tuesday of the month to avoid conflict with school vacation weeks. I have also moved the first meeting in April to the second Tuesday of the month to avoid conflict with town elections. I recommend the school committee vote to accept and publish the meeting schedule at the regular meeting of April 14, 2026.

CHELMSFORD PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING SCHEDULE

July 2026 – June 2027

July 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 4	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 18	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 6	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 20	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 23	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 16	6:00	School Committee Meeting	Administration Office (TELEVISED)
April 13	6:00	Reorganization – SC Meeting	Administration Office (TELEVISED)
April 27	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 4	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 18	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 15	6:00	School Committee Meeting	Administration Office (TELEVISED)

Chelmsford School Committee

2025-2026 Liaison Assignments/Contacts

Negotiations/Sub-Committees	Member	Member	Alternate
Administrators	Susan Mackinnon	Diana Lebeaux	
Teachers/Nurses	Dennis King	John Moses	
Prof. Support/Secretaries	Maria Santos	Susan Mackinnon	
Custodians	Diana Lebeaux	John Moses	
Food Service	John Moses	Diana Lebeaux	
Policy Sub-Committee	Dennis King	Maria Santos	
<b>School Organizations</b>	<b>Member</b>	<b>Alternate</b>	
Byam School Organization	John Moses	Diana Lebeaux	
Center School PTO	Maria Santos	Susan Mackinnon	
CHIPS PTO	Susan Mackinnon	Dennis King	
Harrington PTO	Susan Mackinnon	Maria Santos	
Chelmsford High PTO	John Moses	Maria Santos	
McCarthy PTO	Diana Lebeaux	John Moses	
Parker PTO	Diana Lebeaux	John Moses	
Council of Schools	Maria Santos	Dennis King	
South Row PTO	Diana Lebeaux	Susan Mackinnon	
SEPAC	Dennis King	Diana Lebeaux	
ELL Council	Maria Santos	Dennis King	
<b>Town Boards</b>	<b>Member</b>	<b>Alternate</b>	
Board of Selectman	Dennis King	Maria Santos	
Finance Committee	Susan Mackinnon	Diana Lebeaux	
Capital Planning Committee	Dennis King	Susan Mackinnon	
Permanent Building	Dennis King	John Moses	
<b>Other Boards/Organizations</b>	<b>Contact Person</b>		
Wellness Committee	Maria Santos		
Friends of Music	Susan Mackinnon		
CHS Alumni Association	Dennis King		
CHS Boosters	John Moses		
<b>Legislative Outreach</b>			
MASC	All		
State Elected Officials	All		
Federal Elected Officials	All		

## **Approval of Field Trip Requests**

- 1.) Chelmsford High School  
Qualifying DECA Students  
DECA International Career Development Conference  
Atlanta, GA  
April 24 – 29, 2026
  
- 2.) Community Education Program  
Summer Quest Field Trip (Grades 6 – 9)  
Canobie Lake Park  
Salem, NH  
July 9 & 23, 2026  
August 5, 2026
  
- 3.) Community Education Program  
Summer Fest Field Trip (Grades 4 – 6)  
Canobie Lake Park  
Salem, NH  
August 5, 2026
  
- 4.) Community Education Program  
Summer Quest Field Trip (Grades 6 – 9)  
Chunk's Cinema  
Manchester, NH  
August 3, 2026

School Comm

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

School Requesting Permission:  CHS \_\_\_ PARKER \_\_\_ McCARTHY \_\_\_  
\_\_\_ BYAM \_\_\_ CENTER \_\_\_ HARRINGTON \_\_\_ SOUTH ROW

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

Trip Date: 4/24/26 If overnight Trip, Return Date: 4/29/26

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: Sara + Shap Cell Phone: 978 930-0845

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

Total Number of Students: 9 Number of Male 6 Number of Female 3

Number of Students Assigned Per Chaperone: 5

Total Number of Chaperones: 2 Number of Male 2 Number of Female 0

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

Faculty/Chaperones (Names): Tara Souza  
Amy Shupe Cell Phone #: 978 985-3766

Faculty/Chaperone with Epi-Pen Designation (Name): Amy Shupe  
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: E. Jacob RN 3/24/2026  
Signature of School Nurse Date

Event/Purpose of the Trip: DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

Curriculum Standard Addressed by Trip (Reason for the Trip)

DECA International Career Development Conference

Destination: Hilton Atlanta (404) 659-2000
Facility Telephone
255 Cowhous St NE Atlanta GA
Facility Street Address City State

Estimated Leave Time: \_\_\_\_\_ a.m. / p.m. Estimated Return Time: \_\_\_\_\_ 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 precedence over any other field trip transportation request. After your bus request is processed, you will receive a quoted price and written confirmation from the Transportation Department. If no Chelmsford buses are needed, what are your alternate transportation arrangements?

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

N/A

Bus Pick-Up Location (be specific) \_\_\_\_\_

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

Equipment: \_\_\_\_\_

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

Meal Plans: \_\_\_\_\_

TRIP COST/FUNDING

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

See Attached

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

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

Please list any other circumstances that may affect the trip:

Submitted by:

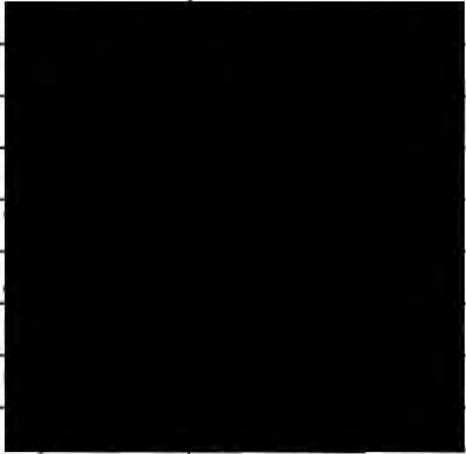
Signature of Trip Sponsor: Thomas J. ... Date: 24 Mar - 26

Approved by:

Signature of Dept. Head/Coordinator: ... Date: 3/24/26

Signature of Building Principal: ... Date: 3-25-24

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

<u>First</u>	<u>Last</u>	<u>Grade</u>
		12
		12
		12
		11
		11
		11
		11
		11
		9
		Andy
Tom	Sousa	Advisor

## Corbett, Robyn

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**From:** Sousa, Thomas  
**Sent:** Thursday, March 26, 2026 7:38 AM  
**To:** Corbett, Robyn  
**Cc:** Shupe, Andrew; Windt, Sandra  
**Subject:** Re: Field Trip for SC Approval  
**Attachments:** MA+DECA-2026-HS-ICDC\_Quick+Registration+Guide.pdf

DECA International Career Development Conference  
April 25-28, 2026 Georgia World Congress Center, Building B Atlanta, Georgia

### Cost Summary

Registration Cost      \$193 per attendee

Hotel Rate              \$255 per night, includes all taxes  
                                 5 nights, 3 students per room  
                                 \$425 per student

\$260.58 per traveler

\$878.58

**DECA fundraising and student contributions will pay for the entire trip; no money will come from the school budget**

Attached is a document with details about the costs

If you need any additional information, please do not hesitate to contact me.

Tom Sousa

Business Teacher

MA DECA District 5 Co-Chair

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**From:** Corbett, Robyn <corbettr@chelmsford.k12.ma.us>  
**Sent:** Wednesday, March 25, 2026 3:02 PM  
**To:** Windt, Sandra <windts@chelmsford.k12.ma.us>  
**Cc:** Sousa, Thomas <sousat@chelmsford.k12.ma.us>; Shupe, Andrew <shupea@chelmsford.k12.ma.us>  
**Subject:** RE: Field Trip for SC Approval



# INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

## QUICK REGISTRATION GUIDE

### CONFERENCE OVERVIEW

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 26,000 high school students, teacher-advisors, business professionals and alumni gather several days of career preparation, leadership development and overall excitement. DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21<sup>st</sup> Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21<sup>st</sup> Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice. Thousands of DECA advisors and educators participate in administering DECA's Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

### REGISTRATION OVERVIEW

<b>Date and Location</b>	April 25-28, 2026 Georgia World Congress Center, Building B Atlanta, Georgia
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Chapter advisors must submit conference registration and housing for DECA's International Career Development Conference to their chartered association advisor based on the chartered association's eligibility criteria and attendance policies.</li> <li>▪ Payment for conference registration and housing is sent to the MA DECA PO Box.</li> <li>▪ Each chartered association sets its own deadline. Massachusetts DECA then officially submits its delegation's conference registration and housing to DECA Inc. and the Hilton Atlanta. The deadline for Massachusetts is <b>March 16 by 10 pm</b>.</li> <li>▪ During the conference, chapter advisors will register on-site with Massachusetts DECA at the Hilton Atlanta.</li> </ul>

### REGISTRATION

<b>Registration Cost</b>	<ul style="list-style-type: none"> <li>▪ \$193 per attendee if registered by March 16 and paid before 3/30                         <ul style="list-style-type: none"> <li>○ \$193 per attendee if registered by the chapter advisor before March 16</li> <li>○ \$198 per attendee if registered by the chapter advisor after March 16</li> <li>○ Spouse and family members must pay the \$198 per attendee fee</li> </ul> </li> <li>▪ DECA Inc. provides a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program and app. MA DECA provides neckwear, 5 trading pins, glow spirit item, hat, closing ice cream social, meeting and officer support.</li> <li>▪ See below "Online Registration Procedures" for instructions on how to register.</li> <li>▪ Registration payment in full is <b>due by 3/27</b> at MA DECA, PO Box 486, Rochester, MA 02770</li> </ul>
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<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>▪ The registration fee applies to student members, advisors, chaperones and spouse/family members.</li> <li>▪ Chartered associations may assess additional fees for administrative costs or additional services.</li> <li>▪ All student members must be DECA Inc. members on an official roster and meet the attendance criteria in the official registration guide for ICDC.</li> <li>▪ At the conference, chapter advisors will register with Massachusetts DECA at the Hilton Atlanta.</li> </ul>
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HOUSING	
<p><b>Assigned Hotel</b></p>	<p>Hilton Atlanta, 255 Courtland St. NE, Atlanta, GA 30303 <a href="http://HiltonAtlanta.com">HiltonAtlanta.com</a></p>
<p><b>Hotel Rate</b></p>	<p><b>Reminder:</b> per DECA Inc rules, all chapters MUST stay a minimum of 4 nights, beginning with Saturday's opening session. All registered attendees must stay at the conference hotel. <b>Hotel rate is \$255 per night, includes all taxes.</b></p> <p><b>Advisor rooms only:</b>                      Single room (1 person): \$255 per person per night @ 4 nights = \$1020 per person                      Double room (2 people): \$127.50 per person per night @ 4 nights = \$510 per person</p> <p><b>Student or Advisor rooms:</b>                      Triple room (3 in a room): \$85 per person per night @4 nights = \$340 per person                      Quad room (4 in a room): \$63.75 per person per night @4 nights = \$255 per person</p> <p>Housing payment is <b>due in full by 4/8</b> at MA DECA, PO Box 486, Rochester, MA 02770</p>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>▪ All attendees must stay in the official DECA property assigned to the chartered association delegation in order to participate in DECA's International Career Development Conference.</li> <li>▪ All attendees must be a registered guest each night of the conference in his or her assigned DECA hotel, for a minimum of four nights, beginning with the night of the opening session.</li> <li>▪ You may share rooms with other schools, but it is your responsibility to find roommates. The MASS DECA Chapter Advisors Facebook <a href="#">private</a> group page is a good place to share information. You must choose a school that has the same dates as your group. If unsure, State Advisor will combine rooms for you. Please place students in quads when possible, rooms in Atlanta are especially tight this year and there are no overflow options available within our hotel radius.</li> <li>▪ All housing payments are payable to Massachusetts DECA and must be received at the PO Box by April 8</li> <li>▪ Guests at the following hotels will have limited transportation provided and should plan to walk during peak times (as these hotels are considered within walking distance): Atlanta Marriott Marquis, <b>Hilton Atlanta</b>, Hotel Indigo Atlanta Downtown, Hyatt Regency Atlanta, Courtland Grand Hotel, The Candler Hotel and The Ritz-Carlton Atlanta.</li> </ul>

KEY DEADLINES	
<b>February 15</b>	ICDC Competitors' Membership Eligibility Deadline
<b>March 16, 10 pm</b>	Deadline for chapters to submit conference registration and housing to chartered association
<b>March 17</b>	Deadline for chartered association advisor to submit conference registration to DECA Inc. and housing to assigned hotel and DECA Inc.
<b>March 25</b>	Portal opens for chapters to upload qualifying prepared entry submissions
<b>March 27</b>	Registration payment due at MA DECA, PO Box 486, Rochester, MA 02770
<b>March 27</b>	Deadline for chapters to submit accommodation requests to DECA Inc.
<b>March 30</b>	DECA Blazer Order Deadline for pick-up in Atlanta at DECA HQ in the GWCC
<b>April 8</b>	Housing payment due at MA DECA, PO Box 486, Rochester, MA 02770
<b>April 8</b>	Deadline for chapters to upload qualifying prepared entry submissions
<b>April 8</b>	Deadline for chartered associations to submit any changes to competitive events registration
<b>April 24 at 2:00 p.m. ET</b>	Deadline for chapter advisors to request registration refunds for DECA Inc portion only.

ADDITIONAL INFORMATION	
<b>Non-Discrimination Policy</b>	DECA Inc. is committed to creating and maintaining a healthy and respectful environment for all of our emerging leaders and entrepreneurs. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status, are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.
<b>For Additional Details</b>	This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at <a href="http://www.deca.org/icdc">www.deca.org/icdc</a> .
<b>International Baccalaureate Exams</b>	DECA is working with the International Baccalaureate Organization to arrange IB examinations on April 27, 28 and 29 at the DECA International Career Development Conference in Atlanta. Once members have qualified for ICDC, interested finalists needing to take the IB examination in Atlanta must have their school IB Coordinator fill out a request form (available Spring 2026). Please note that there is a fee per student (approximately \$52 USD) associated with this process. Schools will be invoiced by IBO. DECA will work to accommodate competition appointments to the best of its ability given the nature of volunteer judges' schedules.

**ONLINE REGISTRATION PROCEDURES**

	<p>Registration is done through the DLG system as you did for Districts &amp; States: <a href="https://www.decaregistration.com/ma-icdc">https://www.decaregistration.com/ma-icdc</a></p> <p>Your ICDC qualifiers, will be pre-populated in the system.</p> <ul style="list-style-type: none"> <li>Registration will open on March 14 and close at 10 pm on March 16. An invoice will automatically be generated. Any drops/changes must be sent via email to <a href="mailto:dmcfadden@bhcc.edu">dmcfadden@bhcc.edu</a>. Do not call-in or text any changes. Do NOT update the DLG system with changes after 10 pm on March 16, for they will not be recognized. No additions/bumps for competitors will be accepted after Friday, April 8, 2026</li> </ul>
	<ul style="list-style-type: none"> <li><b>All invoicing will be done through DLG.</b></li> <li><b>All substitutions and cancellations must be made through your Chartered Association Advisor at <a href="mailto:dmcfadden@bhcc.edu">dmcfadden@bhcc.edu</a></b></li> </ul>

**COMPETITIVE EVENT/ACADEMY MANAGEMENT ASSISTANTS**

<p><b>Automotive Services Marketing (ASM):</b> <b>Robert Guillemette,</b> <b>Series Director</b></p> <p><b>Business Financial Services: (BFS):</b> <b>TBA Series Director</b></p>	<p>Massachusetts DECA will be running the Automotive Services Marketing (ASM) and the Business Financial Services (BFS) individual series events. Massachusetts DECA must provide 106 adult workers. A lottery will be drawn to determine work and judge assignments for advisors and chaperones. All will be notified prior to ICDC.</p> <p>This packet is intended to provide an overview of components for preliminary planning, district approval and travel booking. Refer to the official ICDC Conference Registration Guide for complete and updated information once it is available at <a href="http://www.deca.org/icdc">www.deca.org/icdc</a>.</p>
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**CHARTERED ASSOCIATION REGISTRATION AND MEETINGS**

<p><b>Friday, April 24,</b> <b>10:30 pm-midnight</b></p>	<p><b>Registration:</b> Chapters need to pick-up their registration materials at the Hilton Atlanta, Room TBA.</p>
<p><b>Saturday, April 25,</b> <b>3:30 pm-4:30 pm</b></p>	<p>Items will include a clear drawstring bag, name badge/lanyard, conference lapel pin, conference program, app. specialized Massachusetts neckwear per your order, 5 trading pins (1 large, 4 small), glow spirit item, and a trapper hat.</p>
<p><b>Meetings (2)</b></p>	<p>There will be a mandatory state meeting for <b>all</b> attendees on Saturday, April 25 at 5:00 pm in Room TBA. This meeting is for all students, advisors and chaperones.</p> <p>There will be a final meeting &amp; ice cream social for all on Tuesday, April 29 at 5:00 pm in the Hilton Atlanta, Room TBA. Semi-finalists and finalists will be recognized at this meeting. All those receiving a Certificate of Excellence will also be announced. The new State Action Team 68 will be inducted. Grand Awards begins at 8:30 pm.</p>

**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 \_\_\_\_\_ COMM.ED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7 / 9 / 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: Comm Ed Cell Phone: 978-251-5151

Grade, Group, Class(es) or Course(es): Summer Quest grades 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Kendra Czernicki & TBD  
Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki  
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 of School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Event/Purpose of the Trip: Summer Quest Field Trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
Summer Quest Field Trip

Destination: Cambie Lake Park (603) 893-3506  
Name of Facility Facility Telephone  
85N. Policy St. Salem NH  
Facility Street Address City State

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

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

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

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 \$ \_\_\_\_\_

School/Org. to pay for: COMMED pays for BUS \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/6/26  
Signature of Trip Sponsor Date

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator Date Signature of Building Principal [Signature] 4/6/26  
Date

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

**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 \_\_\_\_\_ COMMED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 7/23/26 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: COMMED Cell Phone: \_\_\_\_\_

Grade, Group, Class(es) or Course(es): SummerQuest grades 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_  
Non-faculty chaperones must be over 25 years of age and must have a CORI submitted at time of application.

Faculty/Chaperones (Names): KENDRA CZERNICKI & TBD  
Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): KENDRA CZERNICKI  
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 of School Nurse Date

Event/Purpose of the Trip: SummerQuest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
SummerQuest field trip

Destination: CANOBIE LAKE PARK (603) 893-3506  
Name of Facility Facility Telephone  
85 N. POLICY ST. Salem NH  
Facility Street Address City State

Estimated Leave Time: 9:00 a.m./ p.m. Estimated Return Time: 2:30 a.m./ p.m.

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

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

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 \$ \_\_\_\_\_

School/Org. to pay for: Commed pays for bus \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/6/26  
Signature of Trip Sponsor Date

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator Date

[Signature] 4/6/26  
Signature of Building Principal Date

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

**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 \_\_\_\_\_ COMM.ED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8 / 5 / 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: Comm Ed Cell Phone: 978-251-5151

Grade, Group, Class(es) or Course(es): SummerQuest grades 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Kendra Czernicki & TBD Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernicki  
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 of School Nurse Date

Event/Purpose of the Trip: SummerQuest Field Trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
SummerQuest field trip

Destination: CANOBIE LAKE PARK (603) 893-3506  
Name of Facility Facility Telephone  
85 N. Policy St. Salem NH  
Facility Street Address City State

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

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

District Transportation Department will try to secure 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) Comm Ed Building

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

Equipment:     

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

Meal Plans:     

**TRIP COST/FUNDING**

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

Total Price of event \$     

Additional Costs      \$     

Total Cost of Trip \$     

School/Org. to pay for Comm Ed pays for Bus \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/6/26  
Signature of Trip Sponsor Date

Approved by:            
Signature of Dept. Head/Coordinator Date Signature of Building Principal 4/6/24 Date

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

**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 \_\_\_\_\_ COMM.ED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8, 3, 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: COMM ED Cell Phone: 978-251-5151

Grade, Group, Class(es) or Course(es): Summer Quest grades 6-9

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): Kendra Czernecki & TBD Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czernecki  
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 of School Nurse Date

Event/Purpose of the Trip: Summer Quest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
Summer Quest field trip

Destination: Chunkys Cinema (603) 206-3888  
Name of Facility Facility Telephone  
707 Huse Rd Manchester NH  
Facility Street Address City State

Estimated Leave Time: 9:00 a.m. / p.m. Estimated Return Time: 2:30 a.m. / p.m.

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

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

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 \$     

School/Org. to pay for: COMMED pays for BUS \$     

Student paying \$      per person for:      \$     

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/16/26  
Signature of Trip Sponsor Date

Approved by:            
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**

**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 \_\_\_\_\_ COMM.ED. X  
\_\_\_\_\_ BYAM \_\_\_\_\_ CENTER \_\_\_\_\_ HARRINGTON \_\_\_\_\_ SOUTH ROW

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

Trip Date: 8/5/26 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: CommEd Cell Phone: 978-251-5151

Grade, Group, Class(es) or Course(es): Summerfest grades 4,5,6

Total Number of Students: 40 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male \_\_\_\_\_ Number of Female \_\_\_\_\_

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

Faculty/Chaperones (Names): unknown at this time - all commEd employees. Cell Phone #: \_\_\_\_\_

Faculty/Chaperone with Epi-Pen Designation (Name): supervisor on duty  
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 of School Nurse Date

Event/Purpose of the Trip: summerfest field trip

Curriculum Standard Addressed by Trip (Reason for the Trip)  
summerfest field trip.

Destination: Canaan Lake Park (603) 893-3506  
Name of Facility Facility Telephone  
85 N. Policy St. Salem NH  
Facility Street Address City State

Estimated Leave Time: 10:00 a.m. / p.m. Estimated Return Time: 3:00 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) CommEd Building

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 \$ \_\_\_\_\_

School/Org. to pay for CommEd pays for BUS \$ \_\_\_\_\_

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

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 4/6/26  
Signature of Trip Sponsor Date

Approved by: \_\_\_\_\_  
Signature of Dept. Head/Coordinator Date

[Signature] 4/6/26  
Signature of Building Principal Date

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