



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 April 10, 2018 TIME: 5:00 p.m. ROOM: Conf. Room 1

PLACE: CPS Central Administration Office ADDRESS: 230 North Road

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 21, 2018

PUBLIC COMMENTS

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. Discussion on recent Parent/Staff Survey Results regarding amending the 2017/18 School Calendar (add 35 minutes to each school day (4/23 – 6/22) to end school on 6/22/2018 instead of 6/29/2018.
3. Approval of Conferences and Field Trip Requests

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
March 21, 2018
Meeting Minutes**

Members Present: Mr. Al Thomas (Chair), Mr. Sal Lupoli (Vice Chair), Mr. Dennis King (Secretary), Mr. John Moses and Ms. Barbara Skaar.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent), and Andrew Waugh (Attorney for the Chelmsford School Committee).

The Chair opened the meeting at 7:00 p.m. and led those in attendance in the Pledge of Allegiance.

Chair Opening Statement

Mr. Thomas welcomed everyone and informed them that Chelmsford Telemedia is recording and televising the session.

Per her request, Ms. Skaar asked to address those present at the meeting. Her complete address may be accessed on Chelmsford Telemedia/YouTube. Ms. Skaar's address concluded with her asking that the Executive Session of the Chelmsford School Committee scheduled to be held after the public session take place as an Open Session instead.

Public Comments

The complete public comments are available by watching tonight's meeting on Chelmsford Telemedia/YouTube. The following people spoke during the "Public Session": Brad Rigney of 38 Chestnut Hill Road; Carly Connerime of 9 Mont Castle Drive; John Salmon of 3 Marinel Avenue; Bill Arrington of 38 Lovett Lane; Christina Walsh of 17 Old Farm Way; and Shayna Mickel of 8 Ladyslipper Lane.

Dr. Lang responded to a question about the dates on which FOIA records requests were made for copies of Ms. Skaar's e-mails. He clarified by stating that an e-mail request was made by Mr. Moses in December. Mr. Moses formal request for the data was filed in January 2018.

New Business

1. Vote to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest for Chelmsford High School.

Mr. Lupoli motioned to approve the following language:

Having convened in an open meeting on Wednesday March 21, 2018, prior to the closing date, the School Committee of Chelmsford, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 21, 2018 for Chelmsford High School located at 200 Richardson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future, including the elimination of existing severe overcrowding; prevention of severe overcrowding expected to result from increased enrollments; replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility; and replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

Ms. Skaar seconded. A roll call vote was taken. Motion carries 5-0.

- 2. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.**

The Chair stated that letters were received from district administrators and the administrators' association. He asked those who sent the letters of complaint to the Committee regarding Ms. Skaar come to address the group. Steve Murray, Principal of CHS, spoke first and was followed by: Jeff Parks, Principal of Parker Middle School who resides at 8 Pilgrim Road; Josh Blagg, Dean of Hawthorne House at CHS; and Mark Souza, vice president of the Chelmsford Administrators' Association. Their statements may be accessed in full by viewing tonight's meeting on Chelmsford Telemedia/YouTube.

Chairman Thomas stated that after review there appear to be five separate positions within Committee Policies 2103 and 2104 that need to be addressed going forward. Again, the details may be accessed by watching tonight's Committee meeting on Chelmsford Telemedia/YouTube. Mr. Lupoli, Mr. Moses, Mr. King and Mr. Thomas all expressed concern, but also hope for the Committee to move forward as a group. Mr. Lupoli suggested that the Committee members participate in a program offered by the Massachusetts Association of School Committees (MASC) to support and discuss the Committee's roles and responsibilities. He would like to see the MASC come work with the Committee to that end.

Mr. Lupoli motioned to have the School Committee get together with the MASC, potentially annually, to work on roles and responsibilities. Mr. King seconded. Motion carries 5-0.

Adjournment

Mr. Lupoli motioned to adjourn tonight's meeting at 7:57 p.m. Ms. Skaar seconded. Motion carries 5-0.

*Respectfully submitted,
Sharon Giglio*

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: April 7, 2018

Re: Parent/Staff Survey – Amending the 2017/18 School Calendar

Attached please find the results of the recently administered survey of parents and staff in the district with regard to the possibility of extending the school day by 35 minutes each day when we return from April school vacation (April 23rd) until Friday June 22, 2018, and eliminating the last five (5) days of school (June 25 – 29). As it stands now, our last school day for students is Friday, June 29, 2018. This is the first year the Massachusetts Department of Elementary and Secondary Education (DESE) has allowed interested districts to apply for a waiver to the 180 day student calendar requirement. DESE is considering district waiver requests as this year has been unusually difficult with weather-related (snow and electricity) school cancellations and additional time-on-learning may be beneficial now to provide continuity and consistency of instruction, as opposed to the last week of June.

I have submitted a waiver request to DESE to see if they will entertain such a proposal. If DESE is to reject the waiver request, this is a moot point and we will maintain our current schedule until Friday, June 29, 2018. However, if DESE is to approve our waiver request, we can consider the results of the survey and it will be the decision of the School Committee with regard to whether or not to implement the revised schedule as proposed. If the waiver is allowed by DESE, and the School Committee is in favor of implementing the revised schedule as proposed, we would have an obligation to meet with the various employee unions and seek agreement on operational implications of such as adjustment to schedule at this time. The unions have expressed a willingness to do so given the overwhelming response to the staff survey.

I look forward to discussing this with you at the regular school committee meeting on Tuesday April 10, 2018. I will also let you know as soon as I am notified of DESE's decision on the waiver request.

Parent Survey Results

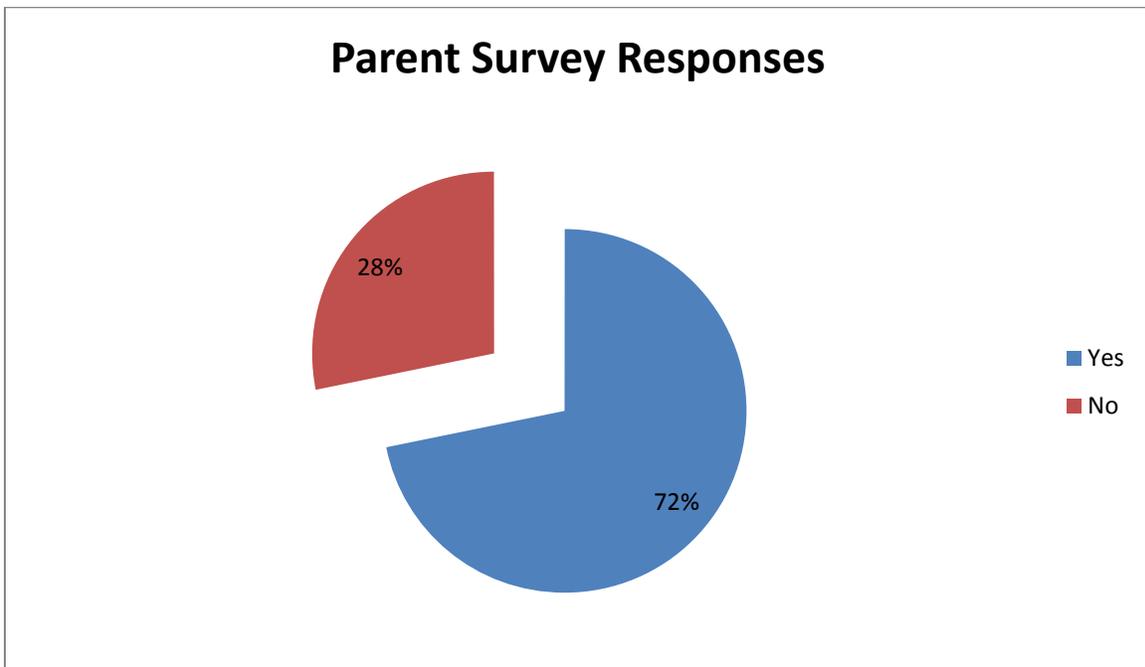
Amending the 2017/18 School Calendar

Question: Do you support the district adding 35 minutes to the end of each school day (as referenced in the email) from April 23, 2018 until June 22, 2018? By doing so, the last day of school for students would be Friday, June 22, 2018, instead of Friday, June 29, 2018.

Total Respondents: 2,690

Total "Yes" Responses: 1,931

Total "No" Responses: 759



Staff Survey Results

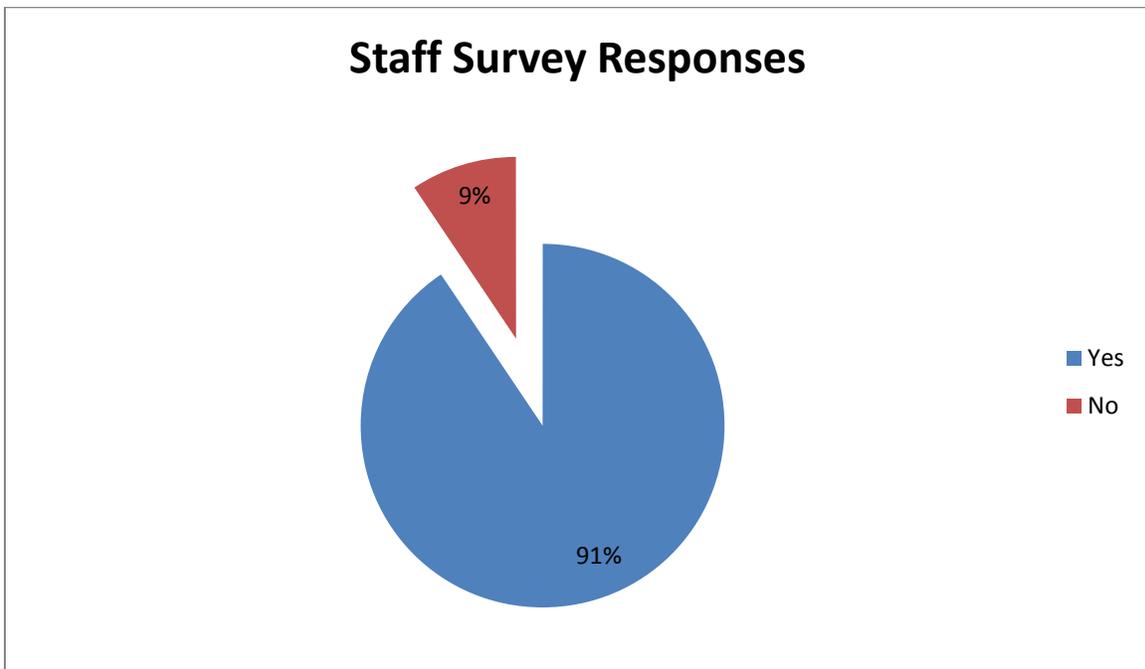
Amending the 2017/18 School Calendar

Question: Do you support the district adding 35 minutes to the end of each school day (as referenced in the email) from April 23, 2018 until June 22, 2018? By doing so, the last day of school for students would be Friday, June 22, 2018, instead of Friday, June 29, 2018.

Total Respondents: 658

Total "Yes" Responses: 596

Total "No" Responses: 62



Approval of Conferences and Field Trip Requests

- 1) Chelmsford High School
The Thursday's
ICHSA Finals
New York, NY
April 20 – 22, 2018

- 2) Chelmsford High School
DECA International Career Development Conference
Atlanta, GA
April 21 – 26, 2018

- 3) McCarthy Middle School
Grades 5 – 8 Orchestra
McCoy Stadium
Pawtucket, RI
June 19, 2018

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: 4 / 20 / 18 If Overnight Trip, Return Date: 4 / 22 / 18

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: 15 Number of Male 7 Number of Female 8

Number of Students Assigned Per Chaperone: 15 (parents will be in the city too)

Total Number of Chaperones: 1 Number of Male _____ 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

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:

Amanda Roeder
Signature of School Nurse

3/28/18
Date

Event/Purpose of the Trip: ICHSA Finals

Curriculum Standard Addressed by Trip (Reason for the Trip)

Students advanced to the final round of their national tournament

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 THUR FRI SAT SUN

Trip Date: 4 / 21 / 18 If Overnight Trip, Return Date: 4 / 26 / 18

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: Andy Shupe/Tom Sousa _____ Cell Phone: 978-985-3760/978-930-0845

Grade, Group, Class(es) or Course(es): DECA International Career Development Conference Qualifiers

Total Number of Students: 2 (more possible) _____ Number of Male 2 Number of Female _____

Number of Students Assigned Per Chaperone: 1 _____

Total Number of Chaperones: 2 Number of Male 2 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): Andy Shupe, Tom Sousa _____

Cell Phone #: see above

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

If applicable

Is a Nurse Needed? Yes No

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

Reviewed by: C Reilson

3/30/18

Signature of School Nurse

Date

Event/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip) _____ These are the students that have qualified to represent CHS at the International DECA conference. There is a possibility that more will qualify in the coming days/weeks _____

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 McCarthy Middle SchoolDay(s) of Week for Trip: MON TUE WED THUR FRI SAT SUN Trip Date: 6/19/18 If Overnight Trip, Return Date: 1/1/1

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: Susan Slocum Cell Phone: 978-771-3858Grade, Group, Class(es) or Course(es): 5-8 OrchestraTotal Number of Students: 80Number of Students Assigned Per Chaperone: 10-15Total Number of Chaperones: 3-6 Number of Male TBA Number of Female TBA

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

Faculty/Chaperones (Names): Susan Slocum, rest TBA
Cell Phone #: 978-771-3858Faculty/Chaperone with Epi-Pen Designation (Name): Susan Slocum
If applicableIs 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] 3/23/18
Signature of School Nurse DateEvent/Purpose of the Trip: Perform National Anthem at a Baseball Game

Curriculum Standard Addressed by Trip (Reason for the Trip)

2.5, 2.7, 3.7, 3.8, 3.9Destination: McCoy Stadium (401) 724-7300
Name of Facility Facility Telephone
1 Columbus Ave Pawtucket RI 02866
Facility Street Address City StateEstimated Leave Time: 2:00 a.m. (p.m.) Estimated Return Time: 9:30 a.m. (p.m.)

No. of Regular School Buses Needed: 2 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) By Receiving

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

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

Meal Plans: bagged dinner or purchase at stadium

TRIP COST/FUNDING

Price per Bus: \$ 511.25 Total Cost of Bus Transportation \$ 1022.50

I will start with 2 buses and go to _____ Total Price of event \$ _____
1 if not enough students are going.
or if I do not have enough chaperones: Additional Costs student tickets \$ 1200.00
Total Cost of Trip \$ 2222.50

School/Org. to pay for: McCarthy Orchestra \$ 2222.50

Student paying \$ 30% per person for: \$2400.00 \$ 2400.00

Some students will not be able to pay, or 2nd bus might not be full enough.

Please list any other circumstances that may affect the trip:

Submitted by:

Signature of Trip Sponsor Date

Approved by:

Signature of Dept. Head/Coordinator Date

[Signature] 4/4/15
Signature of Building Principal Date

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

Reply | ▾ Delete Junk | ▾ ...

Re: scanned field trip form

Whittlesey, Christina

Today, 10:56 AM

Slocum, Susan ▾

Reply | ▾

Inbox

Hi Sue, that date looks good to me. Please use this email as my approval, as I am headed to the METG drama finals in Boston with CHS and will not be near a printer for the rest of the day.

Christy

Christina Whittlesey

PreK-12 Fine Arts Coordinator

Chelmsford Public Schools

Website: <http://chelmsford.k12.ma.us/arts>

Twitter: @ChristyWhittles

Spotlight on Fine Arts Department TV Show: <http://chelmsfordtv.org/watch/>

2013, 2014, 2015, 2016, 2017 NAMM "BEST COMMUNITY FOR MUSIC EDUCATION"

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From: Slocum, Susan

Sent: Friday, March 23, 2018 9:23:45 AM

To: Whittlesey, Christina

Subject: scanned field trip form

Hi Christy,

I needed to change the date of the 6/22 field trip to play the national anthem. It is now Tuesday 6/19. If you approve please sign the recently scanned form and send back to me when you get a chance so I can bring it to Kurt to sign.

Thank you,

Sue

Susan Slocum

McCarthy Orchestra Director

Parker 7 & 8 Band Assistant

CPSSO Director