



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 May 1, 2018 TIME: 6:00 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

PUBLIC COMMENTS

CHS STUDENT REPRESENTATIVE ANNOUNCEMENTS

GOOD NEWS

NEW BUSINESS

1. Spring Town Meeting Follow-Up
2. 2018/19 School Committee Liaison Assignments - Final
3. FY2018 Recommended Budget Transfers
4. Vote on School Choice Program: 2018/19 School Year
5. Vote on Student Transportation Fees: 2018/19 School Year
6. 2017/18 Extended Day Schedule Implementation
7. 2017/18 School Calendar – Last Day for Students
8. 2018/19 School Calendar – First Day for Students
9. Approval of Conferences & Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

ADJOURNMENT

Chelmsford School Committee

2018 - 2019 Liaison Assignments

Negotiations	Member	Member	Alternate
Administrators	Dennis King	Al Thomas	
Teachers/Nurses	Al Thomas	John Moses	
Professional Support/Secretaries	Barbara Skaar	Dennis King	
Custodians	John Moses	Donna Newcomb	
Food Service	Donna Newcomb	Barbara Skaar	
Subcommittees	Member	Member	Alternate
Policy	Barbara Skaar	Al Thomas	
Superintendent's Evaluation	Al Thomas	Dennis King	
Facilities/Maintenance	Donna Newcomb	John Moses	
Finance/Budget	Dennis King	Donna Newcomb	
School Organizations	Member	Alternate	
Byam School Organization	John Moses	Donna Newcomb	
Center School PTO	Dennis King	Al Thomas	
CHIPS PTO	Al Thomas	John Moses	
Harrington PTO	Barbara Skaar	Dennis King	
Chelmsford High PTO	Al Thomas	Dennis King	
McCarthy PTO	Barbara Skaar	John Moses	
Parker PTO	John Moses	Al Thomas	
PTO Council of Schools	Dennis King	Donna Newcomb	
South Row PTO	Donna Newcomb	Barbara Skaar	
SEPAC	Donna Newcomb	Barbara Skaar	
Wellness Committee	Donna Newcomb	Dennis King	
Other Organizations	Member	Alternate	
CHS Alumni Association	Al Thomas	Dennis King	
CHS Boosters	Dennis King	Donna Newcomb	
Chelmsford Business Assoc. (CBA)	John Moses	Al Thomas	
Friends of Music	Donna Newcomb	Barbara Skaar	
MASC	Barbara Skaar	John Moses	
Town Boards	Member	Alternate	
Board of Selectman	Dennis King	John Moses	
Finance Committee	Barbara Skaar	Donna Newcomb	
Capital Planning Committee	Donna Newcomb	Barbara Skaar	
Planning Board	Al Thomas	Barbara Skaar	
Economic Development	John Moses	Al Thomas	
Turf Fields	Al Thomas	Dennis King	
Recycling Committee	John Moses	Donna Newcomb	
Legislative Outreach	Member		
Liaison to Federal Elected Officials	All		
Liaison to State Elected Officials	All		

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

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

DATE: April 27, 2018

RE: FY2018 Budget Transfer – Building Custodian Contract

I would like to request an FY2018 local budget transfer related to the ratification of the new building custodians contract signed on March 27, 2018.

RETRO PAYMENTS BUILDING CUSTODIANS = \$27,743

The CFT Building Custodians collective bargaining unit signed a new agreement on March 27, 2018 for the period from July 1, 2017 through June 30, 2020. These employees received retroactive payments (from July 1 forward) on April 13, 2018 totaling \$22,701. In addition to the wage increases, per the new contract, these employees also received an annual clothing allowance on April 13, 2018 totaling 5,042. This budget transfer is to move funds from the Salary Reserve COLA and the Salary Reserve Lane Changes accounts to the Custodial Labor and Custodial Other accounts.

From		To:	Amount
12305000-51455	Salary Reserve COLA	14110000-51040-Labor	15,959
12305000-51460	Salary Reserve Lane Change	14110000-51040-Labor	6,742
12305000-51460	Salary Reserve Lane Change	14110000-57800-Other	5,042
		Total	27,743

Thank you for your consideration in approving this FY2018 local budget transfer.

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 28, 2018
Re: Vote on 2018/19 School Choice Program Participation

Each year the school committee is required to vote prior to June 1 indicating whether or not the district will participate in the Commonwealth's School Choice Program during the following school year. Further, the district must specify the number of students that will be accepted and may specify the grade level(s) to which it will accept new students.

As of April 23, 2018, the Chelmsford Public Schools enrolls a total of fifty-two (52) students from other communities through the School Choice Program. Six (6) of the fifty-two students will be graduating from Chelmsford High School this June. The grade level distribution for the remaining forty-six students for the upcoming school year is provided in the table below:

2018 - 2019 School Year	
Grade	# Students
K	0
1	0
2	0
3	0
4	0
5	0
6	1
7	0
8	6
9	10
10	10
11	8
12	11
Total:	46

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Under state law, the students who are currently attending the Chelmsford Public Schools under the School Choice Program may continue in the Chelmsford schools until they graduate from high school. As we have limited educational space at the elementary and middle school levels of the district, I am concerned about significantly expanding the number of students accepted into the Chelmsford schools through the School Choice Program. The forty-six (46) students currently enrolled in grades K-11 in the Chelmsford Public Schools will remain in the district for 2018/19.

I recommend the school committee accept four (4) additional students at Chelmsford High School in Grade 9, one (1) additional student at McCarthy Middle School in Grade 5, and one (1) additional student at Parker Middle School in Grade 5 to maintain the total school choice participation at fifty-two (52) students. \$ 260,000 in School Choice tuition is expected from enrolling fifty-two (52) students in the 2018/19 school year. If the school committee agrees with this recommendation, the following motion is recommended:

Motion to accept four (4) additional students at Chelmsford High School in Grade 9, one (1) additional student at McCarthy Middle School in Grade 5, and one (1) additional student at Parker Middle School in Grade 5 under the Commonwealth of Massachusetts School Choice Program bringing the total School Choice participation in the Chelmsford Public Schools to fifty-two (52) enrolled students during the 2018/19 school year.

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 28, 2018
Re: Transportation Fees: 2018/19 School Year

Each year the school committee votes to establish fees for student transportation. The current student transportation fee structure consists of a \$ 200.00 annual transportation fee per student with a \$ 500.00 family cap. In previous years, a \$ 25.00 “early bird” discount has been authorized for registrations received between May 1 and June 30 preceding the school year when transportation services are sought. During the “early bird” registration period, a \$ 400 family cap is provided. Further, a \$ 25.00 late fee is assessed for registrations received after August 15 preceding the school year when transportation services are sought.

I recommend the school committee continue with the current fee structure for the 2018/19 school year and vote to establish the regular, early and late registration rates as follows:

Early Registration Period: May 1, 2018 – June 30, 2018
Per Student Fee: \$ 175.00
Maximum Family Cap: \$ 400.00

Regular Registration Period: July 1, 2018 – August 15, 2018
Per Student Fee: \$ 200.00
Maximum Family Cap: \$ 500.00

Late Registration Period: August 16, 2018 –
Per Student Fee: \$ 225.00
Maximum Family Cap: \$ 500.00

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the School Committee
From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*
Date: May 1, 2018
RE: 2017/18 Extended Day Schedule Implementation

During the 2017-2018 school year, there were ten (10) school days cancelled due to inclement weather and lack of electricity in the Town. State regulations require that each school district must be in session for a minimum of 900 (elementary)/990 (secondary) minutes of instruction and 180 school days each year. The Department of Elementary and Secondary Education (DESE) provided school districts with a one-year only opportunity to extend the school day to meet the 180-day requirement through a wavier process that allows school districts to extend student learning time now, rather than at the end of June. After polling parents and staff and through conversations with the Chelmsford Federation of Teachers Executive Board Members, Chelmsford applied for this waiver. On April 10, 2018, the School Committee voted on a daily extension in school hours of 35-minutes contingent upon the approval of the waiver. On April 11, 2018, Chelmsford received an approved waiver from the state. Implementation of the new 35-minute extended day, at all levels, commenced on April 23, 2018.

In preparation for this change, building principals created schedules and solicited feedback from team leaders to be organized for an equitable schedule where all classes gained the benefit of extended time. In most cases, all classes and services received additional time to extend the instruction that students received. Additional preparation occurred with our transportation provider and in the business and human resource offices to clarify the changes for all staff members to include administrative support personnel.

Last week was the first full week of implementing the new schedules. Feedback received from building principals about this implementation included adjustments to daily schedules, impact on afterschool activities, teacher conflicts, increased early dismissal of students, and transportation. Over all, adjustments to the daily schedules have had minimal, if no impact to students and staff. Teachers at the elementary level worked collaboratively to create developmentally appropriate lessons and blocks of time that maximize student learning and have incorporated an additional snack time. At the secondary level, principals report that the additional time has run smoothly and that afterschool activities are still the same hour-long block with the adjusted time. There have been a few teacher conflicts; however, they have been addressed. The news from prior weeks that there was an impending change in school times, prompted most employees to preplan in the event that the waiver was approved. In regard to increased early dismissals, the larger impact has been at the elementary level. Upwards of 30 early dismissals a day have been reported due to different families having a variety of conflicts including appointments, pre-paid classes, etc., that were not able to be adjusted. The school secretaries and clerks are working very hard to adjust all dismissal lists and get all students to the right places on time. This will be monitored to see if there is an uptick of dismissals consistently or for a week or two during the adjustment. Very few early dismissals have happened at the secondary level. To date, there have been no reports of transportation issues with the time change.

The implementation of the extended time will continue to be monitored and adjustments will be made and reported.

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the School Committee
From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*
Date: May 1, 2018
RE: 2017/18 Last Day for Students and Staff

On March 1, 2017, the School Committee voted on the 2017-2018 school calendar. This calendar had the last day of school for students on Tuesday, June 26, 2018 and last day of school for staff on Wednesday, June 27, 2018. These dates included six (6) provisional days for school closures.

During the 2017-2018 school year, there were ten (10) school days canceled due to inclement weather and lack of electricity in the Town. Chelmsford applied for and received an approved waiver from the Department of Elementary and Secondary Education to implement a 35-minute extended day, at all levels, to commence on April 23, 2018. This extended day implementation has altered the last days of school in the 2017-2018 school year calendar for students and staff. The official last days of school for students and staff are as follows:

The last day of school for students will be Friday, June 22, 2018. Friday, June 22, 2018 will be a half-day for students and full-day for staff. The last day of school for staff will be Monday, June 25, 2018. Monday, June 25, 2018 will be a half-day for staff.

Half-day end times for students on June 22nd will follow the new extended times of the school day as follows:

June 22nd Half-day STUDENT ONLY School Day End Times:

Elementary School Level	12:03 p.m.
Middle School Level	11:28 a.m.
High School Level	10:43 a.m.
CHIPS ½ Day Morning	11:03 a.m.
CHIPS ½ Day Afternoon	12:00 p.m.

CHELMSFORD PUBLIC SCHOOLS

Dr. Linda J. Hirsch, Assistant Superintendent

MEMORANDUM

To: Dr. Jay Lang, Superintendent
Members of the School Committee
From: Dr. Linda Hirsch, Assistant Superintendent *Linda J. Hirsch*
Date: May 1, 2018
RE: 2018/19 School Calendar – First Day for Students

Traditionally, Chelmsford has started the school year after Labor Day each year. The discussions about starting school before Labor Day was first considered for the 2017-2018 school year. The decision was made to not implement a school start date prior to Labor Day in 2017-2018 and that a before Labor Day start should commence in the 2018-2019 school year. The rationale for this decision was to allow for the completion of union negotiations and complete the implementation of full-day kindergarten, with the instillation of the new modular classrooms. Additionally, this allowed for families to prepare for the change and summer plans a year in advance.

The 2018-2019 school year will start prior to Labor Day. In order to clarify this change, the start dates for the 2018-2019 school year are as follows:

Monday, August 27th: *Staff Only – No Students*

Tuesday, August 28th: *First day of school for students, Grades 1-8 & CHS Grade 9 Only**

Tuesday, August 28th: *Morning and afternoon orientation sessions scheduled - Kindergarten Only***

Wednesday, August 29, 2018: *All students K-12*

Thursday, August 30, 2018 will be the last day of school for all students the first week of school. Labor Day break will begin on Friday, August 31, 2018. All students will report back to school on Tuesday, September 4, 2018 and follow the school calendar for the remainder of the school year.

**Grade 9 students will report to CHS for a full day of orientation and mentor support. CHS Grade 10-12 students report to school on Wednesday, August 29th.*

*** This is not a full day of school for kindergarten students. Kindergarten students will be scheduled for a 2-hour orientation with their parent/guardian for either a morning or afternoon session on Tuesday, August 28th. Kindergarten students report with their parent on this day only at their scheduled orientation time. At the end of their session, parents will take their kindergarten child(ren) home. There will be no bus services for kindergarten students on Tuesday, August 28th. Parents of kindergarten students will be contacted by the school principal during the summer to learn of their assigned session time. All kindergarten students will report to school on Wednesday, August 29th and follow a regular full-day schedule with bus transportation.*

Conference & Field Trip Requests

1) Community Education Program

Canobie Lake Park

Salem, NH

July 18, 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 _____ COMM.ED.
_____ BYAM _____ CENTER _____ HARRINGTON _____ SOUTH ROWDay(s) of Week for Trip: MON TUE _____ WED _____ THR _____ FRI _____ SAT _____ SUN

Trip Date: 7/18/2018 (raindate 7/19) If Overnight Trip, Return Date: N/A

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: Robyn Adams _____ Cell Phone: 978-202-8445 _____

Grade, Group, Class(es) or Course(es): Summerfest attendees _____

Total Number of Students: <50 _____ Number of Male TBD _____ Number of Female TBD _____

Number of Students Assigned Per Chaperone: 7 _____

Total Number of Chaperones: 9 _____ Number of Male TBD _____ Number of Female TBD _____

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

Faculty/Chaperones (Names): TBD -We will have this information on file prior to the trip. Summer staff have not been finalized

Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): TBD -We will have this information on file prior to the trip. Summer staff have not been finalized

Is a Nurse Needed? Yes _____ No

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

Reviewed by:

Signature of School Nurse

Date



Event:/Purpose of the Trip: Recreational Event for Summerfest

Curriculum Standard Addressed by Trip (Reason for the Trip)

none

Destination: Canobie Lake Park

Name of Facility Canobie Lake Park Facility Telephone(603)893-3506

85 North Policy St, Salem NH03079

Facility Street Address City State

Estimated Leave Time:10:00a.m.. Estimated Return Time:4:30 p.m.

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

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

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

Bus Pick-Up Location (be specific) McCarthy School

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: none

TRIP COST/FUNDING -

Price per Bus: \$ TBD – waiting for town to finalize bus contract

Total Cost of Bus Transportation \$ _____

Total Price of event \$ _____

Additional Costs \$ _____

Total Cost of Trip \$ _____

School/Org. to pay for: Chelmsford Community Education \$ _____

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

Please list any other circumstances that may affect the trip:

Submitted by:

Robyn Adams 4/6/2017

Signature of Trip Sponsor Date

Approved by:

Signature of Dept. Head/Coordinator Date

Signature of Building Principal Date