



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 June 4, 2019 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

CONSENT AGENDA

1. Approval of the minutes of the regular school committee meeting of May 21, 2019

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.

NEW BUSINESS

1. Announcement of Assistant Principals:
 - Ms. Donna Omobono – Center Elementary School
 - Ms. Karen Grabowski – Harrington Elementary School
2. Announcement of Coordinator of World Languages & Exchange Programs: Ms. Jessica Nollet
3. Spotlight on the Departments: Community Education Program
4. Recognition of LGBTQ Pride Month – June 2019
5. Proposed School Committee Meeting Schedule: July 2019 – June 2020
6. Discussion on School Committee Summer Workshops
7. Follow-Up: Substitute Staffing Report Vote
8. FY20 Valley Collaborative Board Member Appointment
9. Follow-Up: 2019/20 Superintendent's Evaluation Process
10. Discussion on a Districtwide Communications and Media Strategy
11. CHS Course Enrollment: 2019/20 School Year
12. FY20 Non-Affiliated Rate/Salary Increases
13. FY19 Recommended Budget Transfers
14. Approval of Conference and Field Trip Requests

REPORTS

1. Liaison Reports

ACTION/NEW ITEMS

1. Request for Reports & Updates

PUBLIC COMMENTS:

The School Committee will hear from members of the public on general matters of education interest.

ADJOURNMENT

**CHELMSFORD SCHOOL COMMITTEE
REGULAR MEETING
May 21, 2019
Meeting Minutes**

Members Present: Mr. Dennis King (Chair), Mr. John Moses (Vice Chair), Ms. Maria Santos (Secretary), Ms. Donna Newcomb and Mr. Al Thomas. Mr. Moses left the meeting at 8:25 p.m.

Also present: Dr. Jay Lang (Superintendent), Dr. Linda Hirsch (Assistant Superintendent) and Ms. Joanna Johnson-Collins (Director of Business and Finance)

Call to Order

Pledge of Allegiance

The Chair welcomed all and stated that the meeting will be recorded and televised by Chelmsford Telemedia.

Consent Agenda

1. **Approval of the minutes of the regular school committee meeting of May 7, 2019.**

Mr. Moses motioned to approve the regular school committee meeting minutes of May, 7, 2019. Ms. Newcomb seconded. Motion carries 5-0.

Good News

Dr. Hirsch announced that Dr. Beyranavand has published his second book along with Dr. Hillary Heisberg entitled *Adding Parents to the Equation*. Additionally, he is running a TedEd Club after school. On June 3rd, a showcase of student created "Ted Talks" will be presented at CHS in Lecture Hall 1 from 3:00 to 4:00. Dr. Whittlesley had her doctoral hooding this past Friday at UMASS Lowell. Two new assistant principals have been hired. Donna Omobono will be at Center School and Karen Grapowski will be at Harrington. At this time our middle school students are at the Knowledge Bowl competing against Tewksbury and Lowell. ELA, Math and Science testing has been completed at the middle schools. CHS math has just started. Science MCAS will be June 4th. Center School will hold their Memorial Day this Friday and their students will be performing at the State House. The Rhode School of Design gave an award to CHS this year for visual arts. Senior, Autumn Bellan, received the RISD Annual Art Award.

Ms. Santos attended the TAMI awards and announced that CHS won four awards.

Public Comments

None

New Business

1. Vote: Approval of Contracted Custodial Cleaning Services Contracts

Ms. Johnson-Collins shared a memorandum in tonight's agenda packet and reviewed the details with the Committee.

Mr. Moses motioned to accept the base bids and award the Contracted Custodial Services for the Chelmsford Public Schools commencing on July 1, 2019, to the following three vendors: Advanced Maintenance Solution, Inc. 46 Middlebury Lane, Beverly, MA 01915 for the four elementary schools, the Community Education Building and the Central Administration Offices in the amount of \$287,804.18; MP Building Services LLC, 11 Morgan Drive, Methuen, MA 01844 for the two middle schools in the amount of \$272,822; and Dynamic Janitorial Cleaning, Inc. 176 Main Street, Milford, MA 01757 in the amount of \$269,700. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

2. FY19 Recommended Budget Transfers & Expenditure Recommendations

Ms. Johnson-Collins explained the memorandum included in tonight's packet relative to requesting a new account in the budget titled "Foster Transportation" and transferring funds.

Mr. Moses motioned to approve the request for a new account number within the 2019 budget titled Foster Transportation. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

Dr. Lang shared a memorandum requesting FY19 One-Time Purchases Recommendations. He also provided a spread sheet detailing these requested purchases,

Mr. Moses motioned to approve the one-time expenses in accordance with the budget transfers presented in the spread sheet as presented. Ms. Newcomb seconded. A roll call vote was taken. Motion carries 5-0.

7. Personnel Report: April 2019

No action required.

8. Substitute Staffing Report

Dr. Cheryl Kirkpatrick, Director of Personnel and Professional Learning, came to the table to discuss her memorandum included in tonight's agenda packet. Discussion took place regarding allowing substitute teachers to be hired with an Associates' Degree in a school related field. Currently, a Bachelors' degree is required. Dr. Lang offered to create a motion creating this change and will present it to The Committee at the next meeting on June 4, 2019. This was well received by the Committee.

3. 2019/20 School Year in Review

Dr. Lang included a seven page memorandum in tonight's packet. Additionally, he provided bullet points shared on the screen for those present, as well as viewers at home. He spoke about the many highlights of his fourth year as Superintendent including: a successful DESE FY2018 audit; a stabilized FY2019 budget; Town approval of the FY2020 budget; the ten year capital plan; FY2020 Capital expenditures; implementation of the ALICE Emergency Response Protocol; acceptance by DESE of the Coordinated Program Review; implementation and success of the STRIVE Program; appointment of the Coordinator of Social Emotional Learning and Counseling Services; appointment of the Coordinator of English 5-12; addition of elementary assistant principals; 1:1 Technology Initiative; and ratification of the Chelmsford School Administrators and Food Service Association contracts.

4. 2019/20 Superintendent's Evaluation Process

Dr. Lang included a memorandum in tonight's packet which outlines his evaluation process to be conducted by The Committee. His suggested time line will have The Committee submitting their evaluation reports to the Chair by June 11, 2019. At the regular meeting on June 18th, The Committee will vote on the adoption of the final End-of-Cycle Summative Evaluation Report, which will then become a public record.

5. 2019/20 Strategic Plan Update

Dr. Hirsch spoke of the information included in her memorandum in tonight's packet. For each objective of the plan she included detailed initiatives and action items as well as a narrative update. Objective I is "Every Student Achieving Academically". Objective II is "Every Student Supported in a Positive, Prosocial Learning Environment". Objective III is "Aligned Financial and Facilities Resources in Support of the Strategic Plan". To fully comprehend the Strategic Plan, you may watch Dr. Hirsch's presentation on Chelmsford Telemedia/YouTube.

6. School Bus Routes and Bus Stop Procedures

Ms. Johnson-Collins shared a memorandum and attached "CPS 2019-2020 Bus Route and Bus Stop Development". She discussed the contents and answered questions. It was decided to have the language reviewed by legal counsel and revisit the document at a future meeting prior to placing it on the district's website.

Emily Antul, a Chelmsford Select Board Member, came to the table to speak about a meeting on traffic issues to be held at the Senior Center on June 12, 2019, at 7:00 p.m. Some Committee members plan to attend, since information pertinent to school bus routes might be raised.

9. Ongoing Project Updates

a. Center and Harrington School Parking Lot Expansions

Dr. Lang stated that the work will start when school gets out for the summer and that both should be finished by early August.

b. Chelmsford High School Parking Lot Striping

Dr. Lang stated that the back parking lot will be striped once school gets out.

c. INTERFACE Referral Service

Dr. Lang stated that the service is being used and he is looking into putting a link to the service on the district website.

10. Discussion on School Committee Summer Workshops

The Chair shared information on workshops being offered by MASC this summer. He would like the Committee to review them and let him know at the next meeting, which workshops would be most useful.

11. Valley Collaborative Newsletter – Spring 2019

This is included in tonight's packet.

12. Approval of Conference and Field Trip Requests

None tonight.

Reports

Liaison Reports

Ms. Newcomb shared that she and Dr. Lang and several teachers attended the rally last week at the State House and had a lengthy meeting with Representative Golden and discussed funding and Chapter 70.

Ms. Santos attended McCarthy Idol which received lots of help from the McCarthy PTO and eighth grade teachers. The Harrington PTO is offering activities for their fourth grade students and will be sponsoring a "Color Run" fund raiser. The Council of Schools gave out two scholarships. Receiving students wrote essays about teachers they had in the CPS. She also attended the Development Council and is reviewing a current study concerning the schools. The EL Council is running a pot luck dinner this Thursday.

Mr. Thomas said that the maximum number of students are attending RILA and adult volunteers are needed. The Alumni Golf Tournament will be held this Thursday.

The Chair along with Ms. Newcomb and Mr. Thomas attended The Alumni Scholarship presentations where 113 students received \$55,000. Dr. Lang and Dr. Hirsch presented some of the awards. Center School's PTO will meet on June 11, 2019.

Dr. Hirsch shared that Lowell won tonight's "Knowledge Bowl".

Public Comments

Emily Antul, Chelmsford Select Board member, stated that June will be LGBTQ month by proclamation of the Select Board. Dr. Lang said there will be follow up at the June meeting demonstrating ways in which the school system can be supportive.

Adjournment

Mr. Thomas motioned to adjourn tonight's meeting at 9:09 p.m. Ms. Newcomb seconded. Motion carries 4-0.

Tonight's meeting may be viewed in its entirety on Chelmsford Telemedia You Tube.

Respectfully submitted by 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: May 30, 2019
Re: Announcement of Assistant Principals

We recently completed the screening and hiring process for the selection of the new assistant principals at the elementary school level approved in the FY20 budget. We have been able to attract two outstanding candidates to fulfill these new roles in our district. Our principals have communicated the messages below to their staff and families announcing the new hires:

Ms. Donna Omobono: Center Elementary School

Please join me in welcoming Ms. Donna Omobono to the Center School Community! She will be joining us as our new Assistant Principal on July 1st. Donna has been a dedicated parent and passionate educator in the district for over 20 years. She is currently a second grade teacher at the Harrington School.

Donna brings many strengths in the area of curriculum, special education and meeting the social, emotional and behavioral needs of all students. She holds a Bachelor of Science degree in Elementary Education and Special Education and has a Masters of Education degree in Curriculum and Instruction. Prior to starting her career in public schools, she served in the Peace Corps as a special education consultant. She is fluent in Spanish as a result of this experience.

Donna has taken on many leadership roles in the district. She has mentored over 25 new educators, is an active member of Harrington's PBIS committee, and piloted iReady and the FOSS science curriculum among other accomplishments.

Those who have worked with Donna consistently describe her as someone who gives 100% effort in everything she does. She is collaborative and has strong relationships with staff, students and families. I'm sure you will agree that we are fortunate to have Donna as part of our Center community.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Ms. Karen Grabowski: Harrington Elementary School

I am pleased to announce that Ms. Karen Grabowski has been appointed as the assistant principal for Harrington Elementary School. She will assume this role on July 1st and we are excited to bring her experience and expertise to our school community.

Karen has been most recently a Speech and Language Pathologist and Assistant Principal stand-in at Hastings Elementary School in Lexington. In this role Karen assumes many administrative duties while supporting the varying needs of students and staff throughout her building. Karen has been proactive in working with the school faculty to develop the student community, as well as, the staff community believing strongly that developing a strong staff community ensures the success of all students. She is seen as a leader in her building, a strong facilitator in her district where she brings a thoughtful, collaborative and supportive style.

Her dedication and commitment to seek out new practices that better foster student growth and success throughout her educational career, is a strong indicator to the leader that she is. All of these traits were clearly displayed throughout the interview process. Please join me in welcoming Karen to our school and Chelmsford. I will be arranging some upcoming opportunities for everyone to further welcome and meet Karen.

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: June 4, 2019

RE: Coordinator of World Languages and Cultural Exchange Programs

I want to formally announce that Ms. Jessica Nollet has been hired as the new Department Coordinator of World Languages and Cultural Exchange Programs. Currently, Jessica is a Spanish Teacher in the Framingham Public Schools.

In her 11 years as a middle and high school Spanish teacher, Jessica gained the instructional expertise and pedagogy necessary to provide a rigorous, engaging classroom and become a leader in both her department and in the larger school community. Her experiences include being a teacher leader, mentor, and administrative intern in both a diverse, progressive charter school and a large suburban public school, which strengthened her organizational and communication skills, allowing her to become an excellent administrative candidate at the secondary level. Through her coursework and her administrative internship at Framingham High School, she had frequent opportunities to collaborate and problem-solve with fellow colleagues and administrators, in order to improve the school culture and community. As the co-chair of the Principal's Advisory Committee, she led a group of teachers and administrators to design an advisory program at Framingham High School, to better support students' social, emotional, and academic needs.

Jessica's academic work includes a Bachelor's degree from Mount Holyoke College in Education and Spanish, a Master's Degree from the University of Massachusetts – Boston in Education and Spanish, and a second Master's Degree from Endicott College in Organizational Leadership.

Jessica is very excited to join us in Chelmsford. When interviewing for the position, she shared that as she read the job description, she thought we “created the position just for her!” Jessica is starting this July and plans to visit the schools and classrooms prior to the end of the school year. Please join me in welcoming Jessica to the Chelmsford Public Schools.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: May 31, 2019

Re: Spotlight on the Departments: Community Education Program

Attached please find a PowerPoint presentation provided by Robyn Adams, Director of Community Education. The Community Education Program has not previously presented their work to the school committee and I felt it timely with summer being right around the corner and the building enhancements (AC and new playground) currently under construction at the Westlands School. I look forward to hearing Ms. Adams' presentation and discussing the work that is ongoing in the district with respect to our community education programming.



CHELMSFORD
COMMUNITY EDUCATION

***New logo created by
Bree Betke and the
students in her class
at Chelmsford High
School***

What does CommEd Offer?

Childcare Programs

School Year Care
& Summer Programs



Adult Education

Fun for all ages!



Enrichment and Recreation

Music Lessons, Sports Lessons and Clinics, Enrichment Classes



Revenue

Before and After School program enrolls over 500 students at the 5 sites

	Revenue	Notes
Extended Day	1.13 Million	
Lion's Den/Pride	\$528,000	Waitlist for LP
Adult Education	\$176,000	Includes music lessons
Summerfest	\$226,000	Waitlist for 2019



NEW at CommEd



Online Registration

Playground

STEM Classroom

SummerQuest





MyRec

Chelmsfordcommunityed.com

One Time Registration Process

One-stop shopping for all
family members



New Playground



AGE APPROPRIATE FOR
TODDLER – SCHOOL AGE

HANDICAPPED ACCESSIBLE

NATURAL PLAYSCAPE

DEMO DAY!



Day 1 of the Build

Making Progress



Making Progress



Dinosaur Arrives





STEM

Enrichment Classroom



Earthworms! Using the light table, children could see inside the worms.





Exploring pulleys: Children worked together to get pulleys working.



Exploring sound waves.

Exploring Simple Machines



Zipline!





**BUILDING
BONANZA**



Hands on Learning



SummerQuest

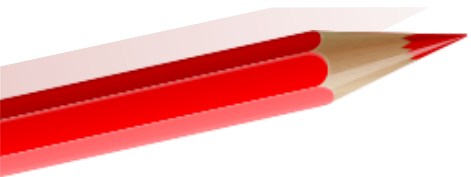
New Program designed to meet the needs and interests of middle school students during the Summer.





Daily Trips to Explore, with increased independence.

Canobie Lake Park
Boda Borg Escape Rooms
Gymja
Mel's Funway
Walden Pond
Acton Nara Park
Castle Island
Red Sox Tour
Kimballs.....and many more



Looking Ahead.....

- Increase classes we offer to children and adults
- Community Events and Festivals
- Continue the collaboration between CommEd and school coordinators for joint projects.
- Offer more enrichment for the children who attend our programs.





Thank You!

Questions?

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 30, 2019
Re: Recognition of LGBTQ Month – June 2019

At our last school committee meeting, members discussed a recent action of the Board of Selectmen to proclaim the month of June 2019 as Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month in the Town of Chelmsford. This action is in recognition of the importance of equality, freedom of choice, fostering acceptance of all its citizens, and preventing discrimination and bullying based on sexual orientation and gender identify.

Christy Whittlesey, Coordinator of Fine Arts, and Laraine Wilson, Coordinator of Social Emotional Learning and School Counseling Services in the Chelmsford Public Schools provided the attached e-mail and materials to district administrators outlining some of the district-wide efforts to acknowledge and celebrate Pride Month in our schools.

From: [Whittlesey, Christina](#)
To: [ELEM Principals](#); [Parks, Jeffery](#); [McPhee, Kurt](#); [Calobrisi, Kerry Ann](#); [Souza, Mark](#); [Murray, Stephen](#); [Blagg, Joshua](#); [MacIsaac, John](#); [Lyons, Robert](#)
Cc: [Wilson, Larainne](#); [Hirsch, Linda](#); [Lang, Jay](#)
Subject: For Building Administrators: June is LGBT PRIDE Month in Chelmsford!
Date: Wednesday, May 29, 2019 10:17:41 AM
Attachments: [Proclamation Scan.pdf](#)
[For Teachers - LGBTQ Poster for CPS Pride Month.pdf](#)
[South Row PRIDE.pdf](#)

Dear CPS Building Administrators,

The Town of Chelmsford has officially designated June 2019 as LGBT Pride Month!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Larainne and I have worked together on some district-wide efforts to acknowledge and celebrate Pride Month in our schools. To that end, you will each receive the following for display in your buildings:

- A 3x5 rainbow flag (not to replace your American flags on flagpoles, but perhaps for display in your lobby)
- A laminated copy of the town proclamation (attached for your review)
- A personalized poster for each school for display in a prominent area (an example is attached for your review)
- In addition, we are making color copies of the attached PDF with a note for teachers and a sign for them to display in their classrooms. This is also attached; we will deliver the color copies to your buildings.

Thank you for your support as we celebrate creating diverse, inclusive, accepting, welcoming, and safe spaces in our schools!

Larainne and Christy

Christina Whittlesey
PreK-12 Fine Arts Coordinator
Chelmsford Public Schools

Pronouns: She/her/hers

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

Twitter: @ChristyWhittles

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

2013-2019 NAMM "BEST COMMUNITY FOR MUSIC EDUCATION"

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TOWN OF CHELMSFORD
PROCLAMATION

Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month
June 2019

WHEREAS, the Town of Chelmsford is a welcoming community and an exceptional place to live, learn, work, play, and raise a family; and

WHEREAS, Chelmsford recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the Town of Chelmsford Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, the Town of Chelmsford is dedicated to fostering acceptance of all its citizens and preventing discrimination and bullying based on sexual orientation and gender identity; and


WHEREAS, Chelmsford is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our Town; and


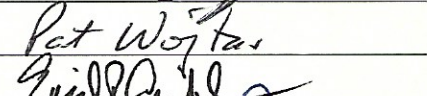
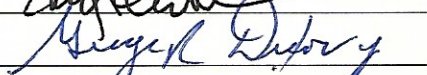
WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBT teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders.

NOW, THEREFORE, we the Board of Selectmen and on behalf of the Town of Chelmsford, hereby proclaim and recognize June 2019 as **Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Pride Month** in the Town of Chelmsford and urge citizens to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Signed this 20th day of May, 2019.


Patricia E. Dzuris, Town Clerk


Pat Wojtas

Virginia Crocker Simmons

Mayor Dufory
Board of Selectmen



**DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE**



www.TrueColorsFund.org

Dear CPS Educator,

The Town of Chelmsford has officially designated June 2019 as LGBTQ Pride Month!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

Please consider posting this sign in your room to show your support of creating diverse, inclusive, accepting, welcoming, and safe spaces for all through our last weeks of school.

Thank you for your support!

On behalf of the CPS Administrative Team,

Laraine Wilson, K-12 Coordinator of Social Emotional Learning and Counseling

Dr. Christina Whittlesey, PreK-12 Fine and Performing Arts Coordinator

South Row Takes

PRIDE

In Supporting A



**DIVERSE
INCLUSIVE
ACCEPTING
WELCOMING
SAFE SPACE
FOR EVERYONE**



www.TrueColorsFund.org

June 2019 is officially LGBTQ Pride Month
in the Town of Chelmsford!

This month, Chelmsford citizens are encouraged to recognize the contributions made by members of the LGBT community and to actively promote the principles of equality and liberty.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee

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

Date: May 30, 2019

Re: School Committee Meeting Schedule – July 2019 – June, 2020

Attached please find a draft meeting schedule for the school committee to consider for FY20, July 2019 through June 2020. I recommend holding our July meeting on the fourth Tuesday of the month instead of the third to allow additional time for the fiscal yearend financial closing and the recommendation of any necessary end of period budget transfers. I have moved the second meeting in the months of February and April to the fourth Tuesday of the month to avoid conflict with the school vacation weeks. I have also moved the first meeting in April to the second Tuesday of the month to avoid conflict with the town elections. I recommend the school committee vote to accept and publish the proposed meeting schedule at the regular meeting of June 4, 2019.

CHELMSFORD PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING SCHEDULE

July 2019 – June 2020

July 23	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 6	6:00	School Committee Meeting	Administration Office (TELEVISED)
August 20	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
September 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 1	6:00	School Committee Meeting	Administration Office (TELEVISED)
October 15	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
November 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
December 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 7	6:00	School Committee Meeting	Administration Office (TELEVISED)
January 21	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 4	6:00	School Committee Meeting	Administration Office (TELEVISED)
February 25	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 3	6:00	School Committee Meeting	Administration Office (TELEVISED)
March 17	6:00	School Committee Meeting	Administration Office (TELEVISED)
April 9	5:00	Reorganization Meeting	Town Hall
April 14	6:00	School Committee Meeting	Administration Office (TELEVISED)
April 28	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 5	6:00	School Committee Meeting	Administration Office (TELEVISED)
May 19	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 2	6:00	School Committee Meeting	Administration Office (TELEVISED)
June 16	6:00	School Committee Meeting	Administration Office (TELEVISED)

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 1, 2019
Re: Follow-Up: Substitute Staffing Report Vote

I have attached a copy of the report previously presented at the regular school committee meeting of May 21, 2019 pertaining to substitute teacher staffing in the district, coverage needs, and recruitment efforts. During our discussion of the topic, the ability to allow the Director of Personnel to consider candidates who have successfully completed and attained an Associate's Degree to serve as a teacher substitute was addressed. Dr. Kirkpatrick is in favor of considering such applicants on a case by case basis if an individual who possesses an Associate's degree has significant coursework or experience working with children. Dr. Kirkpatrick supports accepting him/her as a teacher substitute based on this experience.

Following our discussion at the last meeting, I indicated I would prepare a vote for the school committee's consideration at the next regular meeting. Therefore, if the committee desires to allow the Director of Personnel to consider applicants with an Associate's Degree to serve as substitute teachers in the district beginning in the 2019/20 school year, I recommend the following action for consideration:

Vote: I move that the Director of Personnel be granted the ability to evaluate candidates, on a case by case basis, who have attained an Associate's Degree to serve as substitute teachers beginning in the 2019/20 school year.

CHELMSFORD PUBLIC SCHOOLS

Memorandum

TO: Jay Lang, Superintendent
Members of the School Committee

FROM: Cheryl Kirkpatrick, Director of Personnel & Professional Learning

DATE: May 16, 2019

RE: Substitute Staffing Report: Coverage Needs and Recruitment Efforts

The purpose of this memo is to provide a description of our substitute recruitment efforts and pool, and to address the question of considering substitute candidates with Associates degrees.

Substitute recruitment efforts

Our substitute recruitment efforts begin in July for the next academic year. We publicize widely, organize a summer recruitment effort, and reconnect with substitutes on our roster to determine if they are planning on returning to the pool the following year. Our recruitment activities continue throughout the year yielding, on average, 8-10 new substitutes each month.

- Advertising vehicles: School Spring, district website, town website, library, local colleges, message board in front of McCarthy, occasionally the local papers.
- This year our summer recruitment effort yielded 41 new substitutes.
- Since September 2018 school year recruitment efforts have brought in nearly 60 additional new subs.
- We averaged between 110 to 125 active subs at any time during the 2018-2019 academic year.
- The substitute pool often serves as a pipeline to other full-time positions in the district. This year 21 active subs were hired into permanent positions since September.

Since July 2018, just under 200 people applied to be substitutes in the district. Approximately 50% of these applicants withdrew before they could be considered for hire. This is not unusual since many candidates consider substituting when they are in between jobs. Approximately ninety-five percent (95%) of applicants who were interviewed (95) were hired.

Substitute requirements

We accept applications for substitutes from anyone with a high school diploma and strong references. Although we have different requirements for different types of substitutes (explained below), we post for substitute positions using a general posting so that all applicants are considered for any and all substitute positions for which they qualify. Despite the requirement to possess a minimum of a high school diploma, most of our applicants have Bachelor's degrees or higher. Of the substitutes that we have on-boarded since July, more than 80% of them had a BA or higher, and only about 4% (4 new hires) had an Associate's degree.

Different substitute positions have different degree requirements. Any substitute who has completed a high school diploma, but has not completed a Bachelor's degree is eligible to sub for recess aids and paraprofessionals. Any substitute who has completed a Bachelor's degree is eligible to substitute for teachers, as well. In order to be hired as a long-term substitute, the candidate not only needs to possess a Bachelor's degree, but also needs DESE licensure. To be a substitute nurse, candidates must possess a valid nursing license. Rates for these different substitute positions differ as indicated below:

- Substitutes for recess aids and paraprofessionals earn \$12/hour
- Substitutes for teachers earn \$75/day

- Long-term substitutes earn \$125/day
- Nurse substitutes earn \$130/day

Often those who substitute do so in several districts and opt to take assignments that pay the most. Therefore, we are in competition with neighboring districts for sub coverage and may want to examine the rates we offer now that minimum wage has increased. Rate comparisons can be provided at your request.

Substitute Management

We use Frontline (AESOP) as our substitute management platform. This platform enables teachers to create accounts to record their absences and enables substitutes to view and sign-up for assignments. Ms. Sherri Panneton has been in the role of Substitute Coordinator among other responsibilities in the Personnel Office. She ensures that substitutes are enrolled in the system and manages accounts and sub-coverage.

When a teacher, paraprofessional or recess aid needs a substitute, he/she enters the absence into AESOP, it is approved by the principal, and it then becomes available to the substitute pool. Educators have the ability to create a preferred substitute list, which alerts those substitutes of the assignment first, and gives the preferred substitutes a short window of time to view and accept the assignment before it is accessible to the general pool of substitutes.

Additionally, when possible, we endeavor to find a consistent substitute to sign-up for extended absences. This provides more consistent service provision to students.

Absence coverage and fill patterns

Of course, all of these efforts are to ensure that services to students are consistently provided despite staff absences. Since we would only be satisfied if we provided substitute coverage for every absence every day, we are always looking for ways to improve our recruitment of substitutes, our substitute coverage rates, and staff attendance. Because many of our most loyal substitutes are community members, we have and will continue to develop our networks in the community including networking more closely with school PTOs.

That said, we have been able to provide substitute coverage for about 85% of all teacher absences, on average, relatively consistently. Of the 15% of absences that go uncovered, over 90% of them are entered within 24 hours of the absence, leaving little time for substitute candidates to access and accept the assignment. During the week of May 6-10, 2019 there were 161 recorded teacher absences requiring substitutes. 135 (84%) of these absences were filled. 23 (14%) of these absences were not filled. Of the 23 that were not filled, all but 2 (91%) were recorded less than 24 hours before the absence.

Substitute coverage for paraprofessionals and recess aids is not as consistent. Paraprofessional absences are filled about 65% of the time, and recess aid absences are filled about 55% of the time. One factor is undoubtedly the rates we are able to offer as well as the hours of work. Since most of the substitutes in our pool (more than 80%) qualify to be teacher substitutes, assignments that are generally preferred, these assignments are often taken first.

Regarding accepting substitute candidates with Associate degrees

This report is, in part, a response to a question about whether we might consider allowing substitutes with Associates degrees to become substitutes. As the context provided above clarifies, we already do accept substitutes who possess Associates degrees. They make up a very small portion of our substitute pool (only about 4% or 5 individuals in a pool of 120), and are hired to substitute for paraprofessionals and aids. If there are individuals with Associates degrees who would like to be considered as substitutes for teachers, I would be in favor of considering their application on a case by case basis. If an individual who possesses an Associate's degree has significant coursework or experience with teaching children, I would fully support accepting him/her as a teacher substitute based on this experience. Unfortunately, the data presented here suggests that considering these candidates would not significantly impact our substitute recruitment efforts or coverage rates.

**Valley Collaborative
FY 20 Board Member Appointment**

Dr. Jay Lang was appointed to the Valley Collaborative Board of Directors
(Board Member Name)

on June 4, 2019 by the Chelmsford School Committee for the term from July 1, 2019 – June 30, 2020.
(date of appointment) (School Committee)

Respectfully Submitted,

Dennis F. King, II
Chelmsford School Committee Chairperson

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 3, 2019
Re: Follow-Up: 2018/2019 Superintendent's Evaluation Process – Professional Practice Goals Update

At the May 21, 2019 regular School Committee meeting, I submitted a Year-in-Review report detailing highlights of our collective accomplishments in the 2018/19 school year. Dr. Hirsch reviewed progress toward the three overarching goals outlined in year 2 (2019/20 school year) of the Strategic Plan. At the beginning of the 2018/19 school year, I had outlined four areas of emphasis as my personal goals, or professional practice goals, for the 2018/19 school year in addition to the district's Strategic Plan goals. MA DESE suggests the following ratings for professional practice goals: Did Not Meet, Some Progress, Significant Progress, Met, or Exceeded. This memo contains my self-assessment on my 2018/19 professional practice goals.

Goal 1: Comprehensive Communication Strategy

By June 2019, the superintendent will meet with stakeholders to discuss ways to improve communication with parents in general announcements, school and district achievements, and matters of informational importance. This includes a review of the communication practices and methods currently in place (e.g., Aspen X2, Blackboard ConnectEd, Facebook, Newsletters, Twitter, CPS website) to determine if they are appropriate and/or should be modified to improve and streamline communication with stakeholders.

Self-Assessment: Some Progress

We employ a number of communication practices with families and the greater Chelmsford community. During the 2018/19 school year we made a number of improvements to improve communication with stakeholders. Based upon feedback from parents, several updates were made to the CPS website to provide additional information. For example, we added a tab on the CPS website under "community" with a listing of all approved fundraising activity in the district to allow the public to verify fundraising activities they may be asked to support by CPS students. Under the "parents" tab, we added a link to all the information pertaining to the 1:1 Chromebook implementation generated by the Steering Committee. Under the "district—business and finance" tab, we added folders containing all (1) financial audits performed on the district since 2006 and (2) year-to-date monthly financial reports for 2018 and 2019 for easy access by members of the public. We have also taken steps to improve our "transportation" tab by including "how-to" documentation to assist parents with the registration process, and we have provided guidelines and an overview of how bus routes are developed and bus stops are determined in the district.

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Jay Lang, Ed.D., Superintendent

While these improvements have been well received, I believe we all recognize a need to streamline our communication at all levels of the district, both external and internal. Our website needs an overhaul in terms of both appearance and the information we share with all stakeholders. Areas for growth in the upcoming 2019/20 school year include the identification of one or more individuals charged with the oversight of districtwide social media publicity and promotion efforts, which will ensure that the district has an appropriate presence on the most current social media platforms. Other areas are the coordination and monitoring of content on district and school websites and social media platforms and the coordination and monitoring of all district communications about activities, programs, and scheduling to ensure consistency in messaging.

Goal 2: Budget Planning and Presentation

By June 2019, the superintendent will continue to refine financial reporting practices and procedures and develop a FY20 budget that serves as an informational document accurately reflecting the priorities of the district as outlined in the Strategic Plan. The recommended budget document will incorporate additional information on grant, revolving, and student activity funds. Further, efforts to include information from each schools' parent-teacher organization will be sought to provide a comprehensive picture of the various funding sources that support our school programming.

Self-Assessment: Met

Throughout the 2018/19 school year the School Committee was regularly informed of the district's finances through monthly year-to-date budget report updates (also posted on line for public access), quarterly budget reports provided as School Committee agenda items, and budget projections and transfer recommendations in line with the priorities outlined in the FY19 approved budget. The FY20 budget development process was similar to processes followed previously, incorporating feedback from district and school administrators. The School Committee held public input sessions and reviewed district-level budget detail and a staff salary book that cross-walked salaries to the main budget document.

The FY20 budget format is easily readable by the general public and school department stakeholders. The document includes net school spending compliance and comparable community analysis (demographic and financial). We highlighted the assumptions underlying the FY20 budget, including normal step and lane increases, a set-aside for contract negotiations with our unions, a net decrease in special education tuition costs, special education student transportation increases, funding to reinstate a full-time curriculum coordinator for world languages and student exchange programs, two additional assistant principal positions to support the elementary schools, an additional integrated preschool classroom at the CHIPS Program, a social worker at Parker Middle School, and a new special education team chairperson to support our intensive districtwide special education programs. At the April 2019 town meeting, representatives once again asked thoughtful questions, received straightforward answers, and approved (nearly unanimously) the FY20 funding request of \$61 million to support CPS.

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Jay Lang, Ed.D., Superintendent

The FY20 budget document contains summary-level totals in accordance with MA DESE reporting regulations, category-level details in accordance with MA DESE reporting regulations, a staff salary book that cross-walks salaries to the main budget document, and appendices related to (1) student enrollment and projected class size, (2) student activities and clubs (new in FY20), (3) a summary of all grant funds received, (4) a revolving and other funds summary detail, and (5) a description of the Council of Schools' and individual school-level parent-teacher organizations' support of enrichment activities (new in FY20). I believe you will concur that the FY20 budget serves as an informational document accurately reflecting the priorities of the district as outlined in the Strategic Plan and that it has evolved to include more information and a comprehensive picture of the various funding sources that support our school programming.

Goal 3: Building Improvement and Capital Improvement

By June 2019, the superintendent will finalize a 10-year capital improvement plan based upon the findings and recommendations of the Dore & Whittier (D&W) comprehensive facilities assessment report on each school building. This includes alignment of the 10-year capital plan with the D&W report and town capital plan, integration of school security (physical and camera) improvements, prioritization of identified projects, meeting with the Massachusetts School Building Authority (MSBA) to discuss short- and long-term building strategies for CPS, and a recommendation for the submission of a Statement of Interest to the MSBA for a new school building project in the spring of 2019.

Self-Assessment: Met

We began work to review the recommendations of the D&W comprehensive facilities assessment in the summer of 2018. We sorted our initial internal review and prioritization of the D&W recommendations into the following major categories: Completed, General Maintenance, High Priority (1–3 years), Medium Priority (4–6 years), and Low Priority (7–10 years) action items. A number of items were categorized as “building envelope” and “no action recommended.” The items categorized as building envelope will be taken together for further review and recommendation. Throughout the fall, various elements of the 10-year capital plan were presented to the School Committee and prioritized for consideration. Although the priority of various elements of the approved 10-year capital plan may evolve, the plan provides a roadmap for town and school department investments in the schools.

In November, the School Committee approved a prioritized request of \$1.77 million for building and technology capital projects in the schools. The town Capital Planning Committee ultimately recommended \$1 million in school-related capital projects to spring town meeting for consideration, which was approved. The building capital projects approved by town meeting include code compliance upgrades to several school kitchen and food preparation areas (\$285,644), upgrades to kitchen service lines (\$101,706), and expansion of the front parking lot at Harrington Elementary School (\$205,000). Technology capital projects include the first year of a three-year investment in upgrades to the existing security camera and intrusion systems at McCarthy and Parker Middle Schools (\$440,000). This significant investment in school security will take place over three fiscal years, with the middle schools being addressed first, the high

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Jay Lang, Ed.D., Superintendent

school in year 2, and the elementary schools in year 3. Overall, approximately \$1.5 million will be invested in upgrades to existing security camera and intrusion systems at all CPS facilities.

The School Committee voted in the winter of 2019 to submit a statement of interest to the MSBA for consideration of an accelerated repair to the South Row Elementary School roof. The MSBA visited the school this spring, and the district will receive notification of acceptance or denial for project consideration later in June. In the spring of 2019, the School Committee voted to submit a statement of interest to the MSBA for consideration of funding a new high school project. This is the third submission to the MSBA of such a project.

Goal 4: Professional Development

By June 2019, the superintendent will attend state and national conferences and meetings to maintain his knowledge/learning about the most current information on school safety and security enhancements and emergency planning preparedness for our schools, and the integration of technology initiatives in elementary, middle, and high schools, as we discuss and plan for a 1:1 computer device rollout in our district.

Self-Assessment: Met

My professional development for the 2018/19 school year focused largely on the areas of school safety and emergency planning preparedness and technology. I attended the National School Safety Conference and Exhibition in Orlando, Florida from July 23 to 27, 2018. Small-group breakout sessions, general assemblies, and exhibitions conducted by industry providers/vendors addressed all aspects of school safety and security. At this conference I learned about SafePlans, an electronic emergency planning software tool that we subsequently purchased and will be implementing in the district at the start of the next school year. This tool will enable us to digitize and more efficiently share our emergency response plans/protocols with district and school staff and first responders. This conference was unique in that it brought together law enforcement staff, school officials, and industry solution providers for thoughtful discussions on varied perspectives on issues involving school safety and security measures in schools today.

I attended the Learning Counsel's National Gathering in Houston, Texas from November 28 to 30, 2018. "Designed for Digital" was the theme for this year's conference, with speakers discussing course scheduling for a digital transition, digital delivery of instruction, academic dashboards, remodeling schools for digital design, and the integration of remote learning in elementary, middle, and high schools. Each of these topics was timely, given CPS's focus on upcoming technology initiatives, including our 1:1 Chromebook implementation.

I also attended the Massachusetts Association of School Superintendents' Summer Executive Institute from July 11 to 13, 2018. The focus of this institute was "Redefining What Success Looks Like for All Students: Pathways, Opportunities, and Resources." With members of the School Committee, I also attended the MASC/MASS Joint Conference, entitled "Preparing Our Students for the Future," from November 7 to 10, 2018.

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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: June 1, 2019
Re: Communications and Media Strategy

One of the school committee and superintendent professional practice goals this year (2018-19) was related to finding ways to improve communication with district stakeholders. I have provided our goals below:

School Committee – Communication Strategy

By June 2019, the school committee will meet to discuss ways to improve communication with all stakeholders as it pertains to achievements in the district, decisions made during school committee meetings, and responses to issues and concerns. Said strategy may include, but is not limited to, holding public forums on specific topics several times during the year, establishing a social media presence, and increasing the functionality of the district website.

Superintendent – Comprehensive Communication Strategy

By June 2019, the superintendent will meet with stakeholders to discuss ways to improve communication with parents as it pertains to general announcements, school and district achievements, and matters of informational importance. This includes a review of the communications practices and methods currently in place (i.e. Aspen X2, Blackboard ConnectEd, Facebook, Newsletters, Twitter, CPS website, etc.) to determine if they are appropriate and/or should be modified to improve and streamline communication with stakeholders.

While we have made progress this year assessing our current communication practices and methods, a significant amount of work remains to standardize our communication efforts with stakeholders. This challenge is not unique to Chelmsford, I have been having discussions with area superintendent's to determine how they are addressing this matter. Several districts in our area have developed a centralized position(s) in their districts to 1) develop a comprehensive communication strategy, 2) oversee District-wide social media publicity and promotion efforts, ensuring that the District has an appropriate presence on the most current social media platforms, 3) coordinate,

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Jay Lang, Ed.D., Superintendent

monitor and manage content on District and school websites and social media platforms and, 4) coordinate and monitor all District communications relative to activities, programs and scheduling to ensure consistency in messaging.

I would like to have a conversation at the regular school committee meeting next Tuesday (6/4) pertaining to this topic and to consider creating such a communications position in the Chelmsford Public Schools. I have drafted and attached a job description to start our discussion. As you know, we have budgeted \$ 60,000 in FY20 to assist us in developing a comprehensive communications strategy for the district. This funding is available to allocate to such a position. I look forward to beginning a discussion with you on this subject matter at our next meeting.

CHELMSFORD PUBLIC SCHOOLS

Communications and Media Director

Summary Description:

We are seeking an enthusiastic communications and media specialist to manage our external and internal communications. The successful candidate will promote a positive public image and dissemination of information on our District's behalf. The ultimate goal is to manage internal and external communications for the Chelmsford Public Schools (CPS) to enhance accurate understanding by CPS constituents of the District's policies, practices, and commitment to improve teaching and learning for all students. The Communications and Media Director (Director) shall work to promote the achievements of CPS students through the strategic implementation of effective public relations and community outreach. The Director will tell the story of CPS in honest and informative ways via newsletters, press releases, district and school websites and social media, videos, and/or any other forms of communication. The Director will lead and provide input and oversight to all the District's external and internal communication efforts. The Director will coordinate social media, radio and TV, print, and website communication for the Chelmsford Public Schools.

Qualifications:

- A bachelor's degree in public relations, marketing, communications or a relevant field;
- Proven experience as a communications specialist;
- Experience in social media platforms, web design and content production;
- Experience in copywriting and editing;
- Experience in multilingual and multicultural environments;
- Strong relationship-building skills working with individuals from diverse communities and cultures;
- Solid understanding of project management principles;
- Working knowledge of MS Office and/or Google (photo and video-editing software is an asset);
- Excellent written and oral communication skills; strong interpersonal, public relations and organizational skills;
- Outstanding organizational and planning abilities.

Key Responsibilities:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Public Relations and Information

- a. Oversee District-wide social media publicity and promotion efforts, ensuring that the District has an appropriate presence on the most current social media platforms;
- b. Coordinate, monitor and manage content on District and school websites and social media platforms;
- c. Coordinate and monitor all District communications relative to activities, programs and scheduling;

- d. Develop and implement a short-term and long-range communication strategy for improving public understanding of the CPS' efforts to improve teaching and learning for all students and raising awareness of and gaining recognition for successful school and District program practices;
- e. Establish and maintain positive media relations (print and electronic, local, national and industry outlets) through sustained professional contact that is consistently helpful, open and credible;
- f. Produce/edit clear, concise, "user-friendly" documents (i.e., letters, press releases, columns, videos, fact sheets, flyers, blogs, etc.) and locate venues to communicate system-wide goals and priorities to varied CPS stakeholders (i.e., school-based and central staff, parents, students, community and business leaders);
- g. Plan and implement positive, proactive media strategies (i.e., press conferences, media briefings, press releases, fact sheets) that anticipate the informational and other needs of CPS constituents and the media;
- h. Collaborate with Superintendent's staff on events in the District calendar;
- i. Assure that all communications are ADA-compliant;
- j. Manage/oversee/monitor the content, production and distribution of District publications;
- k. Oversee emergency communications, including use of an auto messaging system;
- l. Coordinate press interviews and press conferences, when appropriate;
- m. Work with Superintendent's staff on joint public relations efforts;
- n. Facilitate translation of materials, publications and messages;
- o. Coordinate District public relations events, working with appropriate town, state, and/or federal agencies;
- p. Research, coordinate and respond to daily media inquiries regarding school-based and district matters and provide regular updates to the Superintendent, the School Committee, and other school leaders, twenty-four hours a day seven days a week;
- q. Provide technical support to schools and CPS central office staff for communication with media, parents and school communities;
- r. Works in partnership with the Office of Human Resources on promoting the District as a leading employer through various outlets include: website, social media, newsletters, employee testimonials, podcasts and special events;
- s. Serves as the focal point for implementing new channels of communication which involve new technology (mobile apps, RSS feeds, and podcasts) to communicate with citizens and officials.

Marketing

- a. Develop marketing materials to promote the school district at community events, career fairs, school open houses, and other activities;
- b. Develop presentations to promote school and District initiatives and successes at targeted events;
- c. Provide professional development to staff throughout the District as needed on marketing/promotional strategies for programs and events;
- d. Develop and manage District-wide branding initiative;
- e. Promote District programs and services through participation in town-wide committees, events, and initiatives.

Community Outreach

- a. In consultation with the District's educational leaders, nurture the school system's relationships and programs with state and federal agencies, private schools, town offices, organizations, and businesses. Initiate and strengthen partnerships with local colleges and universities, including community colleges in support of the Chelmsford educational program;
- b. Monitor research proposals from outside organizations, ensuring compliance with established policies and procedures;
- c. Represent the District in community-wide programs and efforts, actively serving on committees as appropriate;
- d. Assess the information needs of external and internal customers of the CPS;
- e. Support and build the capacity of schools by informing community organizations and media outlets of activities, accomplishments and challenges facing their school communities.

Perform other such related duties as requested by the Superintendent.

Job Environment:

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

- Most work is performed in office conditions; regular schedule requires attendance at evening meetings;
- Performance of duties requires regular contact with the community including residents, business owners, general public, community organizations and local and state agencies;
- The employee will have access to confidential information.
- Errors in judgment could result in delay or loss of service, or adverse public relations.

Terms of Employment:

This is a full time, 52 week per year, non-union position that allows for flexible hours to accommodate event attendance. Starting salary will be in the range of \$45,000 to \$60,000 annually.

Reports To: Superintendent of Schools

The Director performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: May 31, 2019
Re: CHS Course Enrollment: 2019/20 School Year

At previous school committee meetings we have discussed the elementary and middle school enrollments and class size projections for the 2019/20 school year. Scheduling at Chelmsford High School (CHS) is more complex and takes into consideration student requests for core academic classes and electives. Attached is the current draft schedule of classes (sections) and course offerings for the 2019/20 school year at CHS.

The number of courses/sections offered aligns with the staffing model incorporated in the FY20 budget. Overall the class sizes at CHS are very desirable and even with reductions of an art, mathematics, and social studies teacher position, the courses offered are not affected and enrollment in the various course sections in the previously mentioned disciplines allows for sufficient seats to accommodate student schedule alterations at this time. While we typically provide a summary report (i.e. average enrollment by course offering) of this data, I thought you may find it beneficial to see the actual section level data at this time.

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
00513-001	ENGLISH 9 H	1	FY	1(C)	18	24	6
00513-002	ENGLISH 9 H	1	FY	1(B)	22	24	2
00513-003	ENGLISH 9 H	1	FY	1(D)	19	24	5
00513-004	ENGLISH 9 H	1	FY	1(F)	24	24	0
00513-005	ENGLISH 9 H	1	FY	1(A)	17	24	7
00523-001	ENGLISH 9 H2	2	FY	1(A)	17	24	7
00523-002	ENGLISH 9 H2	2	FY	1(G)	22	24	2
00523-003	ENGLISH 9 H2	2	FY	1(F)	24	24	0
00523-004	ENGLISH 9 H2	2	FY	1(E)	19	24	5
00523-005	ENGLISH 9 H2	2	FY	1(D)	22	24	2
00523-006	ENGLISH 9 H2	2	FY	1(E)	18	24	6
00523-007	ENGLISH 9 H2	2	FY	1(B)	23	24	1
00523-008	ENGLISH 9 H2	2	FY	1(A)	17	24	7
00523-009	ENGLISH 9 H2	2	FY	1(F)	24	24	0
00533-001	ENGLISH 9	3	FY	1(E)	9	20	11
00533-002	ENGLISH 9	3	FY	1(F)	17	20	3
00533-003	ENGLISH 9	3	FY	1(B)	8	20	12
02013-001	ENGLISH 10 H	1	FY	1(B)	21	24	3
02013-002	ENGLISH 10 H	1	FY	1(D)	22	24	2
02013-003	ENGLISH 10 H	1	FY	1(C)	24	24	0
02013-004	ENGLISH 10 H	1	FY	1(D)	22	24	2
02013-005	ENGLISH 10 H	1	FY	1(C)	23	24	1
02023-001	ENGLISH 10 H2	2	FY	1(A)	23	24	1
02023-002	ENGLISH 10 H2	2	FY	1(B)	24	24	0
02023-003	ENGLISH 10 H2	2	FY	1(B)	24	24	0
02023-004	ENGLISH 10 H2	2	FY	1(A)	22	24	2
02023-005	ENGLISH 10 H2	2	FY	1(D)	24	24	0
02023-006	ENGLISH 10 H2	2	FY	1(G)	24	24	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
02023-007	ENGLISH 10 H2	2	FY	1(E)	24	24	0
02023-008	ENGLISH 10 H2	2	FY	1(C)	24	24	0
02033-001	ENGLISH 10	3	FY	1(E)	15	20	5
02033-002	ENGLISH 10	3	FY	1(D)	14	20	6
02033-003	ENGLISH 10	3	FY	1(B)	15	20	5
03013-001	ENGLISH 11 H	1	FY	1(D)	24	24	0
03013-002	ENGLISH 11 H	1	FY	1(E)	15	24	9
03013-003	ENGLISH 11 H	1	FY	1(G)	15	24	9
03013-004	ENGLISH 11 H	1	FY	1(F)	15	24	9
03013-005	ENGLISH 11 H	1	FY	1(E)	15	24	9
03013-006	ENGLISH 11 H	1	FY	1(A)	17	24	7
03023-001	ENGLISH 11 H2	2	FY	1(E)	22	24	2
03023-002	ENGLISH 11 H2	2	FY	1(A)	24	24	0
03023-003	ENGLISH 11 H2	2	FY	1(E)	22	24	2
03023-004	ENGLISH 11 H2	2	FY	1(G)	22	24	2
03023-005	ENGLISH 11 H2	2	FY	1(F)	20	24	4
03023-006	ENGLISH 11 H2	2	FY	1(D)	24	24	0
03023-007	ENGLISH 11 H2	2	FY	1(B)	23	24	1
03033-001	ENGLISH 11	3	FY	1(A)	17	20	3
03033-002	ENGLISH 11	3	FY	1(E)	13	20	7
03033-003	ENGLISH 11	3	FY	1(D)	16	20	4
04013-001	AP ENGLISH LANGUAGE + COMPOSITION	AP	FY	1(F)	13	24	11
04013-002	AP ENGLISH LANGUAGE + COMPOSITION	AP	FY	1(C)	18	24	6
04013-003	AP ENGLISH LANGUAGE + COMPOSITION	AP	FY	1(B)	24	24	0
05013-001	AP ENGLISH 12 - LITERATURE & COMPOSITION	AP	FY	1(B)	23	24	1
05013-002	AP ENGLISH 12 - LITERATURE & COMPOSITION	AP	FY	1(C)	20	24	4
05013-003	AP ENGLISH 12 - LITERATURE & COMPOSITION	AP	FY	1(E)	22	24	2

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
05013-004	AP ENGLISH 12 - LITERATURE & COMPOSITION	AP	FY	1(F)	22	24	2
06023-001	A SENIOR ODYSSEY - H2	2	FY	1(C)	24	24	0
06023-002	A SENIOR ODYSSEY - H2	2	FY	1(A)	24	24	0
06023-003	A SENIOR ODYSSEY - H2	2	FY	1(C)	24	24	0
06023-004	A SENIOR ODYSSEY - H2	2	FY	1(G)	23	24	1
06023-005	A SENIOR ODYSSEY - H2	2	FY	1(D)	24	24	0
06023-006	A SENIOR ODYSSEY - H2	2	FY	1(F)	24	24	0
06023-007	A SENIOR ODYSSEY - H2	2	FY	1(E)	24	24	0
06023-008	A SENIOR ODYSSEY - H2	2	FY	1(A)	24	24	0
06023-009	A SENIOR ODYSSEY - H2	2	FY	1(G)	23	24	1
06023-010	A SENIOR ODYSSEY - H2	2	FY	1(B)	24	24	0
06023-011	A SENIOR ODYSSEY - H2	2	FY	1(A)	24	24	0
06113-001	AP SEMINAR	AP	FY	1(E)	22	24	2
06113-002	AP SEMINAR	AP	FY	1(F)	17	24	7
06224-001	ANGELS, DEMONS, HEAVEN, HELL, AND LAST THINGS - H2	2	S2	1(B)	18	24	6
06424-001	FAIRYTALES, FOLKLORE AND LEGENDS-H2	2	S2	1(B)	15	24	9
07024-001	JOURNALISM - H2	2	S2	1(D)	18	24	6
07121-001DE	WRITING FOR COLLEGE - H2	2	S1	1(B)	17	20	3
07121-002	WRITING FOR COLLEGE - H2	2	S1	1(B)	17	24	7
07121-003	WRITING FOR COLLEGE - H2	2	S1	1(G)	14	24	10
07121-004	WRITING FOR COLLEGE - H2	2	S1	1(F)	15	24	9
07121-005DE	WRITING FOR COLLEGE - H2	2	S1	1(D)	15	24	9
07304-001	WRITING FOR HIGH SCHOOL	0	S1	1(A)	17	20	3
07304-002	WRITING FOR HIGH SCHOOL	0	S2	1(A)	17	20	3
07624-001	CREATIVE WRITING	2	S2	1(G)	17	24	7
07704-001	PUBLIC SPEAKING - H2	2	S2	1(F)	18	24	6
07903-001	RESILIENCY	0	FY	1(F)	15	15	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
07903-002	RESILIENCY	0	FY	1(A)	9	15	6
08404-001	READING SKILLS AND STRATEGIES	0	S1	1(D)	6	20	14
08404-002	READING SKILLS AND STRATEGIES	0	S2	1(B)	7	20	13
08404-003	READING SKILLS AND STRATEGIES	0	S1	1(B)	5	10	5
08404-004	READING SKILLS AND STRATEGIES	0	S2	1(D)	5	10	5
08804-001	READING FOR HIGH SCHOOL	0	S2	1(A)	17	18	1
08804-002	READING FOR HIGH SCHOOL	0	S1	1(A)	17	18	1
11033-001	INTRO TO ALGEBRA	3	FY	1(C)	5	6	1
11033-002	INTRO TO ALGEBRA	3	FY	1(B)	6	6	0
11033-003	INTRO TO ALGEBRA	3	FY	1(B)	6	6	0
11033-004	INTRO TO ALGEBRA	3	FY	1(C)	5	6	1
12213-001	ALGEBRA 1 H	1	FY	1(B)	19	24	5
12223-001	ALGEBRA 1 H2	2	FY	1(G)	22	24	2
12223-002	ALGEBRA 1 H2	2	FY	1(A)	22	24	2
12223-003	ALGEBRA 1 H2	2	FY	1(E)	22	24	2
12223-004	ALGEBRA 1 H2	2	FY	1(F)	24	24	0
12223-005	ALGEBRA 1 H2	2	FY	1(C)	20	24	4
12223-006	ALGEBRA 1 H2	2	FY	1(B)	24	24	0
12223-007	ALGEBRA 1 H2	2	FY	1(G)	20	24	4
12233-001	ALGEBRA 1	3	FY	1(G)	17	20	3
12233-002	ALGEBRA 1	3	FY	1(A)	14	20	6
12233-003	ALGEBRA 1	3	FY	1(C)	16	20	4
12233-004	ALGEBRA 1	3	FY	1(D)	18	20	2
12233-005	ALGEBRA 1	3	FY	1(E)	15	20	5
12333-001	TRANSITIONS FROM ALGEBRA TO GEOMETRY - PART 1	3	FY	1(G)	23	23	0
12433-001	TRANSITIONS FROM ALGEBRA TO GEOMETRY-PART 2	3	FY	1(E)	23	23	0
13213-001	GEOMETRY H	1	FY	1(D)	26	26	0
13213-002	GEOMETRY H	1	FY	1(E)	26	26	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
13213-003	GEOMETRY H	1	FY	1(C)	26	26	0
13223-001	GEOMETRY H2	2	FY	1(D)	23	24	1
13223-002	GEOMETRY H2	2	FY	1(C)	24	24	0
13223-003	GEOMETRY H2	2	FY	1(B)	24	24	0
13223-004	GEOMETRY H2	2	FY	1(F)	22	24	2
13223-005	GEOMETRY H2	2	FY	1(D)	23	24	1
13223-006	GEOMETRY H2	2	FY	1(A)	22	24	2
13223-007	GEOMETRY H2	2	FY	1(G)	24	24	0
13233-001	GEOMETRY	3	FY	1(E)	19	20	1
13233-002	GEOMETRY	3	FY	1(C)	15	20	5
13233-003	GEOMETRY	3	FY	1(F)	14	20	6
13233-004	GEOMETRY	3	FY	1(E)	18	20	2
13233-005	GEOMETRY	3	FY	1(D)	14	20	6
13633-001	ADVANCED ALGEBRA	3	FY	1(E)	18	20	2
13633-002	ADVANCED ALGEBRA	3	FY	1(C)	19	20	1
13633-003	ADVANCED ALGEBRA	3	FY	1(D)	20	20	0
13633-004	ADVANCED ALGEBRA	3	FY	1(E)	19	20	1
14213-001	ALGEBRA II H	1	FY	1(F)	23	24	1
14213-002	ALGEBRA II H	1	FY	1(E)	24	24	0
14213-005	ALGEBRA II H	1	FY	1(D)	22	24	2
14213-006	ALGEBRA II H	1	FY	1(A)	19	24	5
14223-001	ALGEBRA II H2	2	FY	1(D)	22	24	2
14223-002	ALGEBRA II H2	2	FY	1(B)	24	24	0
14223-003	ALGEBRA II H2	2	FY	1(A)	21	24	3
14223-004	ALGEBRA II H2	2	FY	1(C)	22	24	2
14223-005	ALGEBRA II H2	2	FY	1(G)	24	24	0
14223-006	ALGEBRA II H2	2	FY	1(F)	21	24	3
14233-001	ALGEBRA II	3	FY	1(A)	12	20	8
14233-002	ALGEBRA II	3	FY	1(B)	20	20	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
14233-003	ALGEBRA II	3	FY	1(E)	14	20	6
14233-004	ALGEBRA II	3	FY	1(G)	16	20	4
14233-005	ALGEBRA II	3	FY	1(D)	11	20	9
14424-001	QUANTITATIVE REASONING AND PROBLEM SOLVING	3	S1	1(F)	22	24	2
14424-002	QUANTITATIVE REASONING AND PROBLEM SOLVING	3	S2	1(F)	22	24	2
14524-001	QUANTITATIVE REASONING AND PROBLEM SOLVING	3	S1	1(F)	21	24	3
14524-002	QUANTITATIVE REASONING AND PROBLEM SOLVING	3	S2	1(F)	20	24	4
15213-001	PRE-CALCULUS H	1	FY	1(C)	23	24	1
15213-002	PRE-CALCULUS H	1	FY	1(G)	24	24	0
15213-003	PRE-CALCULUS H	1	FY	1(B)	24	24	0
15213-004	PRE-CALCULUS H	1	FY	1(F)	22	24	2
15223-001	PRE-CALCULUS H2	2	FY	1(B)	24	24	0
15223-002	PRE-CALCULUS H2	2	FY	1(F)	21	24	3
15223-003	PRE-CALCULUS H2	2	FY	1(G)	20	24	4
15223-004	PRE-CALCULUS H2	2	FY	1(A)	23	24	1
15223-005	PRE-CALCULUS H2	2	FY	1(G)	19	24	5
15223-006	PRE-CALCULUS H2	2	FY	1(C)	22	24	2
15223-007	PRE-CALCULUS H2	2	FY	1(B)	24	24	0
15413-001	AP STATISTICS	AP	FY	1(B)	24	24	0
15413-002	AP STATISTICS	AP	FY	1(G)	24	24	0
15413-003	AP STATISTICS	AP	FY	1(A)	24	24	0
15423-001DE	INTRODUCTION TO STATISTICS H2	2	FY	1(B)	24	24	0
16133-001	COLLEGE ALGEBRA & TRIGONOMETRY	3	FY	1(C)	16	20	4
16133-002	COLLEGE ALGEBRA & TRIGONOMETRY	3	FY	1(E)	16	20	4
16133-003	COLLEGE ALGEBRA & TRIGONOMETRY	3	FY	1(D)	18	20	2
16313-001	AP CALCULUS AB	AP	FY	1(F)	19	24	5
16313-002	AP CALCULUS AB	AP	FY	1(E)	18	24	6

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
16413-001	AP CALCULUS BC	AP	FY	1(G)	23	24	1
16513-001	CALCULUS 1 H	1	FY	1(C)	21	24	3
16523-001	CALCULUS 1 H2	2	FY	1(A)	21	24	3
16523-002	CALCULUS 1 H2	2	FY	1(G)	15	24	9
16523-003	CALCULUS 1 H2	2	FY	1(C)	17	24	7
16523-004	CALCULUS 1 H2	2	FY	1(F)	18	24	6
17513-001	AP COMPUTER SCIENCE A	AP	FY	1(C)	15	24	9
17613-001	PLTW AP COMPUTER SCIENCE PRINCIPLES	AP	FY	1(A)	20	20	0
17613-002	PLTW AP COMPUTER SCIENCE PRINCIPLES	AP	FY	1(G)	20	20	0
17723-001DE	PROGRAMMING 1	2	FY	1(D)	17	20	3
17723-002DE	PROGRAMMING 1	2	FY	1(E)	18	20	2
18534-001	ADV MATHEMATICAL DECISION MAKING	3	S1	1(F)	10	11	1
18534-002	ADV MATHEMATICAL DECISION MAKING	3	S2	1(F)	11	11	0
21023-001	PHYSICAL SCIENCE H2	2	FY	1(A)	20	24	4
21023-002	PHYSICAL SCIENCE H2	2	FY	1(G)	20	24	4
21023-003	PHYSICAL SCIENCE H2	2	FY	1(C)	18	24	6
21023-004	PHYSICAL SCIENCE H2	2	FY	1(D)	22	24	2
21023-005	PHYSICAL SCIENCE H2	2	FY	1(A)	19	24	5
21023-006	PHYSICAL SCIENCE H2	2	FY	1(B)	22	24	2
21023-007	PHYSICAL SCIENCE H2	2	FY	1(E)	17	24	7
21023-008	PHYSICAL SCIENCE H2	2	FY	1(D)	22	24	2
21023-009	PHYSICAL SCIENCE H2	2	FY	1(B)	23	24	1
21023-010	PHYSICAL SCIENCE H2	2	FY	1(E)	19	24	5
22013-001	AP BIOLOGY	AP	FY	1(D)	19	24	5
22013-002	AP BIOLOGY	AP	FY	1(C)	18	24	6
22013-003	AP BIOLOGY	AP	FY	1(E)	21	24	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
22114-001	BIOTECHNOLOGY 2 H	1	S1	1(B)	15	24	9
22124-001	BIOTECHNOLOGY	2	S2	1(B)	19	24	5
22124-002	BIOTECHNOLOGY	2	S1	1(G)	14	20	6
22124-003	BIOTECHNOLOGY	2	S2	1(G)	15	20	5
22413-001	BIOLOGY H	1	FY	1(A)	20	24	4
22413-002	BIOLOGY H	1	FY	1(F)	22	24	2
22413-003	BIOLOGY H	1	FY	1(G)	24	24	0
22413-004	BIOLOGY H	1	FY	1(C)	23	24	1
22413-005	BIOLOGY H	1	FY	1(D)	21	24	3
22413-006	BIOLOGY H	1	FY	1(E)	24	24	0
22413-007	BIOLOGY H	1	FY	1(A)	20	24	4
22413-008	BIOLOGY H	1	FY	1(D)	21	24	3
22413-009	BIOLOGY H	1	FY	1(C)	24	24	0
22413-010	BIOLOGY H	1	FY	1(G)	24	24	0
22423-001	BIOLOGY H2	2	FY	1(A)	22	24	2
22423-002	BIOLOGY H2	2	FY	1(G)	24	24	0
22423-003	BIOLOGY H2	2	FY	1(D)	16	24	8
22423-004	BIOLOGY H2	2	FY	1(C)	18	24	6
22423-005	BIOLOGY H2	2	FY	1(D)	17	24	7
22423-006	BIOLOGY H2	2	FY	1(G)	24	24	0
22423-007	BIOLOGY H2	2	FY	1(F)	19	24	5
22433-001	BIOLOGY I	3	FY	1(D)	14	20	6
22433-002	BIOLOGY I	3	FY	1(C)	6	20	14
22533-001	ENVIRONMENTAL SCIENCE	3	FY	1(A)	20	20	0
22633-001	BIOLOGY II	3	FY	1(A)	17	20	3
22633-002	BIOLOGY II	3	FY	1(G)	12	20	8
23013-001	ANATOMY AND PHYSIOLOGY H	1	FY	1(C)	20	24	4
23013-002	ANATOMY AND PHYSIOLOGY H	1	FY	1(F)	24	24	0
23013-003	ANATOMY AND PHYSIOLOGY H	1	FY	1(G)	21	24	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
23013-004	ANATOMY AND PHYSIOLOGY H	1	FY	1(A)	23	24	1
24013-001	AP CHEMISTRY	AP	FY	1(A)	16	24	8
24013-002	AP CHEMISTRY	AP	FY	1(B)	17	24	7
24213-001	CHEMISTRY H	1	FY	1(B)	24	24	0
24213-002	CHEMISTRY H	1	FY	1(E)	24	24	0
24213-003	CHEMISTRY H	1	FY	1(C)	22	24	2
24213-004	CHEMISTRY H	1	FY	1(F)	22	24	2
24223-001DE	CHEMISTRY H2	2	FY	1(E)	19	24	5
24223-002DE	CHEMISTRY H2	2	FY	1(F)	20	24	4
24223-003DE	CHEMISTRY H2	2	FY	1(G)	21	24	3
24223-004DE	CHEMISTRY H2	2	FY	1(C)	21	24	3
24223-005	CHEMISTRY H2	2	FY	1(G)	20	24	4
24223-006	CHEMISTRY H2	2	FY	1(C)	22	24	2
24223-007	CHEMISTRY H2	2	FY	1(E)	20	24	4
24223-008	CHEMISTRY H2	2	FY	1(F)	21	24	3
24223-009	CHEMISTRY H2	2	FY	1(B)	24	24	0
24233-001	CHEMISTRY	3	FY	1(F)	20	20	0
24233-002	CHEMISTRY	3	FY	1(G)	20	20	0
24233-003	CHEMISTRY	3	FY	1(E)	19	20	1
25013-001	AP PHYSICS C	AP	FY	1(D)	20	24	4
25113-001	PHYSICS H	1	FY	1(A)	24	24	0
25113-002	PHYSICS H	1	FY	1(E)	22	24	2
25113-003	PHYSICS H	1	FY	1(C)	21	24	3
25213-001	AP PHYSICS I	AP	FY	1(G)	20	24	4
25213-002	AP PHYSICS I	AP	FY	1(A)	22	24	2
25223-001	PHYSICS H2	2	FY	1(F)	22	24	2
25223-002	PHYSICS H2	2	FY	1(D)	24	24	0
25223-003	PHYSICS H2	2	FY	1(G)	20	24	4
25223-004	PHYSICS H2	2	FY	1(E)	24	24	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
25223-005	PHYSICS H2	2	FY	1(C)	21	24	3
25223-006	PHYSICS H2	2	FY	1(D)	24	24	0
25233-001	PHYSICS	3	FY	1(C)	19	20	1
25233-002	PHYSICS	3	FY	1(G)	15	20	5
25233-003	PHYSICS	3	FY	1(A)	19	20	1
25323-001	PLTW: INTRODUCTION TO ENGINEERING DESIGN H2	2	FY	1(D)	16	20	4
25323-002	PLTW: INTRODUCTION TO ENGINEERING DESIGN H2	2	FY	1(C)	11	20	9
25423-001	PLTW: PRINCIPLES OF ENGINEERING H2	2	FY	1(F)	14	20	6
26013-001	AP ENVIRONMENTAL SCIENCE	AP	FY	1(F)	24	24	0
32013-001	AP RESEARCH	AP	FY	1(E)	17	24	7
32413-001	WLD HISTORY II H	1	FY	1(C)	15	24	9
32413-002	WLD HISTORY II H	1	FY	1(B)	21	24	3
32413-003	WLD HISTORY II H	1	FY	1(E)	20	24	4
32413-004	WLD HISTORY II H	1	FY	1(F)	24	24	0
32413-005	WLD HISTORY II H	1	FY	1(E)	19	24	5
32413-006	WLD HISTORY II H	1	FY	1(G)	20	24	4
32423-001	WLD HISTORY II H2	2	FY	1(A)	18	24	6
32423-002	WLD HISTORY II H2	2	FY	1(E)	19	24	5
32423-003	WLD HISTORY II H2	2	FY	1(G)	20	24	4
32423-004	WLD HISTORY II H2	2	FY	1(D)	23	24	1
32423-005	WLD HISTORY II H2	2	FY	1(G)	19	24	5
32423-006	WLD HISTORY II H2	2	FY	1(B)	24	24	0
32423-007	WLD HISTORY II H2	2	FY	1(C)	18	24	6
32423-008	WLD HISTORY II H2	2	FY	1(E)	18	24	6
32423-009	WLD HISTORY II H2	2	FY	1(B)	23	24	1
32433-001	WLD HISTORY II	3	FY	1(G)	14	20	6
32433-002	WLD HISTORY II	3	FY	1(C)	13	20	7
32513-001	US HISTORY I H	1	FY	1(A)	21	24	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
32513-002	US HISTORY I H	1	FY	1(G)	24	24	0
32513-003	US HISTORY I H	1	FY	1(F)	24	24	0
32513-004	US HISTORY I H	1	FY	1(B)	24	24	0
32513-005	US HISTORY I H	1	FY	1(A)	20	24	4
32523-001	US HISTORY 1 H2	2	FY	1(C)	20	24	4
32523-002	US HISTORY 1 H2	2	FY	1(E)	25	25	0
32523-003	US HISTORY 1 H2	2	FY	1(G)	24	24	0
32523-004	US HISTORY 1 H2	2	FY	1(D)	20	24	4
32523-005	US HISTORY 1 H2	2	FY	1(C)	20	24	4
32523-006	US HISTORY 1 H2	2	FY	1(F)	20	24	4
32523-007	US HISTORY 1 H2	2	FY	1(B)	21	24	3
32523-008	US HISTORY 1 H2	2	FY	1(E)	24	24	0
32523-009	US HISTORY 1 H2	2	FY	1(F)	20	24	4
32533-001	US HISTORY 1	3	FY	1(B)	14	20	6
32533-002	US HISTORY 1	3	FY	1(C)	14	20	6
32533-003	US HISTORY 1	3	FY	1(D)	13	20	7
33013-001	AP UNITED STATES HISTORY	AP	FY	1(B)	24	24	0
33013-002	AP UNITED STATES HISTORY	AP	FY	1(A)	23	24	1
33013-003	AP UNITED STATES HISTORY	AP	FY	1(F)	18	24	6
33013-004	AP UNITED STATES HISTORY	AP	FY	1(A)	22	24	2
33013-005	AP UNITED STATES HISTORY	AP	FY	1(E)	18	24	6
33523-001	US HISTORY II H2	2	FY	1(G)	19	24	5
33523-002	US HISTORY II H2	2	FY	1(F)	19	24	5
33523-003	US HISTORY II H2	2	FY	1(E)	21	24	3
33523-004	US HISTORY II H2	2	FY	1(F)	19	24	5
33523-005DE	US HISTORY II H2	2	FY	1(B)	24	24	0
33523-006	US HISTORY II H2	2	FY	1(C)	22	24	2
33523-007	US HISTORY II H2	2	FY	1(D)	24	24	0
33523-008	US HISTORY II H2	2	FY	1(C)	21	24	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
33523-009DE	US HISTORY II H2	2	FY	1(A)	23	24	1
33533-001	US HISTORY II	3	FY	1(F)	19	20	1
33533-002	US HISTORY II	3	FY	1(D)	20	20	0
33533-003	US HISTORY II	3	FY	1(E)	15	20	5
34011-001	SPEECH AND DEBATE - H	1	S1	1(C)	7	8	1
34011-002	SPEECH AND DEBATE - H	1	S1	1(B)	6	8	2
34021-001	SPEECH AND DEBATE	2	S1	1(C)	15	16	1
34021-002	SPEECH AND DEBATE	2	S1	1(B)	15	16	1
36034-001	LEGAL RIGHTS & RESPONSIBILITIES	3	S1	1(C)	16	20	4
36034-002	LEGAL RIGHTS & RESPONSIBILITIES	3	S1	1(F)	14	20	6
36034-003	LEGAL RIGHTS & RESPONSIBILITIES	3	S2	1(C)	13	20	7
36034-004	LEGAL RIGHTS & RESPONSIBILITIES	3	S2	1(F)	17	20	3
36424-001	SOCIOLOGY	2	S2	1(C)	19	24	5
36424-002	SOCIOLOGY	2	S2	1(B)	24	24	0
36424-003DE	SOCIOLOGY	2	S1	1(B)	24	24	0
36424-004DE	SOCIOLOGY	2	S1	1(F)	19	24	5
36424-005DE	SOCIOLOGY	2	S1	1(C)	21	24	3
36424-006	SOCIOLOGY	2	S2	1(B)	23	24	1
36424-007	SOCIOLOGY	2	S2	1(C)	18	24	6
36424-008	SOCIOLOGY	2	S2	1(F)	20	24	4
36824-001	PSYCHOLOGY I	2	S1	1(G)	21	24	3
36824-002	PSYCHOLOGY I	2	S1	1(A)	22	24	2
36824-003	PSYCHOLOGY I	2	S2	1(G)	24	24	0
36824-004	PSYCHOLOGY I	2	S2	1(A)	23	24	1
36922-001	PSYCHOLOGY II	2	S2	1(G)	22	24	2
37013-001	AP PSYCHOLOGY	AP	FY	1(D)	24	24	0
37013-002	AP PSYCHOLOGY	AP	FY	1(C)	24	24	0
37013-003	AP PSYCHOLOGY	AP	FY	1(E)	24	24	0
37013-004	AP PSYCHOLOGY	AP	FY	1(D)	24	24	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
38113-001	AP AMERICAN GOVERNMENT & POLITICS	AP	FY	1(F)	24	24	0
38424-001	THE HOLOCAUST AND GENOCIDE STUDIES: H2	2	S1	1(A)	19	24	5
38424-002	THE HOLOCAUST AND GENOCIDE STUDIES: H2	2	S1	1(G)	19	24	5
38424-003	THE HOLOCAUST AND GENOCIDE STUDIES: H2	2	S2	1(A)	20	24	4
38724-001	CIVICS H2	2	S1	1(G)	17	24	7
38724-002	CIVICS H2	2	S2	1(G)	21	24	3
38724-003	CIVICS H2	2	S1	1(F)	15	24	9
38724-004	CIVICS H2	2	S2	1(F)	16	24	8
38813-001	INTERNATIONAL RELATIONS H	1	FY	1(D)	15	24	9
39124-001	AMERICAN HISTORY THROUGH FILM H2	2	S1	1(B)	24	24	0
39124-002	AMERICAN HISTORY THROUGH FILM H2	2	S2	1(B)	24	24	0
39313-001	COMMON LAW & TRIAL PROCEDURES 1 H	1	FY	1(E)	15	20	5
39413-001	COMMON LAW & TRIAL PROCEDURES 2 H	1	FY	1(E)	7	7	0
41313-001	FRENCH 2 H	1	FY	1(C)	28	29	1
41323-001	FRENCH 2 H2	2	FY	1(A)	26	26	0
41323-002	FRENCH 2 H2	2	FY	1(E)	25	26	1
41513-001	FRENCH 3 H	1	FY	1(A)	8	8	0
41513-002	FRENCH 3 H	1	FY	1(B)	25	25	0
41523-001	FRENCH 3 H2	2	FY	1(A)	17	18	1
41523-002	FRENCH 3 H2	2	FY	1(F)	24	24	0
42013-001	FRENCH 4 H	1	FY	1(E)	21	24	3
42013-002	FRENCH 4 H	1	FY	1(F)	17	24	7
42023-001	FRENCH 4 H2	2	FY	1(C)	18	18	0
42023-002	FRENCH 4 H2	2	FY	1(B)	24	24	0
42423-001	FRENCH 5 H2	2	FY	1(C)	5	6	1
42913-001	AP FRENCH LANGUAGE AND CULTURE	AP	FY	1(G)	16	24	8

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
43023-001	SPANISH 1 H2	2	FY	1(G)	18	24	6
43023-002	SPANISH 1 H2	2	FY	1(D)	20	24	4
43023-003	SPANISH 1 H2	2	FY	1(A)	18	24	6
43313-001	SPANISH 2 H	1	FY	1(D)	27	27	0
43313-002	SPANISH 2 H	1	FY	1(G)	28	27	-1
43313-003	SPANISH 2 H	1	FY	1(A)	27	27	0
43323-001	SPANISH 2 H2	2	FY	1(C)	24	24	0
43323-002	SPANISH 2 H2	2	FY	1(F)	24	24	0
43323-003	SPANISH 2 H2	2	FY	1(D)	24	24	0
43323-004	SPANISH 2 H2	2	FY	1(B)	24	24	0
43323-005	SPANISH 2 H2	2	FY	1(E)	24	24	0
43323-006	SPANISH 2 H2	2	FY	1(C)	24	24	0
43513-001	SPANISH 3 H	1	FY	1(B)	22	24	2
43513-002	SPANISH 3 H	1	FY	1(A)	19	24	5
43513-003	SPANISH 3 H	1	FY	1(F)	19	24	5
43513-004	SPANISH 3 H	1	FY	1(E)	24	24	0
43523-001	SPANISH 3 H2	2	FY	1(A)	22	24	2
43523-002	SPANISH 3 H2	2	FY	1(F)	20	24	4
43523-003	SPANISH 3 H2	2	FY	1(B)	24	24	0
43523-004	SPANISH 3 H2	2	FY	1(D)	21	24	3
43523-005	SPANISH 3 H2	2	FY	1(E)	24	24	0
43523-006	SPANISH 3 H2	2	FY	1(C)	21	24	3
44013-001	SPANISH 4 H	1	FY	1(C)	26	26	0
44013-002	SPANISH 4 H	1	FY	1(F)	25	26	1
44013-004	SPANISH 4 H	1	FY	1(F)	24	26	2
44013-005	SPANISH 4 H	1	FY	1(D)	26	26	0
44023-001	SPANISH 4 H2	2	FY	1(D)	27	27	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
44023-002	SPANISH 4 H2	2	FY	1(E)	26	27	1
44023-003	SPANISH 4 H2	2	FY	1(A)	27	27	0
44023-004	SPANISH 4 H2	2	FY	1(G)	25	27	2
44423-001	SPANISH 5 H2	2	FY	1(B)	18	24	6
44423-002	SPANISH 5 H2	2	FY	1(E)	21	24	3
44913-001	AP SPANISH LANGUAGE AND CULTURE	AP	FY	1(B)	22	24	2
44913-002	AP SPANISH LANGUAGE AND CULTURE	AP	FY	1(G)	15	24	9
48023-001	GERMAN 1	2	FY	1(C)	1	10	9
49023-001	CHINESE 1	2	FY	1(C)	4	10	6
51124-001	ART SCULPTURE STUDIO H2	2	S2	1(B)	12	19	7
51224-001	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S2	1(G)	23	24	1
51224-002	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S2	1(F)	24	24	0
51224-003	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S1	1(F)	22	24	2
51224-004	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S1	1(G)	24	24	0
51224-005	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S2	1(C)	24	24	0
51224-006	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S2	1(G)	24	24	0
51224-007	STUDIO 1 - FOUNDATION COLOR AND DRAWING - H2	2	S2	1(D)	24	24	0
51524-001	STUDIO 2 - FOUNDATION 2D AND 3D - H2	2	S1	1(C)	20	24	4
51524-002	STUDIO 2 - FOUNDATION 2D AND 3D - H2	2	S1	1(A)	18	24	6
51524-003	STUDIO 2 - FOUNDATION 2D AND 3D - H2	2	S1	1(D)	22	24	2
51524-004	STUDIO 2 - FOUNDATION 2D AND 3D - H2	2	S2	1(C)	19	24	5
51524-005	STUDIO 2 - FOUNDATION 2D AND 3D - H2	2	S2	1(B)	23	24	1

Chelmsford Public Schools

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
51623-001DE	STUDIO 3 - H2	2	FY	1(E)	24	24	0
51924-001	APPRECIATING THE ARTS - H2	2	S1	1(E)	20	24	4
53013-001	HONORS ART PORTFOLIO 1 H	1	FY	1(A)	8	10	2
53413-001	AP ADVANCED ART PORTFOLIO: 2D DESIGN	AP	FY	1(A)	7	10	3
53824-001	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S1	1(C)	23	24	1
53824-002	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S2	1(F)	22	24	2
53824-003	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S2	1(G)	24	24	0
53824-004	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S2	1(E)	23	24	1
53824-005	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S1	1(G)	24	24	0
53824-006	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S1	1(D)	24	24	0
53824-007	INTRO TO DIGITAL PHOTOGRAPHY H2	2	S2	1(D)	22	24	2
53924-001	DIGITAL PHOTOGRAPHY II - H2	2	S1	1(G)	22	24	2
53924-002	DIGITAL PHOTOGRAPHY II - H2	2	S1	1(F)	23	24	1
54224-001	GRAPHIC DESIGN I H2	2	S1	1(B)	20	21	1
54224-002	GRAPHIC DESIGN I H2	2	S1	1(C)	23	23	0
54324-001	ANIMATION DESIGN H2	2	S2	1(C)	17	19	2
54424-001	GRAPHIC DESIGN II H2	2	S1	1(C)	1	1	0
54424-002	GRAPHIC DESIGN II H2	2	S1	1(B)	2	3	1
54524-001	ANIMATION II H2	2	S2	1(C)	2	10	8
54623-001	MUSIC THEORY 1 - H2	2	FY	1(E)	20	24	4
56513-001	AP MUSIC THEORY	AP	FY	1(E)	2	24	22
57013-001	BAND - H	1	FY	1(A)	33	50	17
57013-002	BAND - H	1	FY	1(B)	13	50	37
57013-003	BAND - H	1	FY	1(C)	3	50	47
57021-001	BAND	2	S1	1(A)	0	1	1
57021-002	BAND	2	S1	1(B)	1	1	0
57021-003	BAND	2	S1	1(C)	0	1	1
57023-001	BAND - H2	2	FY	1(A)	13	50	37
57023-002	BAND - H2	2	FY	1(B)	19	50	31

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
57023-003	BAND - H2	2	FY	1(C)	26	50	24
57413-001	CONCERT CHOIR H	1	FY	1(A)	11	50	39
57413-002	CONCERT CHOIR H	1	FY	1(B)	1	50	49
57423-001	CONCERT CHOIR H2	2	FY	1(A)	22	50	28
57423-002	CONCERT CHOIR H2	2	FY	1(B)	10	50	40
57513-001	TREBLE CHOIR H	1	FY	1(D)	6	50	44
57521-001	TREBLE CHOIR	1	S1	1(D)	1	1	0
57523-001	TREBLE CHOIR H2	2	FY	1(D)	13	50	37
58013-001	ORCHESTRA H	1	FY	1(D)	11	50	39
58013-002	ORCHESTRA H	1	FY	1(E)	7	50	43
58013-003	ORCHESTRA H	1	FY	1(F)	10	50	40
58023-001	ORCHESTRA H2	2	FY	1(D)	15	50	35
58023-002	ORCHESTRA H2	2	FY	1(E)	11	50	39
58023-003	ORCHESTRA H2	2	FY	1(F)	10	50	40
58224-001	EXPLORING POPULAR MUSIC ? H2	2	S1	1(G)	14	24	10
58224-002	EXPLORING POPULAR MUSIC ? H2	2	S2	1(G)	14	24	10
58324-001	MUSIC IN A DIGITAL WORLD H2	2	S1	1(B)	20	24	4
58324-002	MUSIC IN A DIGITAL WORLD H2	2	S2	1(B)	18	24	6
59024-001	GUITAR 1 H2	2	S1	1(A)	22	24	2
59024-002	GUITAR 1 H2	2	S1	1(G)	22	24	2
59024-003	GUITAR 1 H2	2	S2	1(A)	21	24	3
59024-004	GUITAR 1 H2	2	S2	1(G)	20	24	4
59024-005	GUITAR 1 H2	2	S2	1(D)	24	24	0
59124-001	ADVANCED GUITAR H2	2	S1	1(E)	14	24	10
59624-001	DIGITAL FILMMAKING	2	S1	1(D)	19	24	5
59624-002	DIGITAL FILMMAKING	2	S2	1(E)	19	24	5
59724-001	INTRO TO ACTING AND PLAY PRODUCTION H2	2	S1	1(C)	23	24	1
59823-001	ADVANCE ACTING H2	2	FY	1(C)	5	24	19
59824-001	IMPROVISATIONAL THEATER	2	S2	1(C)	11	24	13

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
61224-001	INTRODUCTION TO BUSINESS LAW H2	2	S1	1(C)	12	24	12
61224-002	INTRODUCTION TO BUSINESS LAW H2	2	S1	1(B)	19	24	5
61424-001	PERSONAL FINANCIAL LITERACY H2	2	S1	1(F)	22	24	2
61424-002	PERSONAL FINANCIAL LITERACY H2	2	S2	1(C)	20	24	4
61424-003	PERSONAL FINANCIAL LITERACY H2	2	S1	1(D)	24	24	0
61524-001	MICROSOFT OFFICE CERTIFICATION 1	2	S2	1(F)	14	18	4
61524-002	MICROSOFT OFFICE CERTIFICATION 1	2	S1	1(E)	12	18	6
61524-003	MICROSOFT OFFICE CERTIFICATION 1	2	S2	1(C)	15	18	3
61624-001	MICROSOFT OFFICE CERTIFICATION 2	2	S2	1(F)	1	5	4
61624-002	MICROSOFT OFFICE CERTIFICATION 2	2	S1	1(E)	0	5	5
61624-003	MICROSOFT OFFICE CERTIFICATION 2	2	S2	1(C)	2	5	3
61724-001	SPORTS AND TRAVEL MARKETING H2	2	S2	1(D)	17	24	7
62024-001	BUSINESS CAREER PATHWAYS H2	2	S1	1(F)	23	24	1
62024-002	BUSINESS CAREER PATHWAYS H2	2	S2	1(A)	13	24	11
62424-001	ACCOUNTING I H2	2	S2	1(G)	15	24	9
62424-002	ACCOUNTING I H2	2	S2	1(D)	12	24	12
62424-003	ACCOUNTING I H2	2	S1	1(B)	13	24	11
64224-001	RETAIL MARKETING MANAGEMENT H2	2	S2	1(E)	15	24	9
64224-002	RETAIL MARKETING MANAGEMENT H2	2	S1	1(G)	19	24	5
64324-001	RETAIL INTERNSHIP H2	2	S1	1(A)	1	2	1
64324-002	RETAIL INTERNSHIP H2	2	S1	1(B)	2	2	0
64324-003	RETAIL INTERNSHIP H2	2	S1	1(C)	1	2	1
64324-004	RETAIL INTERNSHIP H2	2	S1	1(D)	2	2	0
64324-005	RETAIL INTERNSHIP H2	2	S1	1(E)	2	2	0
64324-006	RETAIL INTERNSHIP H2	2	S1	1(F)	1	2	1
64324-007	RETAIL INTERNSHIP H2	2	S1	1(G)	2	2	0
64324-008	RETAIL INTERNSHIP H2	2	S2	1(A)	2	2	0
64324-009	RETAIL INTERNSHIP H2	2	S2	1(B)	2	2	0
64324-010	RETAIL INTERNSHIP H2	2	S2	1(C)	1	2	1

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
64324-011	RETAIL INTERNSHIP H2	2	S2	1(D)	2	2	0
64324-012	RETAIL INTERNSHIP H2	2	S2	1(E)	2	2	0
64324-013	RETAIL INTERNSHIP H2	2	S2	1(F)	1	2	1
64324-014	RETAIL INTERNSHIP H2	2	S2	1(G)	1	2	1
65024-001	MARKETING H2	2	S1	1(C)	14	24	10
65024-002	MARKETING H2	2	S2	1(A)	12	24	12
65024-003	MARKETING H2	2	S1	1(G)	17	24	7
65424-001	MANAGEMENT H2	2	S2	1(G)	13	24	11
65734-001	ADV MATHEMATICAL DECISION MAKING	3	S1	1(F)	9	20	11
65734-002	ADV MATHEMATICAL DECISION MAKING	3	S2	1(F)	10	20	10
66524-001	THE POWER OF CHOICE - H2	2	S1	1(F)	19	24	5
66524-002	THE POWER OF CHOICE - H2	2	S2	1(D)	24	24	0
66524-003	THE POWER OF CHOICE - H2	2	S1	1(B)	23	24	1
66524-004	THE POWER OF CHOICE - H2	2	S1	1(G)	21	24	3
66524-005	THE POWER OF CHOICE - H2	2	S1	1(C)	23	24	1
66524-006	THE POWER OF CHOICE - H2	2	S2	1(A)	24	24	0
67024-001	EXPLORE EARLY CHILDHOOD 1	2	S2	1(F)	24	24	0
67024-002	EXPLORE EARLY CHILDHOOD 1	2	S1	1(B)	24	24	0
67024-003	EXPLORE EARLY CHILDHOOD 1	2	S2	1(A)	23	24	1
67024-004	EXPLORE EARLY CHILDHOOD 1	2	S1	1(F)	24	24	0
67024-005	EXPLORE EARLY CHILDHOOD 1	2	S2	1(D)	24	24	0
67424-001	EXPLORE EARLY CHILDHOOD 2	2	S2	1(B)	24	24	0
67424-002	EXPLORE EARLY CHILDHOOD 2	2	S1	1(A)	24	24	0
67424-003	EXPLORE EARLY CHILDHOOD 2	2	S1	1(D)	24	24	0
67623-001DE	EXPLORING EARLY CHILDHOOD 3/DIRECTED STUDY	2	FY	1(E)	16	24	8
68021-001	TECHNOLOGY TROUBLESHOOT AND REPAIR H2	2	S1	1(D)	10	15	5
69123-001	INTERMEDIATE FURNITURE & CONSTRUCTION SYSTEMS II	2	FY	1(C)	15	20	5

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
69223-001	INTRODUCTION TO FURNITURE & CONSTRUCTION MGMT	2	FY	1(A)	19	20	1
69223-002	INTRODUCTION TO FURNITURE & CONSTRUCTION MGMT	2	FY	1(G)	20	20	0
69223-003	INTRODUCTION TO FURNITURE & CONSTRUCTION MGMT	2	FY	1(D)	18	20	2
69523-001	INTRO TO ARCHITECTURAL DRAWING & CIVIL ENGINEERING	2	FY	1(A)	20	20	0
69523-002	INTRO TO ARCHITECTURAL DRAWING & CIVIL ENGINEERING	2	FY	1(E)	18	20	2
69523-003	INTRO TO ARCHITECTURAL DRAWING & CIVIL ENGINEERING	2	FY	1(G)	19	20	1
69623-001	INTERMEDIATE ARCHITECTURAL DRAWING & CIVIL ENGR	2	FY	1(D)	8	20	12
69723-001	ADVANCED FURNITURE & CONSTRUCTION MANAGEMENT	2	FY	1(C)	1	5	4
69723-002	ADVANCED FURNITURE & CONSTRUCTION MANAGEMENT	2	FY	1(D)	3	5	2
69723-003	ADVANCED FURNITURE & CONSTRUCTION MANAGEMENT	2	FY	1(G)	1	5	4
69723-004	ADVANCED FURNITURE & CONSTRUCTION MANAGEMENT	2	FY	1(A)	2	5	3
69724-001	ROBOTICS	2	S1	1(G)	17	20	3
69724-002	ROBOTICS	2	S2	1(A)	19	20	1
69724-003	ROBOTICS	2	S1	1(A)	16	20	4
69724-004	ROBOTICS	2	S2	1(G)	15	20	5
69923-001	ADVANCED ARCHITECTURE & CIVIL ENGINEERING	2	FY	1(A)	1	2	1
69923-002	ADVANCED ARCHITECTURE & CIVIL ENGINEERING	2	FY	1(D)	1	2	1
69923-003	ADVANCED ARCHITECTURE & CIVIL ENGINEERING	2	FY	1(E)	1	2	1
69923-004	ADVANCED ARCHITECTURE & CIVIL ENGINEERING	2	FY	1(G)	0	2	2
73024-001	LIFE MANAGEMENT SKILLS - H2	2	S2	1(B)	22	24	2
73024-002	LIFE MANAGEMENT SKILLS - H2	2	S1	1(C)	20	24	4
73024-003	LIFE MANAGEMENT SKILLS - H2	2	S2	1(F)	19	24	5
73024-004	LIFE MANAGEMENT SKILLS - H2	2	S2	1(C)	16	24	8
73024-005	LIFE MANAGEMENT SKILLS - H2	2	S1	1(D)	18	24	6

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
73024-006	LIFE MANAGEMENT SKILLS - H2	2	S2	1(G)	25	24	-1
73024-007	LIFE MANAGEMENT SKILLS - H2	2	S2	1(E)	15	24	9
73024-008	LIFE MANAGEMENT SKILLS - H2	2	S1	1(E)	20	24	4
73024-009	LIFE MANAGEMENT SKILLS - H2	2	S2	1(B)	21	24	3
73024-010	LIFE MANAGEMENT SKILLS - H2	2	S2	1(C)	17	24	7
73024-011	LIFE MANAGEMENT SKILLS - H2	2	S2	1(F)	20	24	4
73024-012	LIFE MANAGEMENT SKILLS - H2	2	S2	1(E)	14	24	10
73024-013	LIFE MANAGEMENT SKILLS - H2	2	S1	1(A)	23	24	1
73024-014	LIFE MANAGEMENT SKILLS - H2	2	S1	1(B)	17	24	7
73024-015	LIFE MANAGEMENT SKILLS - H2	2	S1	1(E)	18	24	6
73024-016	LIFE MANAGEMENT SKILLS - H2	2	S1	1(F)	24	24	0
75024-001	REALITY CHECK 2.0	2	S1	1(D)	20	24	4
75024-002	REALITY CHECK 2.0	2	S2	1(F)	19	24	5
75024-003	REALITY CHECK 2.0	2	S1	1(C)	20	24	4
75024-004	REALITY CHECK 2.0	2	S2	1(G)	21	24	3
75024-005	REALITY CHECK 2.0	2	S2	1(A)	20	24	4
75024-006	REALITY CHECK 2.0	2	S2	1(C)	20	24	4
75024-007	REALITY CHECK 2.0	2	S1	1(F)	17	24	7
75024-008	REALITY CHECK 2.0	2	S2	1(D)	24	24	0
75024-009	REALITY CHECK 2.0	2	S1	1(A)	20	24	4
75024-010	REALITY CHECK 2.0	2	S1	1(G)	21	24	3
76204-001	COMPETITIVE TEAM GAMES	0	S1	1(F)	16	24	8
76204-002	COMPETITIVE TEAM GAMES	0	S1	1(D)	19	24	5
76204-003	COMPETITIVE TEAM GAMES	0	S1	1(G)	16	24	8
76304-001	INTRO TO EXERCISE AND CONDITIONING 9	0	S2	1(F)	12	16	4
76304-002	INTRO TO EXERCISE AND CONDITIONING 9	0	S1	1(G)	14	17	3
76354-001	INTRO TO EXERCISE AND CONDITIONING 10	0	S1	1(G)	6	7	1
76354-002	INTRO TO EXERCISE AND	0	S2	1(F)	6	8	2

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
76404-001	INTRO TO YOGA AND FITNESS 9	0	S1	1(A)	7	8	1
76404-002	INTRO TO YOGA AND FITNESS 9	0	S2	1(D)	5	8	3
76404-003	INTRO TO YOGA AND FITNESS 9	0	S2	1(G)	4	8	4
76404-004	INTRO TO YOGA AND FITNESS 9	0	S1	1(F)	8	8	0
76404-005	INTRO TO YOGA AND FITNESS 9	0	S1	1(B)	5	5	0
76404-006	INTRO TO YOGA AND FITNESS 9	0	S1	1(C)	5	8	3
76404-007	INTRO TO YOGA AND FITNESS 9	0	S2	1(C)	6	8	2
76404-008	INTRO TO YOGA AND FITNESS 9	0	S2	1(F)	6	8	2
76404-009	INTRO TO YOGA AND FITNESS 9	0	S2	1(B)	4	8	4
76454-001	INTRO TO YOGA AND FITNESS 10	0	S1	1(A)	13	16	3
76454-002	INTRO TO YOGA AND FITNESS 10	0	S2	1(D)	14	18	4
76454-003	INTRO TO YOGA AND FITNESS 10	0	S2	1(G)	14	14	0
76454-004	INTRO TO YOGA AND FITNESS 10	0	S1	1(F)	11	14	3
76454-005	INTRO TO YOGA AND FITNESS 10	0	S1	1(B)	14	18	4
76454-006	INTRO TO YOGA AND FITNESS 10	0	S1	1(C)	14	16	2
76454-007	INTRO TO YOGA AND FITNESS 10	0	S2	1(C)	15	16	1
76454-008	INTRO TO YOGA AND FITNESS 10	0	S2	1(F)	15	16	1
76454-009	INTRO TO YOGA AND FITNESS 10	0	S2	1(B)	13	16	3
77124-001	INTRO TO TEAM GAMES 9	0	S2	1(G)	6	10	4
77124-002	INTRO TO TEAM GAMES 9	0	S2	1(C)	8	10	2
77124-003	INTRO TO TEAM GAMES 9	0	S1	1(A)	9	12	3
77124-004	INTRO TO TEAM GAMES 9	0	S1	1(G)	9	10	1
77124-005	INTRO TO TEAM GAMES 9	0	S1	1(B)	8	8	0
77124-006	INTRO TO TEAM GAMES 9	0	S2	1(E)	9	10	1
77124-007	INTRO TO TEAM GAMES 9	0	S1	1(E)	10	10	0
77124-008	INTRO TO TEAM GAMES 9	0	S2	1(B)	8	8	0
77124-009	INTRO TO TEAM GAMES 9	0	S1	1(D)	7	10	3
77124-010	INTRO TO TEAM GAMES 9	0	S2	1(D)	7	10	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
77154-001	INTRO TO TEAM GAMES 10	0	S1	1(G)	14	14	0
77154-002	INTRO TO TEAM GAMES 10	0	S1	1(B)	9	16	7
77154-003	INTRO TO TEAM GAMES 10	0	S2	1(E)	10	14	4
77154-004	INTRO TO TEAM GAMES 10	0	S1	1(E)	11	14	3
77154-005	INTRO TO TEAM GAMES 10	0	S2	1(B)	10	16	6
77154-006	INTRO TO TEAM GAMES 10	0	S1	1(D)	11	14	3
77154-007	INTRO TO TEAM GAMES 10	0	S2	1(D)	11	14	3
77154-008	INTRO TO TEAM GAMES 10	0	S2	1(G)	13	14	1
77154-009	INTRO TO TEAM GAMES 10	0	S2	1(C)	11	14	3
77154-010	INTRO TO TEAM GAMES 10	0	S1	1(A)	10	12	2
77324-001	INTRO TO NET GAMES 9	0	S2	1(A)	10	10	0
77324-002	INTRO TO NET GAMES 9	0	S1	1(A)	3	8	5
77354-001	INTRO TO NET GAMES 10	0	S2	1(A)	7	14	7
77354-002	INTRO TO NET GAMES 10	0	S1	1(A)	5	16	11
77524-001	TECHNIQUES & PRINCIPLES IN ATHLETIC TRAINING	0	S2	1(G)	16	24	8
77524-002	TECHNIQUES & PRINCIPLES IN ATHLETIC TRAINING	0	S1	1(D)	20	24	4
77524-003	TECHNIQUES & PRINCIPLES IN ATHLETIC TRAINING	0	S2	1(A)	17	24	7
77724-001	UNIFIED PHYSICAL EDUCATION	0	S1	1(E)	26	24	-2
77724-002	UNIFIED PHYSICAL EDUCATION	0	S2	1(E)	26	24	-2
77824-001	TEAM GAMES	0	S2	1(D)	15	24	9
77824-002	TEAM GAMES	0	S1	1(C)	8	24	16
77824-003	TEAM GAMES	0	S2	1(A)	10	24	14
77924-001	WELLNESS ACTIVITIES	0	S2	1(F)	12	24	12
77924-002	WELLNESS ACTIVITIES	0	S2	1(B)	13	24	11
77924-003	WELLNESS ACTIVITIES	0	S1	1(B)	14	24	10
77924-004	WELLNESS ACTIVITIES	0	S1	1(F)	12	24	12
81002-001	COMMUNICATIONS/MEDIA 1	0	S2	1(B)	6	10	4
81002-002	COMMUNICATIONS/MEDIA 1	0	S1	1(B)	8	10	2

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
81002-003	COMMUNICATIONS/MEDIA 1	0	S2	1(C)	9	10	1
81201-001	TV & BROADCASTING	0	S1	1(A)	6	10	4
91001-001	STUDY SKILLS 9	0	S1	1(G)	2	5	3
91001-002	STUDY SKILLS 9	0	S1	1(D)	5	5	0
91001-003	STUDY SKILLS 9	0	S1	1(B)	2	5	3
91001-004	STUDY SKILLS 9	0	S1	1(C)	5	6	1
91002-001	STUDY SKILLS 9	0	S2	1(G)	2	5	3
91002-002	STUDY SKILLS 9	0	S2	1(D)	5	5	0
91002-003	STUDY SKILLS 9	0	S2	1(B)	2	5	3
91002-004	STUDY SKILLS 9	0	S2	1(C)	5	6	1
91101-001	STUDY SKILLS 10	0	S1	1(B)	2	5	3
91101-002	STUDY SKILLS 10	0	S1	1(F)	2	5	3
91101-003	STUDY SKILLS 10	0	S1	1(B)	3	5	2
91101-004	STUDY SKILLS 10	0	S1	1(G)	2	5	3
91101-005	STUDY SKILLS 10	0	S1	1(F)	2	5	3
91101-006	STUDY SKILLS 10	0	S1	1(G)	3	5	2
91102-001	STUDY SKILLS 10	0	S2	1(G)	4	5	1
91102-002	STUDY SKILLS 10	0	S2	1(G)	2	5	3
91102-003	STUDY SKILLS 10	0	S2	1(F)	3	5	2
91102-004	STUDY SKILLS 10	0	S2	1(B)	3	5	2
91102-005	STUDY SKILLS 10	0	S2	1(F)	1	5	4
91102-006	STUDY SKILLS 10	0	S2	1(B)	1	5	4
91201-001	STUDY SKILLS 11	0	S1	1(D)	5	5	0
91201-002	STUDY SKILLS 11	0	S1	1(B)	3	5	2
91201-003	STUDY SKILLS 11	0	S1	1(F)	2	5	3
91201-004	STUDY SKILLS 11	0	S1	1(C)	2	5	3
91201-005	STUDY SKILLS 11	0	S1	1(C)	5	5	0
91202-001	STUDY SKILLS 11	0	S2	1(B)	4	5	1
91202-002	STUDY SKILLS 11	0	S2	1(C)	2	5	3

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
91202-003	STUDY SKILLS 11	0	S2	1(F)	2	5	3
91202-004	STUDY SKILLS 11	0	S2	1(B)	3	5	2
91202-005	STUDY SKILLS 11	0	S2	1(C)	3	5	2
91202-006	STUDY SKILLS 11	0	S2	1(D)	3	5	2
91301-001	STUDY SKILLS 12	0	S1	1(F)	1	5	4
91301-002	STUDY SKILLS 12	0	S1	1(G)	8	8	0
91301-003	STUDY SKILLS 12	0	S1	1(G)	7	7	0
91301-004	STUDY SKILLS 12	0	S1	1(F)	5	5	0
91301-005	STUDY SKILLS 12	0	S1	1(D)	2	5	3
91301-006	STUDY SKILLS 12	0	S1	1(B)	2	5	3
91302-001	STUDY SKILLS 12	0	S2	1(F)	2	5	3
91302-002	STUDY SKILLS 12	0	S2	1(F)	4	5	1
91302-003	STUDY SKILLS 12	0	S2	1(G)	7	7	0
91302-004	STUDY SKILLS 12	0	S2	1(B)	5	5	0
91302-005	STUDY SKILLS 12	0	S2	1(G)	4	5	1
91302-006	STUDY SKILLS 12	0	S2	1(B)	2	5	3
91302-007	STUDY SKILLS 12	0	S2	1(D)	1	5	4
91401-001	STUDY SKILLS FOUNDATIONS 9	0	S1	1(C)	3	5	2
91401-002	STUDY SKILLS FOUNDATIONS 9	0	S1	1(D)	1	5	4
91401-003	STUDY SKILLS FOUNDATIONS 9	0	S1	1(B)	2	3	1
91401-004	STUDY SKILLS FOUNDATIONS 9	0	S1	1(G)	3	3	0
91401-005	STUDY SKILLS FOUNDATIONS 9	0	S1	1(F)	3	3	0
91402-001	STUDY SKILLS FOUNDATIONS 9	0	S2	1(C)	3	5	2
91402-002	STUDY SKILLS FOUNDATIONS 9	0	S2	1(D)	1	5	4
91402-003	STUDY SKILLS FOUNDATIONS 9	0	S2	1(B)	2	3	1
91402-004	STUDY SKILLS FOUNDATIONS 9	0	S2	1(G)	3	3	0
91402-005	STUDY SKILLS FOUNDATIONS 9	0	S2	1(F)	3	2	-1
91501-001	STUDY SKILLS FOUNDATIONS 10	0	S1	1(C)	4	5	1

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
91501-002	STUDY SKILLS FOUNDATIONS 10	0	S1	1(D)	4	5	1
91501-003	STUDY SKILLS FOUNDATIONS 10	0	S1	1(B)	1	1	0
91501-004	STUDY SKILLS FOUNDATIONS 10	0	S1	1(F)	1	2	1
91502-001	STUDY SKILLS FOUNDATIONS 10	0	S2	1(C)	4	5	1
91502-002	STUDY SKILLS FOUNDATIONS 10	0	S2	1(D)	4	6	2
91502-003	STUDY SKILLS FOUNDATIONS 10	0	S2	1(C)	1	1	0
91502-004	STUDY SKILLS FOUNDATIONS 10	0	S2	1(F)	1	2	1
91601-001	STUDY SKILLS FOUNDATIONS 11	0	S1	1(F)	3	5	2
91601-002	STUDY SKILLS FOUNDATIONS 11	0	S1	1(D)	0	2	2
91601-003	STUDY SKILLS FOUNDATIONS 11	0	S1	1(B)	3	4	1
91601-004	STUDY SKILLS FOUNDATIONS 11	0	S1	1(C)	1	4	3
91602-001	STUDY SKILLS FOUNDATIONS 11	0	S2	1(F)	3	5	2
91602-002	STUDY SKILLS FOUNDATIONS 11	0	S2	1(D)	0	2	2
91602-003	STUDY SKILLS FOUNDATIONS 11	0	S2	1(B)	2	5	3
91602-004	STUDY SKILLS FOUNDATIONS 11	0	S2	1(C)	2	3	1
91701-001	STUDY SKILLS FOUNDATIONS 12	0	S1	1(C)	2	2	0
91701-003	STUDY SKILLS FOUNDATIONS 12	0	S1	1(C)	0	1	1
91701-004	STUDY SKILLS FOUNDATIONS 12	0	S1	1(E)	3	5	2
91701-005	STUDY SKILLS FOUNDATIONS 12	0	S1	1(G)	1	2	1
91701-006	STUDY SKILLS FOUNDATIONS 12	0	S1	1(B)	2	2	0
91702-001	STUDY SKILLS FOUNDATIONS 12	0	S2	1(C)	1	1	0
91702-003	STUDY SKILLS FOUNDATIONS 12	0	S2	1(C)	0	1	1
91702-004	STUDY SKILLS FOUNDATIONS 12	0	S2	1(E)	3	5	2
91702-005	STUDY SKILLS FOUNDATIONS 12	0	S2	1(G)	1	3	2
91702-006	STUDY SKILLS FOUNDATIONS 12	0	S2	1(B)	2	2	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
91803-001	STUDY SKILLS	0	FY	1(P)	6	6	0
92033-001	LIT & LANG 1	3	FY	1(F)	5	10	5
92133-001	LIT & LANG 2	3	FY	1(E)	6	7	1
92533-001	LIT & LANG 3	3	FY	1(A)	4	5	1
92733-001	LIT & LANG 4	3	FY	1(A)	3	6	3
93204-001	ESL - BEGINNING	0	S1	1(A)	5	10	5
93204-002	ESL - BEGINNING	0	S1	1(B)	4	10	6
93204-003	ESL - BEGINNING	0	S2	1(A)	5	10	5
93204-004	ESL - BEGINNING	0	S2	1(B)	4	10	6
93304-001	ESL - INTERMEDIATE	0	S1	1(C)	4	12	8
93304-002	ESL - INTERMEDIATE	0	S2	1(C)	4	12	8
93404-001	ESL - ADVANCED	0	S1	1(E)	4	12	8
93404-002	ESL - ADVANCED	0	S2	1(E)	4	12	8
93504-001	ESL - SKILLS	0	S1	1(F)	3	12	9
93504-002	ESL - SKILLS	0	S2	1(F)	3	12	9
94253A-001	MATH 9	3	FY	1(B)	2	10	8
94263A-001	MATH 10	3	FY	1(A)	6	10	4
94273A-001	MATH 11	3	FY	1(D)	3	5	2
94283A-001	MATH 12	3	FY	1(D)	2	5	3
94673A-001	US HISTORY 2	3	FY	1(G)	2	10	8
94801A-001	STUDY SKILLS STRATEGIES	0	S1	1(B)	2	5	3
94801A-002	STUDY SKILLS STRATEGIES	0	S1	1(A)	2	5	3
94801A-003	STUDY SKILLS STRATEGIES	0	S1	1(E)	1	5	4
94801A-004	STUDY SKILLS STRATEGIES	0	S1	1(F)	3	5	2
94801A-006	STUDY SKILLS STRATEGIES	0	S1	1(D)	2	10	8
94801A-007	STUDY SKILLS STRATEGIES	0	S1	1(G)	3	10	7
94801A-008	STUDY SKILLS STRATEGIES	0	S1	1(F)	2	10	8
94801A-009	STUDY SKILLS STRATEGIES	0	S1	1(A)	2	10	8
94801A-010	STUDY SKILLS STRATEGIES	0	S1	1(B)	4	10	6

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
94801A-011	STUDY SKILLS STRATEGIES	0	S1	1(D)	3	10	7
94801A-012	STUDY SKILLS STRATEGIES	0	S1	1(E)	2	10	8
94802A-001	STUDY SKILLS STRATEGIES	0	S2	1(C)	2	5	3
94802A-002	STUDY SKILLS STRATEGIES	0	S2	1(G)	2	5	3
94802A-003	STUDY SKILLS STRATEGIES	0	S2	1(D)	1	5	4
94802A-004	STUDY SKILLS STRATEGIES	0	S2	1(F)	2	5	3
94802A-005	STUDY SKILLS STRATEGIES	0	S2	1(A)	2	5	3
94802A-006	STUDY SKILLS STRATEGIES	0	S2	1(B)	4	5	1
94802A-007	STUDY SKILLS STRATEGIES	0	S2	1(D)	3	5	2
94802A-008	STUDY SKILLS STRATEGIES	0	S2	1(E)	2	5	3
94802A-009	STUDY SKILLS STRATEGIES	0	S2	1(B)	4	5	1
94802A-010	STUDY SKILLS STRATEGIES	0	S2	1(A)	2	5	3
94802A-011	STUDY SKILLS STRATEGIES	0	S2	1(E)	1	5	4
94802A-012	STUDY SKILLS STRATEGIES	0	S2	1(G)	1	5	4
95353-001	READING 9	3	FY	1(G)	3	5	2
95363-001	READING 10	3	FY	1(F)	5	10	5
95373-001	READING 11	3	FY	1(C)	5	5	0
95383-001	READING 12	3	FY	1(D)	4	5	1
95463F-001	ENGLISH 9	3	FY	1(F)	4	4	0
95473F-001	ENGLISH 10	3	FY	1(F)	1	4	3
95483F-001	ENGLISH 11	3	FY	1(F)	3	3	0
95493F-001	ENGLISH 12	3	FY	1(F)	3	3	0
95803F-001	MATH 9	0	FY	1(G)	4	10	6
95843F-001	MATH 10	0	FY	1(G)	1	10	9
95853F-001	MATH 11	0	FY	1(G)	3	10	7
95863F-001	MATH 12	0	FY	1(G)	3	10	7
96143F-001	SCIENCE 9	3	FY	1(C)	3	1	-2
96153F-001	SCIENCE 10	3	FY	1(C)	1	1	0
96163F-001	SCIENCE 11	3	FY	1(C)	3	3	0

Course	Description	Level	Term	Schedule	Total Assigned	Max Enrollment	Open Seats
96173F-001	SCIENCE 12	3	FY	1(C)	3	3	0
96243F-001	HISTORY 9	3	FY	1(F)	4	5	1
96253F-001	HISTORY 10	3	FY	1(F)	1	1	0
96601F-001	PRE-VOCATIONAL SKILLS	0	S1	1(D)	10	11	1
96601F-002	PRE-VOCATIONAL SKILLS	0	S1	1(B)	1	1	0
96602F-001	PRE-VOCATIONAL SKILLS	0	S2	1(D)	10	11	1
96602F-002	PRE-VOCATIONAL SKILLS	0	S2	1(B)	1	1	0
97113N-001	ELA 9	3	FY	1(F)	1	1	0
97123N-001	ELA 10	3	FY	1(F)	1	1	0
97133N-001	ELA 11	3	FY	1(F)	0	1	1
97143N-001	ELA 12	3	FY	1(F)	1	1	0
97213N-001	MATH 9	3	FY	1(G)	1	1	0
97223N-001	MATH 10	3	FY	1(G)	1	1	0
97233N-001	MATH 11	3	FY	1(G)	0	1	1
97243N-001	MATH 12	3	FY	1(G)	1	1	0
97413N-001	SCIENCE 9	3	FY	1(C)	1	1	0
97423N-001	SCIENCE 10	3	FY	1(C)	1	1	0
97433N-001	SCIENCE 11	3	FY	1(C)	0	1	1
97443N-001	SCIENCE 12	3	FY	1(C)	1	1	0
97513N-001	HISTORY 9	3	FY	1(F)	1	1	0
97523N-001	HISTORY 10	3	FY	1(F)	1	1	0
97533N-001	HISTORY 11	3	FY	1(F)	0	1	1
97543N-001	HISTORY 12	3	FY	1(F)	1	1	0
97704N-001	STUDY SKILLS	0	S1	1(B)	3	3	0
97704N-002	STUDY SKILLS	0	S2	1(B)	3	3	0
99301F-001	STUDY SKILLS	0	S1	1(B)	10	10	0
99302F-001	STUDY SKILLS	0	S2	1(B)	10	10	0

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 31, 2019

RE: FY20 Non-Affiliated Rate/Salary Increases

Attached please find a list of the non-affiliated employees of the Chelmsford Public Schools employed as of May 20, 2019. These employees are not part of a bargaining unit. I recommend the school committee vote to approve a 2% increase to the annual salary or hourly rate of pay as specified to these employees, effective July 1, 2019, at the regular meeting of the school committee on June 4, 2019.

Thank you for your consideration.

CHELMSFORD PUBLIC SCHOOLS
NON-AFFILIATED EMPLOYEES - PAY INCREASE

Emp #	Last Name	First Name	Job Class Description	Group / BU Description	Current Annual / Hourly Salary	2% COLA July 1, 2019
22451	ARGENZIANO	JEFFREY	TECHNICIANS	NON BARG	48,927.57	49,906.12
23088	BERGLUND	KAREN	ADMINISTRATIVE ASSISTANT	NON BARG	42,448.32	43,297.29
23528	BOLDUC	LEANNE	FINANCIAL ANALYST	NON BARG	46,818.00	47,754.36
23615	BREKALIS	PETER	TRANSPORTATION	NON BARG	45,900.00	46,818.00
20239	BRODIE	SANDRA	COMMUNITY EDUCATION SALARY	NON BARG	22,704.45	23,158.54
22096	CHAGNON	KATHARINE	ATHLETIC TRAINER	NON BARG	48,149.51	49,112.50
23940	CLARK	STEPHANIE	COMMUNITY EDUCATION SALARY	NON BARG	35,500.00	36,210.00
23849	FIELDS	STEFANIE	COMMUNITY EDUCATION SALARY	NON BARG	57,000.00	58,140.00
20673	GENNARO	JANE	CENTRAL REGISTRAR	NON BARG	56,556.00	57,687.12
22844	GREEN	KIMARA	COMMUNITY ED HOURLY	NON BARG	16.55	16.88
22000	GROVES	JEAN	COMMUNITY EDUCATION SALARY	NON BARG	37,212.88	37,957.14
23656	GUILLEMETTE	TRACY	SPECIAL ED SECRETARY	NON BARG	41,820.00	42,656.40
22987	HANSEN	HEIDI	COMMUNITY EDUCATION SALARY	NON BARG	38,273.03	39,038.49
20284	HEFFERNAN	LISA	DATA MANAGEMENT	NON BARG	49,978.40	50,977.97
21643	KALABOKIS	BETHANY	COMMUNITY EDUCATION SALARY	NON BARG	33,472.76	34,142.22
24038	KEARNS	KERRY	ASST BUSINESS ADMINISTRATOR	NON BARG	80,000.00	81,600.00
23685	LEBEL	LINDA	COMMUNITY ED HOURLY	NON BARG	15.25	15.56
23920	LEHMANN	MAUREEN	CNA	NON BARG	19.00	19.38
23257	MATTSSEN	PAULA	COMMUNITY ED HOURLY	NON BARG	15.92	16.24
20523	MCCARTIN	JANICE	COMMUNITY ED HOURLY	NON BARG	16.88	17.22
22450	MERCIER	KATHERINE	ADMINISTRATIVE ASSISTANT	NON BARG	53,141.77	54,204.61
20318	NEBALSKI	JOANNE	FOOD SERVICE ADMINISTRATOR	NON BARG	43,146.06	44,008.98
22448	NORMANDIN	STEVEN	TECHNICIANS	NON BARG	43,696.80	44,570.74
23832	PACELLI	DONNA	ADMINISTRATIVE ASSISTANT	NON BARG	38,760.00	39,535.20
22846	PANNETON	SHERRI	ADMINISTRATIVE ASSISTANT	NON BARG	42,448.32	43,297.29
23941	PARSONS	HEATHER	SOCIAL WORKER	NON BARG	32,000.00	32,640.00
24023	PAWL	JOHN	NUTRITION SVCS DRIVER	NON BARG	16.00	16.32
23616	PEREIRA	ANTONIO	DATA MANAGEMENT	NON BARG	86,700.00	88,434.00
20544	PHILLIPS	DEBORAH	ADMINISTRATIVE ASSISTANT	NON BARG	54,496.15	55,586.07
22870	POISSON	RYAN	ATHLETIC STUDENT ASSISTANT	NON BARG	12.00	12.24
23294	RIGBY	WENDY	COMMUNITY ED HOURLY	NON BARG	15.30	15.61
21606	RIGOLI	PAMELA	DATA MANAGEMENT	NON BARG	72,869.33	74,326.72
23510	ROSE	WIOLETTKA	PAYROLL COORDINATOR	NON BARG	57,222.00	58,366.44
23201	SANDELLI	GINA	COMMUNITY ED HOURLY	NON BARG	15.00	15.30
23474	SCOTT	FELICIA	COMMUNITY EDUCATION SALARY	NON BARG	35,564.81	36,276.11
22308	SHEEHAN	KAREN	COMMUNITY ED HOURLY	NON BARG	16.88	17.22
23823	SHIN	DONG	COMPUTER TECHNICIAN	NON BARG	42,840.00	43,696.80

21345	SILVA	MARIE	COMMUNITY ED HOURLY	NON BARG	16.12	16.44
23981	SMITH	COLLEEN	COMMUNITY ED HOURLY	NON BARG	14.84	15.14
23056	SPOONER	TRACEY	COMMUNITY ED HOURLY	NON BARG	15.92	16.24
23498	TERRANOVA	SANDRA	SCHOOL NUTRITION SECRETARY	NON BARG	14.57	14.86
21536	WALSH	MICHELE	COMMUNITY EDUCATION SALARY	NON BARG	54,060.00	55,141.20
23439	WEBBER	RUTH	ADMINSTRATIVE ASSISTANT	NON BARG	41,616.00	42,448.32
23944	WEDEL	PAUL	TECHNICIANS	NON BARG	82,000.00	83,640.00
22521	WOOD	CHRISTINE	COMMUNITY EDUCATION SALARY	NON BARG	36,276.01	37,001.53
23114	WOODMAN	KAREN	CENT OFFICE ACCTS PAYABLE	NON BARG	38,760.00	39,535.20
23873	WORRALL	ANDREA	COMMUNITY EDUCATION SALARY	NON BARG	47,000.00	47,940.00
23500	WYMAN	JOSEPH	INFO COMM/TECH SERV MANAGER	NON BARG	62,424.00	63,672.48
20517	ZUKOWSKI	DAVID	HS DUTY SUPERVISOR	NON BARG	17,909.29	18,267.48

CHELMSFORD PUBLIC SCHOOLS

Memorandum

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

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

DATE: May 31, 2019

RE: FY2019 Recommended Budget Transfers

I am writing to request two budget transfers for FY2019 to properly code planned yearend expenditures. The first transfer is shifting budget funds to classroom instructional technology to purchase interactive classroom technology (touch screen TVs) for the third grade elementary classrooms, which will cost \$ 22,800 per school x 4 schools = \$ 91,200. One third of the budgeted funds (\$30,398.04) is available within the proper DESE function code category, therefore a budget transfer of \$60,801.96 is needed from other DESE function code categories to complete this expenditure. Approximately half of the budget transfer is within other technology areas and the remainder from Other Instructional Services – Special Ed Contracted Services.

From		To		Amount
11230000-54206	Districtwide Software			\$ 1,604.51
12110000-58510	Curriculum Equip			592.02
12210100-54205	Computer Supplies CHS			1,830.21
12210100-54206	Software-CHS			9,348.50
12210200-54205	Computer Supplies McC			1,037.96
12210300-54205	Computer Supplies Pkr			907.43
12210500-54205	Computer Supplies Center			1,234.90
12210600-54205	Computer Supplies Harrington			822.95
12210700-54205	Computer Supplies South Row			669.25
12415100-53990	Other Inst Mat-Library CHS			1,086.28
12415200-54000	Other Inst Mat-Library McC			651.17
12420100-58510	Inst Equip CHS			888.21
12420200-58510	Inst Equip McC			314.48
12420300-58510	Inst Equip Pkr			1,425.65
12420400-58510	Inst Equip Byam			3,613.15
12420500-58510	Inst Equip Center			3,613.15
12420600-58510	Inst Equip Harrington			2,514.25
12420700-58510	Inst Equip South Row			804.58
	Subtotal from Tech Accts	12451x14-54204	Classroom Inst Tech	32,958.65
12440076-53990	Other Inst Svcs SPED Cont Svcs	12451x14-54204	Classroom Inst Tech	27,843.31
	Total Budget Transfer #1			\$ 60,801.96

The second budget transfer request is for the athletics department to fund the contracted service coaching (i.e. tennis, gymnastics) from the local budget to maintain a small reserve in the athletics revolving fund and to provide additional funding (\$ 3,500) for the previously recommended and approved multi-function student activity vehicle. The activity vehicle available on state contract was slightly higher than the \$ 55,000 estimate presented at the May 21, 2019 school committee meeting.

From		To		Amount
12440076-53990	Other Inst Svcs SPEC Cont Svcs	13510100-57800	Athletic Svcs - Other	\$ 15,000

Thank you for your consideration in approving these budget transfers.

Conference and Field Trip Requests

- 1.) Community Education Program
Summerfest Program Students
Sky Venture
Nashua, NH
June 24, 2019

- 2.) Community Education Program
Summerfest Program Students
Andres Sculpture Park
Brookline, NH
June 25, 2019

- 3.) Chelmsford High School
Yearbook Editors
Bryant University
Smithfield, RI
June 25 – 26, 2019

- 4.) Community Education Program
Summerfest Program Students
Canobie Lake Park
Salem, NH
July 31, 2019

5.) Community Education Program

Summerfest Program Students

Mel's Funway

Litchfield, NH

July 2, 2019

6.) Superintendent Lang

Learning Counsel National Conference

Dallas, TX

November 14 – 17, 2019

SUMMERFEST

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 ROW

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

Trip Date: 07/31/19 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: Genevieve Ricard Cell Phone: 207-212-3921

Grade, Group, Class(es) or Course(es): 4-6

Total Number of Students: 59 Number of Male 35 Number of Female 24

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 6 Number of Male 3 Number of Female 3

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

Faculty/Chaperones (Names): Not hired yet Cell Phone #:

Faculty/Chaperone with Epi-Pen Designation (Name): Genevieve Ricard
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: N/A
Signature of School Nurse Date

Event/Purpose of the Trip: Summerfest

Curriculum Standard Addressed by Trip (Reason for the Trip):
N/A

Destination: Candice Lake Park ()
Name of Facility Facility Telephone
85 N. Policy Street Salem NH
Facility Street Address City State

Estimated Leave Time: 9:30 a.m. / p.m. Estimated Return Time: 3:00 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) 170 Dalton Road, Chelmsford, MA 01824

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: \$

Student paying \$ per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: *M Walsh* 5-22-19
Signature of Trip Sponsor Date

Approved by: *Robert Adams* 5/22/19
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

SUMMERQUEST

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: 06 / 24 / 19 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: Hendra Czerni Cell Phone: 978-495-1982

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

Total Number of Students: 40 max Number of Male 20 Number of Female 20

Number of Students Assigned Per Chaperone: 10 (estimated)

Total Number of Chaperones: 4 Number of Male 2 Number of Female 2

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

Faculty/Chaperones (Names): Not yet hired Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Hendra Czerni
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: N/A
Signature of School Nurse _____ Date _____

Event/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip):
N/A

Destination: Sky Venture (_____) _____
Name of Facility Facility Telephone
100 Adventure Way Nashua NH
Facility Street Address City State

Estimated Leave Time: 9:30 a.m. / p.m. Estimated Return Time: 3:00 a.m. / 3:00 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) 170 Dalton Road, Chelmsford, MA 01824

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: \$

Student paying \$ per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: *M Walsh* 5-22-19
Signature of Trip Sponsor Date

Approved by:
 Robyn Adair 5/22/19
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 num

SUMMERQUEST

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 X WED _____ THR _____ FRI _____ SAT _____ SUN

Trip Date: 07/02/19 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: Hendra Czerniki Cell Phone: 978-495-1982

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

Total Number of Students: 40 max Number of Male 20 Number of Female 20

Number of Students Assigned Per Chaperone: 10 (estimated)

Total Number of Chaperones: 4 Number of Male 2 Number of Female 2

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

Faculty/Chaperones (Names): Not yet hired

Cell Phone #: _____

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

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: N/A
Signature of School Nurse _____ Date _____

Event/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip):
N/A

Destination: Mel's Funway (_____) _____
Name of Facility _____ Facility Telephone _____
454 Charles Bancroft HWY Litchfield NH
Facility Street Address _____ City _____ State _____

Estimated Leave Time: 1:00 a.m. / p.m. Estimated Return Time: 3:00 a.m. / 1 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) 170 Dalton Road, Chelmsford, MA 01824

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: _____ \$ _____

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

Please list any other circumstances that may affect the trip:

Submitted by: M. Walsh 5-22-19
Signature of Trip Sponsor Date

Approved by: _____
Signature of Dept. Head/Coordinator Date
Richard Adair 5/22/19
Signature of Building Principal Date

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

SUMMERQUEST

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824
Phone (978) 251-5100

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: 07 / 31 / 19 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: Kendra Czerniki Cell Phone: 978-445-1982

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

Total Number of Students: 40 max Number of Male 20 Number of Female 20

Number of Students Assigned Per Chaperone: 10 (estimated)

Total Number of Chaperones: 4 Number of Male 2 Number of Female 2

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

Faculty/Chaperones (Names): Not hired yet

Cell Phone #: _____

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

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: N/A
Signature of School Nurse _____ Date _____

Event/Purpose of the Trip: _____

Curriculum Standard Addressed by Trip (Reason for the Trip): N/A

Destination: Candice Lake Park (_____) _____
Name of Facility _____ Facility Telephone _____
85 N. Policy Street Salem NH
Facility Street Address _____ City _____ State _____

Estimated Leave Time: 7:50 a.m. / p.m. Estimated Return Time: 5:00 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) 170 Dalton Road Chelmsford, MA 01824

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: \$

Student paying \$ per person for: \$

Please list any other circumstances that may affect the trip:

Submitted by: M Walsh 5-22-19
Signature of Trip Sponsor Date

Approved by: Robert Allen 5/22/19
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

SUMMERQUEST

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 X WED _____ THR _____ FRI _____ SAT _____ SUN

Trip Date: 06/25/14 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: Kendra Czerniki Cell Phone: 978-495-1982

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

Total Number of Students: 40 max Number of Male 20 Number of Female 20 (estimated)

Number of Students Assigned Per Chaperone: 10

Total Number of Chaperones: 4 Number of Male 2 Number of Female 2

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

Faculty/Chaperones (Names): Not hired yet Cell Phone #: _____

Faculty/Chaperone with Epi-Pen Designation (Name): Kendra Czerniki
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: N/A
Signature of School Nurse _____ Date _____

Event/Purpose of the Trip: Summerquest

Curriculum Standard Addressed by Trip (Reason for the Trip)
N/A

Destination: Andres Sculpture Park () _____
Name of Facility _____ Facility Telephone _____
98 Route 13 Brookline NH
Facility Street Address _____ City _____ State _____

Estimated Leave Time: 4:30 a.m. / p.m. Estimated Return Time: 5:00 a.m. / 7 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) 170 Dalton Road, Chelmsford, MA 01824

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: _____ \$ _____

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

Please list any other circumstances that may affect the trip:

Submitted by: M Walsh Date: 5-22-19
Signature of Trip Sponsor Date

Approved by: _____ Date: _____
Signature of Dept. Head/Coordinator Date Signature of Building Principal Date 5/22/19

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

Office → School Committee

FIELD TRIP APPLICATION FORM

CHELMSFORD PUBLIC SCHOOLS

230 North Road, Chelmsford, MA 01824
Phone (978) 251-5100

Teacher Sub(s) Needed:
YES ___ NO X
___ 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: X CHS ___ PARKER ___ McCARTHY ___
___ BYAM ___ CENTER ___ HARRINGTON ___ SOUTH ROW

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

Trip Date: 6/25/19 If Overnight Trip, Return Date: 6/26/19

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: Cole Cell Phone: 978 399 8646

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

Total Number of Students: 5 Number of Male ___ Number of Female 4

Number of Students Assigned Per Chaperone: _____

Total Number of Chaperones: ___ Number of Male ___ Number of Female ___

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

Faculty/Chaperones (Names): BEW COLE

Cell Phone #: _____

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

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:

Carol Bailey Signature of School Nurse Date 5/20/19

Event/Purpose of the Trip: Plan YEARBOOK (2020)

Curriculum Standard Addressed by Trip (Reason for the Trip) ↳ we don't want to "look back" and say "oh no"

Destination: Bryant University (401) 232 6000
Facility Facility Telephone
1150 DOUGLAS PIKE SMITHFIELD RI
Facility Street Address City State

Estimated Leave Time: 7:30 (a.m./p.m.) Estimated Return Time: 4:30 a.m./p.m.

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

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

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

Bus Pick-Up Location (be specific) NA (All transportation)

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: \$

Student paying \$ 100 per person for \$ 500

Please list any other circumstances that may affect the trip:

Submitted by: [Signature] 5/20/19.
Signature of Trip Sponsor Date

Approved by: [Signature] 5-21-19
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

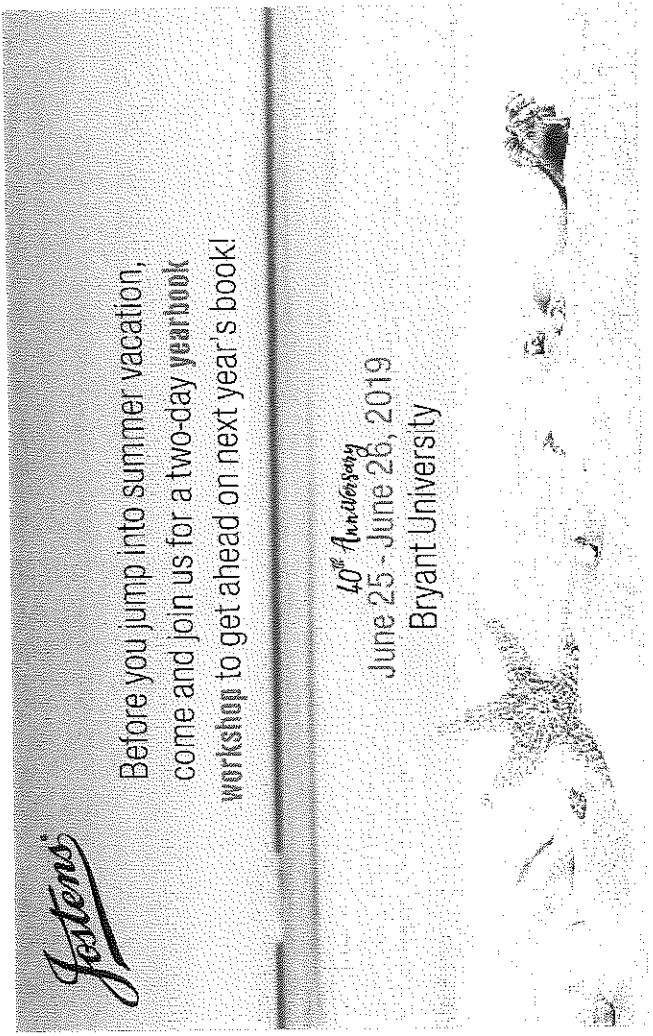
June 25, 26

Evelyn Bernard

Caitlin Curry

Brooke Cardillo

Emily Rice



Before you jump into summer vacation, come and join us for a two-day **yearbook** workshop to get ahead on next year's book!

6102nd Anniversary
June 25 - June 26, 2019
Bryant University



Foster's
Summer
YEARBOOK
Workshop

Bryant University
Tuesday June 25th and
Wednesday June 26th

Join us for two exciting days in Smithfield, Rhode Island for New England's annual summer yearbook workshop 2019. This year's workshop features award winning instructors from around the country, with specific courses that will help you through the planning process step by step. Learn what it takes to achieve a great book from proven yearbook pros. Begin the process for planning your 2020 book, and hit the ground running when you return to school in the fall.

Foster's
401 County Club Court
Roxbury Hill, CT 06067

Bryant University
June 25-26, 2019

New England
SUMMER
Yearbook
WORKSHOP

Register Today
www.getinsummerworkshop.com

WHAT TO EXPECT

We have a full agenda planned to bring many helpful resources from the field experts. This will allow your staff to get a jump start on developing a great yearbook for the class of 2020. We will talk in depth about how to brainstorm and plan your theme for the year, as well as helping to develop your cover design (be sure to sign up for time with the artist). Additional sessions will focus on choosing fonts and colors to help complete your theme package. Fellow yearbook advisers will share their best practices for marketing the book and how to motivate your staff throughout the year. Also available will be hands on computer training assistance for Yearbook Avenue, Monarch, Photography and PhotoShop. A professional photographer will join us and help refine our yearbook photography skills.

who

Advisers, editors, photographers & staffers

why

Begin to plan your 2020 book in two days

when

Tuesday & Wednesday
June 25-26th 2018

where

Bryant University
Smithfield, Rhode Island

how

Register online at:
www.getinsummerworkshop.com
Registration will only be accepted online.

DEADLINE: JUNE 14, 2019

Registration, medical forms and payment must be received by June 14.





ESSENTIAL INFO

Plan to arrive at the Bryant University campus for registration and room assignments between 8:00 AM and 9:00 AM on Tuesday, June 25th. Classes will start promptly at 10:00 that morning. The workshop will end Wednesday, June 26th by 3:30 PM.

Adviser attendance is **strongly encouraged**. Student effort and interest is far greater when advisers attend with students. We do require an adviser/chaperone to help guide a larger group (5 or more students).

Be sure to bring copies of your 2018 & 2019 yearbooks. We will have our annual book swap to help you add to your sample library. Bring a book, take a book home!

PRICING

Overnight Registration \$280
Commuter Registration \$245
Monday Night Arrival* +\$50

Cash, check and credit cards are accepted. **Please make checks payable to:** Jostens Summer Workshop.

*If you would like to arrive on Monday, June 24th you may arrive between the hours of 3-6pm. No formal meals or adult supervision will be provided on this day. Additional permission form must be on file for students arriving early.



REGISTRATION INFORMATION

All registrations must be completed online at www.jostenssummerworkshop.com.

Registration will begin on March 1, 2019 and be open until June 14, 2019. There will be no extensions to this deadline so please sign up today!

One application must be completed for every person attending (including adviser).

A medical form must also be completed for each participant, including the adviser. This form can be downloaded from the registration site.

Registration cost includes workshop activities and meals and lodging.

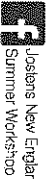


HOUSING

Students will be housed in double occupancy rooms. You may be housed with students from other schools. Men and women are housed on separate floors. Adult advisers will have single rooms. Dorm chaperones will be on duty throughout the night.

University campus security will be on duty in the dormitories during the night hours for protection and to enforce non-visitation rules. Any violation of the rules and regulations of the Summer Yearbook Workshop or Bryant University will result in an immediate dismissal from the workshop. All dorms are air-conditioned and linens will be provided. Bring a blanket or sleeping bag, your favorite pillow, your yearbook ideas, an open mind and creativity!

FOLLOW US:



Jostens New England
Summer Workshop



@NEWENGKWSKP

Questions?

Ericka Melevier, Workshop Director

ericka.melevier@jostens.com



SCHEDULE OF EVENTS

TUESDAY, JUNE 25:

Theme, Typography, Staff Motivation, Marketing, Design, Group Work Time, Using your Camera
Be sure to bring your camera!

WEDNESDAY, JUNE 26:

Computer Training at your skill level, Photography, PhotoShop

DAILY:

Artist Sessions to help create your book's cover for this year based on your selected theme. Each school can sign up for its own 45 minute cover session at the time of registration. These will be assigned on a first come, first-serve basis.

NEW*

Adviser led classes - Advisers, come and hear from your fellow colleagues about what makes their yearbook programs successful. How do you motivate your staff to meet their deadlines? What are the most successful ways to market your yearbook and ad sales?

OUR KEYNOTE SPEAKERS

RICK BROOKS

Rick Brooks, Northeast Creative Design Manager with Jostens has worked in the field of design and publishing since 1986. He works with and designs for high schools and colleges throughout the Northeast. His clientele roster includes Harvard, Yale, Cornell, Columbia, West Point, Penn State, Boston College, and numerous colleges and large high schools throughout the nation. Brooks' main focus is designing, heading and doing presentations for his clients. A member of JEA and a certified journalism educator (CJE, Columbia, CMA, and the Society of College Journalists, he actively lectures at National and State Conventions. Rick was most recently honored with the Pioneer Award by JEA in the Fall of 2018.



WORKSHOP DIRECTOR



Ericka Melevier has been a Jostens Yearbook Representative since 2011. She has been involved with the New England Summer Workshop since 2012 and became director in 2015. If you have any questions or concerns please feel free to contact Ericka.
// 603. 305. 1259
// ericka.melevier@jostens.com
// www.jostenssummerworkshop.com

FAQ

WHY SHOULD MY STAFF ATTEND THE WORKSHOP?

The workshop is a great time to start your staff team bonding while also planning and preparing for the new school year. Having early buy-in from your students is crucial for a successful school year. You will have support and time to work on your page ladder, theme development along with cover and page designs.

DO ADVISERS HAVE TO ATTEND THE WORKSHOP WITH STUDENTS?

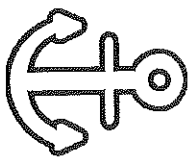
Advisers are not required to attend if they prefer to send students on their own. However, we do find that student effort and interest is far greater when advisers do attend. **We do require advisers to attend with groups of 5 or more.**

IT'S OUR BIRTHDAY!

2019 will be the 40th anniversary of the New England Summer Workshop. Come and help us celebrate 40 amazing years of making yearbooks together. A special celebration is planned and we want you to be a part of it!

WHAT DO WE BRING?

- A medical release form for every participant attending. Participants under 18 must have signed form by a parent or guardian. Students will not be allowed to attend without this release.
- Comfortable, casual summer wear. Bring a light jacket - air conditioning means cool classrooms.
- Your 2018 and 2019 yearbooks for our annual book swap!
- Plans and ideas for 2020 yearbook.
- Calendar of school and local events
- Laptop and power cord
*optional but encouraged
- Yearbook Camera & owners manual
*optional but encouraged



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NO WORKSHOP REFUNDS AFTER June 14, 2019
Payment must be made in full prior to the start of the workshop.



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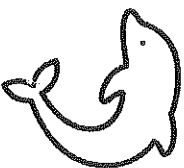
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OUR KEYNOTE SPEAKER

RICK BROOKS



Rick Brooks, Northeast worked in the field of design and designs for high school clientele roster includes

CHELMSFORD PUBLIC SCHOOLS

Jay Lang, Ed.D., Superintendent

Memorandum

To: Members of the School Committee
From: Jay Lang, Ed.D., Superintendent of Schools
Date: June 1, 2019
Re: Conference: Learning Counsel National Gathering

I am seeking your permission to attend the 2019 Learning Counsel National Gathering in Dallas, Texas on Thursday November 14 – 17, 2019. The focus of the annual conference this year is technology related with speakers and breakout sessions focused on digitally transitioning schools and districts, the challenges of such, digital delivery of instruction, academic dashboards, remodeling schools for digital design, and the integration of remote learning in elementary, middle and high schools. Each of these topics is timely given our focus on upcoming technology initiatives in the district, our 1:1 Chromebook implementation and investment in classroom technology.

There is no cost to the district for conference registration. Further, two of the conference days are on the weekend. I will only be out of the district for two (2) school days. I appreciate your consideration of this request.