

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, January 2, 2018
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

All agenda items and the order of items are approximate and subject to change.

7:00 p.m. Call to Order and Welcome (3 minutes):

Public Comment – Written comments to be presented to the School Committee, oral presentations not to exceed three minutes.

7:05 p.m. Superintendent Announcements:

7:15 p.m. School Committee Member Announcements:

7:25 p.m. Consent Agenda (5 Minutes)

1. Approval of School Department Payroll Warrant dated December 22, 2017
2. Approval of School Department Accounts Payable Warrant dated December 22, 2017

7:30 p.m. Agenda:

1. Presentation and Discussion of Superintendent's Recommended FY2019 Budget (60 minutes)
2. Policy Reading #1-JJF: Student Activity Account (10 minutes)
3. Discussion of MCAS preparation of elementary level (10 minutes)
4. MASS/MASC Annual conference (30 minutes)

9:20 p.m. Adjourn:

Policy AD: Mission/Vision of the Lexington Public Schools

The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

The next scheduled meeting of the School Committee is as follows:

- Tuesday, January 23, 2018 – 7:00 p.m., Lexington Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: December 27, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Payroll Warrant Approval –December 22, 2017

PRESENTER: Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:

The payroll warrant for payroll checks issued on December 22, 2017 totals \$3,804,242.14. The issuance of these checks were approved on December 20, 2017 in compliance with School Committee Policy DGA: Authorized Signatures. In accordance with School Committee Policy DGA: Authorized Signatures, School Committee and the Superintendent shall approve the amount at its next regularly scheduled meeting.

All supporting documentation/reports have been made available to the School Committee via Google Drive.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
- Request input and questions from the School Committee, but no vote required.
- Request formal action with a vote on a specific item.

If formal action is requested, please check one:

This item is being presented

- for the first time, with a request that the School Committee vote at a subsequent meeting or
- with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

Move to approve the School Department's payroll warrant dated December 22, 2017 in the amount of \$3,804,242.14.

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes

ATTACHMENTS:

Payroll Authorization Summary Form

Payroll Summary Report - MUNIS

LEXINGTON PUBLIC SCHOOLS
 SCHEDULE OF DEPARTMENTAL PAYROLLS PAYABLE
 TO THE TOWN OF LEXINGTON

The following named payrolls of the LEXINGTON SCHOOL DEPARTMENT amounting to the aggregate \$3,804,242.14 Dollars have been approved by the LEXINGTON SCHOOL COMMITTEE and you are requested to place them on a warrant for payment:

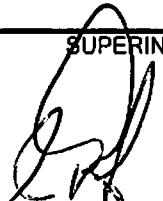
Date: December 22, 2017

<u>WARRANT NO.</u>	<u>WARRANT DATE</u>	<u>LINE</u>	<u>GROUP/BU</u>	<u>DESE FUNCTION DESCRIPTION</u>	<u>TOTAL AMOUNT</u>
122217	December 22, 2017	1	SLEA	UNIT A - LEA	\$2,658,915.70
122217	December 22, 2017	2	SSAA/SSAN	UNIT A - STIPENDS	\$21,249.74
122217	December 22, 2017	3	SATH	UNIT A - COACHES	\$54,206.15
122217	December 22, 2017	4	SAID/SSEC	UNIT D - LEA	\$189,905.23
122217	December 22, 2017	5	SCO	NON-UNION DIST SUPP/MGRS	\$107,472.58
122217	December 22, 2017	7	SLEX	UNIT C - LEA	\$300,196.48
122217	December 22, 2017	7.1	SNON/SSUM	NON-UNION HOURLY	\$27,775.57
122217	December 22, 2017	8	SABA	ABA/BCBA INSTRUCTORS	\$23,855.23
122217	December 22, 2017	10	SSCA	SPECIAL CLASS AIDES	\$6,709.21
122217	December 22, 2017	13	STEC	TECHNOLOGY UNIT - LEA	\$32,099.02
122217	December 22, 2017	14	SCAS	CENTRAL ADMINISTRATORS	\$45,321.13
122217	December 22, 2017	15	SPRI	PRINCIPALS	\$51,567.90
122217	December 22, 2017	16	SALA	ALA - ASST PRIN/SUPERVISORS	\$195,299.66
122217	December 22, 2017	17/18	SSUB	SUBSTITUTES	\$72,731.39
122217	December 22, 2017		SAED	COMMUNITY EDUCATION	\$16,937.15
Total					\$3,804,242.14

(I) (We) hereby certify under the penalties of perjury that the statements set forth in this payroll are true to the best of (my) (our) knowledge and belief.

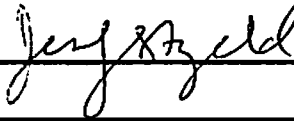
ABOVE PAYCHECKS ARE
 APPROVED FOR PAYMENT

APPROVED FOR PAYMENT

 SUPERINTENDENT


 12/19/17

 ASSISTANT SUPERINTENDENT FOR
 FINANCE AND ADMINISTRATION



 SCHOOL COMMITTEE OF LEXINGTON

12/19/2017 15:43
sclavell

TOWN OF LEXINGTON
TOTALS PROOF

P 1
prpyddpf

Pay Period 12/03/17 To 12/16/17

WARRANT: 122217 PAYROLL TYPE: SCHOOL PR

CHECK DATE: 12/22/2017

EARNINGS SUMMARY

PAY TYPE	HOURS	AMOUNT	PAY EARNED	ESCROW AMOUNT
100 REG	36,578.19	2,983,834.12	0.00	0.00
101 REG HR	21,993.00	552,277.15	0.00	0.00
103 RETRO	188.36	81,041.94	0.00	0.00
131 SUBS	624.00	63,283.64	0.00	0.00
150 ATHPAY	2,765.15	54,206.16	0.00	0.00
152 HNP	1.25	65.42	0.00	0.00
154 LEACR	172.50	8,797.50	0.00	0.00
155 ADDPAY	1,037.12	11,478.55	0.00	0.00
156 ADDPYN	180.75	5,440.37	0.00	0.00
157 SLEXSU	81.00	1,210.00	0.00	0.00
158 SLEXSU	100.00	1,000.00	0.00	0.00
200 O.T.	31.44	1,178.65	0.00	0.00
600 LEA LO	0.00	10,832.65	0.00	0.00
601 ALA LO	0.00	521.57	0.00	0.00
699 NOPENS	94.75	6,215.49	0.00	0.00
723 HLTOPT	0.00	8,966.44	0.00	0.00
735 CELL	0.00	775.00	0.00	0.00
800 C DIFF	0.00	7,440.92	0.00	0.00
802 ASCDIF	0.00	639.53	0.00	0.00
850 COTRVL	0.00	667.34	0.00	0.00
851 TKTRVL	0.00	486.83	0.00	0.00
855 LONGEV	0.00	934.60	0.00	0.00
865 PHD	0.00	115.38	0.00	0.00
870 SUBS	52.00	190.00	0.00	0.00
900 W COMP	27.48	633.74	0.00	0.00
986 TUITIO	0.00	2,009.15	0.00	0.00
Total:	63,926.99	3,804,242.14	0.00	0.00
Total Employees:	1402			

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: December 27, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Accounts Payable Warrant Approval – December 22, 2017

PRESENTER: Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:

The accounts payable warrant for vendor checks issued on December 22, 2017 totals \$1,623,421.54 and the total amount of US Bank reconciliation approvals is \$34,191.84. The issuance of the accounts payable warrant checks were approved on December 15, 2017 in compliance with School Committee Policy DGA: Authorized Signatures. In accordance with School Committee Policy DGA: Authorized Signatures, School Committee and the Superintendent shall approve the amount at its next regularly scheduled meeting.

All supporting documentation/reports have been made available to the School Committee via Google Drive.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
- Request input and questions from the School Committee, but no vote required.
- Request formal action with a vote on a specific item.

If formal action is requested, please check one:

This item is being presented

- for the first time, with a request that the School Committee vote at a subsequent meeting
or
- with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

Move to approve the School Department's accounts payable warrant dated December 22, 2017 in the amount of \$1,623,421.54.

Move to approve the School Department's US Bank reconciliations in the amount of \$34,191.84.

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes

ATTACHMENTS:

Accounts Payable Authorization Summary Form

LEXINGTON PUBLIC SCHOOLS

SCHEDULE OF DEPARTMENTAL ACCOUNTS PAYABLE

TO THE TOWN OF LEXINGTON

The following named batches of the LEXINGTON SCHOOL DEPARTMENT amounting to the aggregate **\$1,623,421.54** Dollars have been approved by the LEXINGTON SCHOOL COMMITTEE and you are requested to place them on a warrant for payment:

Date: December 22, 2017

<u>WARRANT NO.</u>	<u>WARRANT DATE</u>	<u>BATCH NO.</u>	<u>INVOICE COUNT</u>	<u>TOTAL AMOUNT</u>
AP171222	December 22, 2017	753	20	\$2,567.43
AP171222	December 22, 2017	754	20	\$4,648.21
AP171222	December 22, 2017	755	20	\$1,547.49
AP171222	December 22, 2017	756	20	\$1,556.99
AP171222	December 22, 2017	759	20	\$2,600.63
AP171222	December 22, 2017	762	20	\$8,664.50
AP171222	December 22, 2017	766	20	\$4,183.08
AP171222	December 22, 2017	780	20	\$17,911.18
AP171222	December 22, 2017	785	20	\$30,029.50
AP171222	December 22, 2017	787	20	\$8,885.19
AP171222	December 22, 2017	796	1	\$2,169.00
AP171222	December 22, 2017	812	20	\$54,990.59
AP171222	December 22, 2017	826	20	\$12,244.01
AP171222	December 22, 2017	829	20	\$7,974.33
AP171222	December 22, 2017	831	4	\$3,447.27
AP171222	December 22, 2017	834	20	\$8,056.10
AP171222	December 22, 2017	784	9	\$39,639.00
AP171222	December 22, 2017	788	15	\$16,769.50
AP171222	December 22, 2017	799	41	\$374,187.16
AP171222	December 22, 2017	801	2	\$258,016.23
AP171222	December 22, 2017	802	2	\$3,086.75
AP171222	December 22, 2017	775	52	\$111,986.57
AP171222	December 22, 2017	778	51	\$51,978.89
AP171222	December 22, 2017	783	19	\$58,159.42
AP171222	December 22, 2017	786	31	\$114,007.05
AP171222	December 22, 2017	793	43	\$186,393.81
AP171222	December 22, 2017	815	43	\$92,777.07
AP171222	December 22, 2017	825	34	\$124,330.61
AP171222	December 22, 2017	833	4	\$2,040.00
AP171222	December 22, 2017	837	11	\$18,573.98
Total			642	\$1,623,421.54

(I) (We) hereby certify under the penalties of perjury that the statements set forth in this payroll are true to the best of (my) (our) knowledge and belief.

ABOVE BILLS ARE
APPROVED FOR PAYMENT

APPROVED FOR PAYMENT

SUPERINTENDENT

ASSISTANT SUPERINTENDENT FOR
FINANCE AND ADMINISTRATION

SCHOOL COMMITTEE OF LEXINGTON

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: December 22, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Superintendent's Fiscal Year 2019 Recommended Budget

PRESENTER:

Dr. Mary Czajkowski, Superintendent of Schools
Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:

The Superintendent's Fiscal Year 2019 Budget presentation will be made on January 2, 2018. The Superintendent's Recommended Budget and presentation will be made available on the Finance and Operations website in advance of the meeting here:

<http://lps.lexingtonma.org/Page/10461>

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
- Request input and questions from the School Committee, but no vote required.
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If formal action is requested, please check one:

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If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 60 minutes

ATTACHMENTS:

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: December 27, 2017

REQUESTED MEETING DATE: January 2, 2018

AGENDA ITEM TITLE: Policy Reading #1 – JJF: Student Activity Account

PRESENTER:

Jessie Steigerwald, Finance Subcommittee
Kate Colburn, Finance Subcommittee
Ian Dailey, Assistant Superintendent for Finance and Administration

SUMMARY:

The Finance Subcommittee seeks to update Policy JJF: Student Activity Account. In addition to periodically reviewing and updating policies, these changes are prompted from a desire to change banks that hold the student activity accounts. Additionally, other changes are recommended as a result of an audit completed on all student activity accounts. The current bank holding the student activity accounts changed its fee structure and, as a result, the Town is being charged approximately \$5,000-\$6,000 per month to maintain these accounts. In collaboration with the Town Treasurer, alternative banks were explored, and a preferred alternative has been identified. The current policy language is too restrictive requiring a branch in Lexington, as such this language is recommended to be removed. Additional language amendments are being recommended as well.

Attached to this item is a track changes version of the current policy as well as an updated draft of the proposed new policy language. This will serve as the first reading of the proposed new policy language.

Additional information regarding the audit completed this year will be provided in subsequent updates to the School Committee.

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SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 10 minutes

ATTACHMENTS:

Proposed School Committee Policy JJF – Student Activity Account – track changes

Proposed School Committee Policy JJF – Student Activity Account

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: 12/8/17

REQUESTED MEETING DATE: 1/2/17

AGENDA ITEM TITLE: Discussion of MCAS preparation at elementary level

PRESENTER: Kathleen Lenihan

SUMMARY: Parents report that the MCAS exam is a source of stress for some elementary students. Instead of relying on anecdotal descriptions of the strategies and methods schools and teachers use to prepare students for the MCAS, it would be helpful to take a comprehensive look at this with a report from principals. I would like to hear from other members of the School Committee about what steps we can take to address this issue.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

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SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 10 minutes

ATTACHMENTS:

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: 12-28-2017

REQUESTED MEETING DATE: 01-02-2018

AGENDA ITEM TITLE: MASS/MASC Annual Conference Update

PRESENTER: School Committee

SUMMARY: Members will discuss highlighted topics from the MASS/MASC Annual Conference attended by all in November 2017.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

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If formal action is requested:

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SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 30 minutes

ATTACHMENTS: