

LEXINGTON SCHOOL COMMITTEE
Tuesday, January 12, 2016
Lexington Town Office Building, Selectmen's Meeting Room
1605 Massachusetts Avenue

PRESENT: Jessie Steigerwald, Chair; Bill Hurley, Vice Chair; Margaret Coppe; Judy Crocker, Clerk; Alessandro Alessandrini; Mary Czajkowski, Superintendent
Student Representative Abigail Schwartz

OTHERS PRESENT: Carol Pilarski (Assistant Superintendent for Curriculum, Instruction, and Professional Development); Pat Goddard (Director of Public Facilities); Ian Dailey (Interim Director of Finance and Operations); Maureen Kavanaugh (Director of Planning and Assessment); Ellen Sugita (Director of Special Education); Anna Monaco (Principal Clarke Middle School); Anne Carothers (Principal Diamond Middle School); Louise Lipsitz (Principal Hastings); Laura Lasa (Principal Lexington High School); Dr. Mary Anton (Principal Bowman); Meg Colella (Principal Bridge); Thomas Martellone (Principal Fiske)

The Minutes were taken by Paula McDonough, Executive Assistant to the School Committee.

6:31 PM Call to order Open Session

Call to Order and Welcome:

Chair called the meeting to order, and introduced committee members.

Motion to go into Executive Session

Ms. Steigerwald stated: "I move that the School Committee go into Executive Session under Exemption 3 to discuss strategy with respect to collective bargaining pertaining to Lexington Education Association Technology Unit, Unit C, and Unit D, to return to open session. Further, as chair, I declare that an executive session is necessary to protect the bargaining position of the School Committee." (Alessandrini seconded the motion).

Coppe -AYE; Steigerwald -AYE; Crocker -AYE; Hurley -AYE; Alessandrini- AYE

6:32 PM Executive Session Convened

7:13 PM Executive Session Ends and Return to Open Session

7:13 PM Chair called a brief recess

7:21 PM Return to Open Session and Welcome

The Chair called the Public Session back to order and invited public comment.

Public Comments:

Tara Veneration, 663 Marrett Road– Mrs. Veneration presented a statement to the School Committee. One of her children receives special education services through the ILP program at Hastings. She expressed concerns regarding the feeder schools blueprint and how construction nuances are impacting special education services of real children.

Justine Neely, 19 Bellflower – Mrs. Neely has two children in the LPS one in general education at Hastings and one in the Fiske ILP. She is an educator with a Masters in Elementary and Special Education. She is voicing her support for the Hastings ILP to feed into an ILP program at Diamond Middle School. Ms. Neely requested that a delay in the voting on removing the ILP Diamond addition until there is adequate feedback from the principals and ILP community.

Mona Roy, 36 Bertwell Rd, Road – Special Education Parent Advisory Committee (SEPAC) Liaison, requests that feedback from the community be included. Former ILP parent speaks highly of the ILP Program at the Diamond School. Expressed concerns that principals were not involved in the discussions.

Hurley addressed the parents: Mr. Hurley wanted to clarify a point to the parents the School Committee did not take action at a recent meeting. The School Committee directed the Superintendent to meet with the Principals, the SPED Director and all appropriate staff and to come back to the School Committee with a recommendation.

Crocker also addressed the parents and clarified that at a prior meeting the School Committee had taken a vote and directed to the architects to proceed with sufficient space to allow the ILP program at Diamond to expand. The vote had been 3-2, and the new designs reflected this.

Dr. Czajkowski addressed the parents that space is being evaluated at Diamond. Dr. Czajkowski met with Ellen Sugita (Director of Special Education); Anna Monaco (Principal Clarke Middle School); Anne Carothers (Principal Diamond Middle School) regarding the ILP program. Dr. Czajkowski recommendation will be to maintain the status quo for now with ILP students remaining at Clarke and depending upon student needs and funding, would explore expanding the ILP program is needed to Diamond in the future.

Superintendent's Announcements:

- Pleased to report that Clarke Middle School drama program has been honored. The students and staff have been asked to represent the USA at the World Festival of Children's Theatre this summer in Toyama City, Japan. This festival takes place once every four years and is akin to the Olympics of children's theatre. This honor was received once before, in 2000.
- Dr. Czajkowski presented a flyer from the Office of the Inspector General and the Massachusetts School Building Authority. The Joseph Estabrook School will host "The Story of Building" on February 4, 2016 from 8:30 am to 4:00 pm. The snow date is February 11th. This feature story will include insights of how to build and design from the perspective of a town, staff members, and the MSBA board and staff members. It will include a tour of Estabrook.

- Dr. Czajkowski met with the Policy Sub-Committee members, Judy Crocker and Margaret Coppe to provide them with an update on the Homework Policy. This is one of her goals for this school year. She will share this update with the full committee during the Superintendent's Mid-Cycle Progress Report, which will be placed on the February 2nd School Committee agenda.
- The Harrington Principal Search – Mr. Harris, Chairperson – tomorrow the committee will meet to paper screen and select the candidates to be interviewed. These interviews will take place within the next two weeks.
- The Director of Technology position will be posted in the Boston Globe by the end of the week. Carol Pilarski will chair this Search Committee. Parents, a school committee member, teachers, principals, students, technology staff, and data staff will be invited to serve.
- Today's 5th grade chorus concert at the Harrington Elementary School was under the direction of our new music teacher Mrs. Angela Carpenter and our community member Pianist, Mr. David Archibald.
- Dr. Czajkowski will be meeting tomorrow with Kathleen Lenihan and Nicola Rinaldi to discuss the upcoming Debt Exclusion Campaign.
- The Redistricting Committee Meeting met last evening. Judy Crocker was at the meeting with me along with parent representatives from our schools. The committee continues to work on redistricting considerations, and evaluation criteria. Last evening we had a preview via a digital map to view current student enrollment. Consultants are working on census data with Maureen Kavanaugh. APP Geo will presentation to the school committee on February 2 and March 8.

School Committee Member Announcements:

Steigerwald:

- The 8th grade Social Studies civics program Mock Town Meeting will take place over the coming weeks. She has invited Dr.Czajkowski and all School Committee members. Town Meeting Members Association sponsors this in connection with the Social Studies Department.
- The Planning Board has proposed a Civic Use District and a member is willing to come to present an update so we can be informed about how it interacts with school property. Otherwise, members may attend their hearings. Members said they would like the Planning Board to visit a future meeting.

Hurley: Welcomed back Student Representative Abigail Schwartz. Said that at least three School Committee members should attend the Permanent Building Committee (PBC) meeting on Thursday, January 14, in case a deliberation/vote is required.

Alessandrini: Attended a seminar at Cary Hall given by David Rose a Lexington resident. Mr. Rose spoke regarding teaching in a digital age and teaching dyslexia children.

Crocker:

- As a liaison to the Human Rights Committee, we encourage all to consider attending the dialogue "Continuing the Conversation on Race" sponsored by the Lexington Interfaith Clergy Association and held at Grace Chapel on Jan 18 at 9am. Participants can join in on the MLK Day of Service Unity Walk that ends at Cary Hall.
- Attended the Lexington-Bedford second annual Ripley Memorial game on Jan 31. Benefits go toward the Ripley scholarship. This year, the Selectmen and Town Managers from both towns enjoyed a friendly wager where the winning team will enjoy ice cream from either Bedford Farms or Rancatore's.
- Tickets are on sale for the Chinese American Association of Lexington's bi-annual New Year's celebration on January 30.
- There were number of winter concerts scheduled during January and February that are open to the public. Please visit the LPS website under performing arts or FOLMADS for more information.

The January 14th Permanent Building Committee meeting overlaps with Summit V. Either Mr. Hurley or I should attend based on if we need a quorum for the Summit.

Coppe:
None

Student Representative Abigail Schwartz: The Lexington Community Coalition will hold a meeting tomorrow, Wednesday, at the Community Center starting at 6:30 p.m.

Consent Agenda:

1. Vote to Accept a \$150 Donation from Lueders Environmental, Inc.
2. Accept Liaison Report from Permanent Building Committee Meeting, 12/15/15, Judy Crocker
3. Accept Liaison Report from Integrated Design Meeting, 12/11/15, Judy Crocker
4. Accept Update from Plus One Meeting, 11/30/15, Judy Crocker
5. Vote to Approve School Committee Minutes of December 15, 2015

At the request of Mr. Alessandrini, #4 was separated from the Consent Agenda:

***Motion to approve consent agenda Items 1,2,3,5 (Hurley/ Alessandrini).
The motion was approved (5-0).***

Mr. Alessandrini asked to have an opinion from the School Committee's attorney to see if the update offered by Ms. Crocker in item 4 could be accepted by the Committee as the meeting referenced was a meeting with only representatives from different committees, and not a posted public meeting. Ms. Crocker noted that she had already emailed members the update and that updates had been provided in the past. Ms. Steigerwald agreed to consult with Ms. Brunt.

Steigerwald announced that the Agenda will be taken out of order due to time constraints.

A.3. SUPERINTENDENT'S FY 17 RECOMMENDED BUDGET

Presenters: Mary Czajkowski (Superintendent); Ian Dailey (Interim Director of Finance and Operations)

Dr. Czajkowski presented the FY17 school budget in the amount of \$97,727,216 which represents an increase of \$5,666,900 or 6.16%. Dr. Czajkowski reported:

Through the continual assessment of our student needs as well as the review of our programs, resources have been allocated and reallocated to provide all students with an education that ensures academic excellence, support for their social and emotional well-being and in a culture of caring and respectful relationships as outlined in our district's mission statement. During the last 5 years, the district has experienced the addition of 641 students representing an 8.3% increase in enrollment. Dr. Czajkowski is confident that this proposed budget is both educationally sound and fiscally responsible. Dr. Czajkowski thanked Ian Dailey, Interim Director of Finance, our administrative support staff, our central office administrators, administrative team, staff, parents and school councils for their input in the development of this proposed budget.

The Superintendent's Fiscal Year 2017 Budget Summary PowerPoint presentation was included in the packet to describe the budget in further detail. The Superintendent's budget presentation will be distributed on January 4, 2016 in advance of the meeting.

A.1. CAPITAL PROJECTS UPDATE

A.1.a Clarke - A.1.b Diamond

Presenter: Pat Goddard (Director of Facilities)

A power point presentation from DiNisco was presented at the joint meeting of the PBC and School Committee on December 22, 2015.

Dr. Czajkowski presented a handout "Middle School Grade Configuration"

School Committee Members: Members had questions and comments. These were incorporated during the discussion and the Committee took several votes, below.

There was a lengthy discussion about recent inquiries from Finance Committee members, including Rod Cole from the Capital Expenditures Committee (and others) who wished to pursue a third middle school, possibly with a grade 5- 8 distribution, as a potential alternate plan to accommodate rising enrollment and had requested an update from the School Committee on why this option was not pursued. Mr. DiNisco, Mr. Goddard and Dr. Czajkowski shared their views. Members asked questions and shared their views. Ms. Carothers and Ms. Monaco also shared information about Diamond and Clarke. Key issues were the location of a third school – where could it be constructed? There was no identifiable available location. What would the timing be? Mr. Goddard and Mr. DiNisco believed it could not be built in time to accommodate students

currently in the system. What would the cost be? Mr. DiNisco and Mr. Goddard disagreed with the estimate provided by Mr. Cole and thought a third school would cost significantly more. Educators noted additional concerns: contracts would likely require renegotiation, grade 5-8 working conditions would not match current contract terms, there were doubts that the schools could be balanced evenly with this distribution. There were additional points raised and the School Committee revisited their prior votes on whether to pursue a third middle school, growth at both schools, or all growth at one school.

A.1.c Harrington Elementary Expansion Study

Presenter: Pat Goddard (Director of Facilities)

DiNisco Design has completed the study on determining the expansion possibilities for Harrington Elementary School. The study identifies a 30 classroom school, without LCP, and a 24 classroom school, with LCP.

Follow-Up: Should additional information be requested, a proposal can be obtained from DiNisco to develop the additional information and School Committee can determine if they recommend a release of funds from March STM Article 2 for this additional study.

A.2. CAPITAL ACTION ITEMS – PowerPoint Presentation

A.2.a Middle School Intensive Learning Program (ILP) recommendations for Clarke and Diamond

Presenters: Mary Czajkowski (Superintendent)

A.2.b Removal of a pair of Diamond classrooms from addition.

Presenter: Pat Goddard (Director of Facilities)

The Superintendent has reviewed the recent recommendations for the location of middle school ILP programs. Dr. Czajkowski recommends that the moderate ILP program, currently at Clarke Middle School, currently remain at Clarke Middle School, but that in the future a similar program could expand at Diamond and it would require space.

Previously, educational space was added to the Diamond addition for the potential relocation of the ILP program. As the project is entering construction document phase, School Committee can reduce a pair of classrooms from the addition, or retain the space.

School Committee: There were questions and comments from members.

Motion that the School Committee vote to approve the Superintendent recommendation to maintain the Intensive Learning Program (ILP) at Clarke Middle School while retaining flexibility for future Intensive Learning Program (ILP) at Diamond comparable to the Clarke program by not eliminating the two swing spaces and keeping them in the design. (Hurley / Alessandrini).

The motion was approved (5-0)

A.2.c Vote on placement of modular units at elementary schools.

Presenter: Pat Goddard (Director of Facilities)

The School Administration has reviewed potential locations for modular classrooms and it has been determined that installing pairs of classrooms at Bridge, Bowman, and Fiske will provide the best educational benefit.

Follow-Up: Provide update after final location, schedule, and budget is determined.

School Committee Members: Asked questions.

Motion that the School Committee vote to approve modular classrooms, located in pairs, at Bridge, Bowman, and Fiske for occupancy in December 2016. (Hurley /Coppe).

The motion was approved (5-0)

A.2.d Vote on recommended HVAC options.

Presenter: Pat Goddard (Director of Facilities)

An Integrated Design process was implemented for HVAC design for the Clarke and Diamond project. Three systems were evaluated for life cycle costs and for ability to produce LEED enhanced indoor environmental criteria. The induction system was the only system that can provide all of the enhanced indoor environmental criteria. Since the last meeting of the Integrated Design group, the Lexington Board of Health has responded to a request to advise on the enhanced outdoor air criteria from LEED, and they responded by concurring with the Massachusetts Department of Health guideline that 600 ppm of carbon dioxide, or less, should be used as a preference for schools. In addition, Lexington Sustainable Committee has unanimously recommended that the variable refrigerant flow system be used. The variable refrigerant flow system has a higher life cycle cost than the induction system and it does not comply with enhanced acoustical performance, but the all-electric system may reduce greenhouse gases.

Follow-up: Advise on capital and operating impact of the 30% enhanced ventilation.

A.2.e Vote on Value Engineering (V/E) recommendations for Clarke ad Diamond Projects.

Presenter: Pat Goddard (Director of Facilities)

\$1,898,675 in scope reduction has been identified from the design development estimate and is recommended by the Permanent Building Committee, School Department, Public Facilities and the design team. \$633,808 of the scope reduction is for reducing the 4-pipe HVAC systems to 2-pipe systems. This component of the scope reduction can be deferred and identified as an add alternate in the filed sub bid proposal for later action.

Follow-Up: After filed sub-bids are opened.

School Committee Members: There were questions and comments from the members.

Motion that the School Committee vote to approve the AC 2-pipe induction system be used for Clarke and Diamond Schools and that the bidding include add/alternate pricing for 4-pipe induction system. (Hurley / Alessandrini).

The motion was approved (5-0)

Clarke and Diamond/All Growth to Diamond:

At July Budget Summit, SC supported split growth at a \$6.3million increase

At November 17 meeting, SC supported split growth option

At December 22 PBC/SC meeting, VE costing was incomplete

-current estimate by Hill Associates \$6.2 million savings

Issues:

Occupancy delayed 1 year

Reduced flexibility for redistricting

Loss of recreation fields.

School Committee: There were questions and comments from members.

Motion that the School Committee vote to approve to continue with Diamond and Clarke split growth option. (Coppe / Alessandrini).

The motion was approved (4-1); Crocker opposes.

Due to the \$6.2 million cost, Ms. Crocker voted against the motion.

Clarke/V/E Summary; Diamond/V/E Summary; Clarke and Diamond/V/E Summary:

Clarke Middle School V/E Summary: Revised Total Building Cost \$21,782,255

Diamond Middle School V/E Summary: Revised Total Building Cost \$34,892,464

Middle School V/E Summary: Revised Project Cost \$56,674,689

17 November 2015 School Committee Goal <\$57,000,000

School Committee member questions and comments: What are the differences at Diamond/Clarke with respect to landscaping? Clarke has reduced landscaping but Diamond does not. What is status of the traffic plans? Are there ways to increase reductions in project cost? Questions about need to relocate the tennis courts, parking lot elements, paving at team benches; renovation spaces.

Motion that the School Committee vote to accept Permanent Building Committee (PBC) recommendation to delete \$1,898,675 in scope from the Clarke and Diamond construction project. (Coppe / Alessandrini).

The motion was approved (4-1); Crocker opposed.

While agreeing with the PBC recommendations as stated, Ms. Crocker felt that a more in-depth discussion of the traffic flow for each middle school could have yielded a significant cost savings.

Peer Review: Hill will perform the analysis in accordance with the terms of the current contract for no-to-exceed amount \$10,000.00. The amount was broken down by task 1: \$0, included in current scope; Task 2: \$10,000. Timeline: Task 1 and part 1 of Task 2 can be discussed and reviewed on January 15, 2016 with LPS. Part 2 of Task 2 would be completed by January 22, 2016.

School Committee Members: Asked questions regarding peer review, Requested a clarification on the peer review. What are the savings? What will the peer review be looking into?

Pat Goddard: The peer review will be done at Hill's office and we will be having a review meeting with calibration of the principals, superintendent, himself, Jon Himmel and the peer review team.

Motion to accept the Hill International proposal dated January 11, 2016 to perform a peer review of the middle school program and design. (Hurley/Alessandrini. The motion was approved (5-0).

A.2.f Vote to Request Board of Selectmen to Release Remaining Clarke, Diamond, and Modular Classroom Project Funds.

Presenter: Pat Goddard (Director of Facilities)

December STM Article 2 - To release remaining funds for the designers (DiNisco), construction manager (Bond) and project managers (Hill, DPF APM) assigned to the Clarke, Diamond, and six modular classrooms projects. The amount requested is \$4,301,293 (Diamond \$906,942, Clarke \$470,304, and six modular classrooms \$2,839,400.) This leaves \$520,000 appropriated for Hastings Elementary School schematic design unreleased.

Follow-Up: Review final location and costs associated with the installation of the six modular classrooms.

Motion that the School Committee vote to continue design and project management work through the month of April, we recommend that the Board of Selectmen release \$4,301,293 from the December 2015 STM Article 2 appropriation of \$5,386,000. (Steigerwald /Hurley.) The motion was approved (5-0)

A.4. SUPERINTENDENT STAFFING RECOMMENDATION

Presenter: Mary Czajkowski (Superintendent)

The position of Special Assistant to the Superintendent is a new position requested by Dr. Czajkowski as a necessity to maintain an organized, efficient and responsive Superintendent's office environment. The Superintendent's office manages a multiple of tasks related to residency, documentation and special projects and has a current staff of 1 person.

Dr. Czajkowski shared information about how she developed the proposal for this position: this is not an administrative position; this is a position that will help on the operational and management side of the job. Evening meeting comprise 40% -50% of her time. Miriam Sousa, Executive Assistant to the Superintendent, does an outstanding job in Central Office as an administrative assistant. As Ms. Sousa manages residency issues in the Spring/Summer it consumes a lot of her time. We have a new Executive Assistant to the School Committee who is doing an outstanding job in trying to understand the position, learn and grow. It is going to take some time for her to work with Ms. Sousa with respect to on-line posting agendas, and NOVUS agenda software. There are going to be changes in leadership, around principal positions and administrative positions. Dr. Czajkowski needs to provide support to principals which she has not been able to do, she needs to do school visits from now till the end of the school year, and an

important part of her role is being in classrooms and looking at instruction and observing instruction. Dr. Czajkowski stated that she needs someone in her office that she can rely on operationally and management wise when she is not in Central Office. She needs someone that will take on the task that she needs them to take on. She is hopeful that if this position is approved she would like it to become effective March 1st till the end of the year where she would assess it and then bring back a recommendation to the School Committee for July 1st. Requires someone to assist her in investigating policy matters, working closely with Maureen Kavanaugh as part of data management, redistricting, residency, central registration. High level skilled person that is very comfortable with data and multi-task projects and who is able to turn around information quickly. She would be successful without the position but would be more successful with the position.

***Motion that the School Committee vote to approve the Superintendent request to establish a new position called Special Assistant to the Superintendent for Communications, Residency, Central Registration and Special Projects (Steigerwald/Alessandrini).
The motion was approved (5-0)***

School Committee Members: Some members had concerns with the positions salary range.

11:29 p.m. Adjourn: On a motion made by Hurley and seconded by Alessandrini the School Committee voted unanimously 5-0 to adjourn at 11:29 pm.

Meeting Materials:

C.1. Vote to Accept a \$150 Donation from Lueders Environmental, Inc.; **C.2.** Accept Liaison Report from Permanent Building Committee Meeting, 12/15/15, Judy Crocker; **C.3.** Accept Liaison Report from Integrated Design Meeting, 12/11/15, Judy Crocker; **C.4.** Accept Update from Plus One Meeting, 11/30/15, Judy Crocker; **C.5.** Vote to Approve School Committee Minutes of December 15, 2015; **A.1.a.b.** Lexington PBC Meeting, Multiple Schools Construction Project; **A.1.c.** Harrington Elementary School Expansion Feasibility Study; **A.2.a.** Dr. Czajkowski’s memo to the School Committee dated December 2, 2105, regarding the “Intensive Learning Program (ILP); **A.2.b.** Diamond floor plan, before and after removal of classroom; **A.2.c.** DiNisco overview of locations and schedule; **A.2.d.** Comparison of three HVAC systems, BOH recommendation, and Sustainable Lexington vote; **A.2.e.** Clarke and Diamond Value Engineering Lists; **A.2.f.** Budget Update; **A.3.** Fiscal Year 2017 Budget Summary; **A.4.** Superintendent’s Staffing Recommendation – Job Description Position – Special Assistant to the Superintendent for Communications, Residency & Special Projects.

Place on Consent Agenda 2.23.16

Voted Approved by the School Committee 2.23.16