

LEXINGTON SCHOOL COMMITTEE
Tuesday, November 17, 2015
Lexington Town Office Building, Selectmen's Meeting Room
1605 Massachusetts Avenue

Present:

Chair Jessie Steigerwald, Vice Chair William Hurley, Margaret Coppe, Alessandro Alessandrini, Judy Crocker, Superintendent Dr.Czajkowski
Student Representative Abigail Schwartz was not present

ALSO PRESENT:

Carol Pilarski (Assistant Superintendent for Curriculum and Instruction), Pat Goddard (Director of Facilities), Ian Dailey (Interim Director of Finance and Operations); Ellen Sugita (Director of Special Education), Anna Monaco (Principal); Anne Carothers (Principal); Louise Lipsitz (Principal)

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

The meeting convened at 7:00 p.m.

Call to Order and Welcome: Chair Jessie Steigerwald called the meeting to order, and introduced committee members.

Public Comments:

Jennifer Ray – 6 Fulton Road requested clarification on the process for developing capital projects and asked about Fiske

Meghan Kilpatrick (Clarke teacher) – opposes moving the ILP to Diamond

Laureen, Shant, Hayk Arakelian – 42 Lawrence Lane - supports ILP at Clarke

Samar Fayad (Clarke Speech and Language Pathologist) - supports ILP at Clarke

Erin Moss – 492 Marrett Road - supports ILP at Clarke

Carolyn Sheild (Clarke teacher) - supports ILP at Clarke

Justine Neely - 19 Bellflower St. - supports ILP at Diamond

Joan Struddle (Hastings Speech and Language Pathologist & parent)– 3 Lillian Road – supports moving ILP to Diamond and sees value in building capacity at both middle schools

Anna Monaco; Anne Carothers; Louise Lipsitz (Principals) – thanked parents and expressed their respect for staff at all three schools.

School Committee Member Announcements:

Steigerwald:

Acknowledged receipt of emails from parents and teacher regarding the ILP Program.

Congratulations to Judy Crocker, Alessandro Alessandrini, Margaret Coppe who represented the School Committee at the LEF Trivia Bee. Thanked Miriam Sousa for organizing the reservations for the MASC Retreat. Thanked Val Viscosi for participation in Coalition Steering Committee

Hurley:

Thanked parents, students & staff for their input on the ILP Program. Asked Superintendent to prepare a collective recommendation and share it with the School Committee.

Alessandrini:

ILP Program is on the agenda; School Committee is determining if 1.3 million will be spent to move the ILP Program to create space at Diamond.

Crocker:

At the November 4 Mass in Motion conference, two Lexington High School students were among those honored for their work producing public service announcements. The topic was Safe Routes To School Smart Trips and the work was completed as part of the Honors Marketing class taught by Ms. Pappas.

Thank you to the Town Celebrations Committee along with the LHS marching band led by Jeff Leonard for a wonderful Veteran's Day ceremony. Former Lexington High principal and navy veteran Van Seasholes was honored as Grand Marshall.

Thank you to Dr. Czajkowski for meeting with PTA/PTO's and other groups to receive input on the Homework Policy.

Superintendent's Announcements:

- Requested World Language discussion on the next school committee meeting agenda. Impacts operating budget for FY' 17.
- US Secretary of Education visiting Lexington Friday to meet with students, staff, parents, administrators' and school committee to discuss the successes of the METCO program.
- Harrington Principal Search Committee Process for a new principal includes survey to teachers, parents, administrators and coordinators. A meeting with Harrington PTA on Thursday will discuss the search process and timeline. Bob Harris will chair the search.
- Meeting Wednesday night with the Chinese American Association of Lexington.
- Meeting with K-12 Technology department staff to begin discussions of roles and responsibilities and the transition for a new Director of Educational Technology.

Consent Agenda:

Vote to Approve Lexington High School Community Service Field Trip to Golfito, Costa Rica, February 16-25, 2016

Vote to Approve and Not Release School Committee Executive Session Minutes of September 15, 2015

Vote to Approve and Not Release School Committee Executive Session Minutes of October 20, 2015

Vote to Approve School Committee Minutes of September 29, 2015

Vote to Approve School Committee Minutes of October 13, 2015

MOTION to approve consent agenda (Coppe/Crocker)

The Motion was approved (5-0).

Agenda:

LEXINGTON EDUCATION FOUNDATION – TRIVIA BEE, 2015 SUMMER GRANTS, COMMUNITY GRANTS FOR 2015-2016 (PK.11.17.15.1)

LEF Trivia Bee: The Trivia Bee took place November 10th before a full house in the LHS auditorium. Attendance is free and revenue derives from team registrations (\$375) and corporate and individual sponsorships and donations. Anticipated net revenue is \$13,500.

Notable summer LEF grants: At LEF’s annual Grantee Reception on October 10, dozens of current Program, Fellowship, and School Community Grant recipients described their projects and the ways LEF support has strengthened their teaching, enriched their students’ learning, and helped build a strong and nurturing educational and social environment. Several teachers were highlighted.

2015-2016 School Community Grants: Every school receives a School Community Grant (SCG) each year. In the fall, each principal submits a proposal for one or several activities – to be undertaken during the current school year – to address interests and needs shared by the school’s entire professional community.

Bill Meade Memorial Fund for Special Education. William J. Meade, Jr., a dedicated teacher of special education at Lexington High School for more than 30 years until his retirement in 2000, died this year at the age of 77. Bill Meade’s wife and three children have chosen to honor Bill’s commitment to and leadership in special education by establishing a memorial fund in his name at LEF. The Fund will support projects that advance special education at LHS and across the LPS system. We have attached an announcement about the Fund.

Upcoming events

- LEF’s Alumni Reunion will take place on November 19.
- LEF’s first STAR Award campaign of the school year will take place this fall.
- LEF’s annual spring gala, A Celebration for Education, will take place on April 2, 2016 at the Nashawtuc Country Club. The event will have a Bollywood theme

FINANCE OFFICE STAFFING (PK.11.17.15.3)

Ian Dailey (Interim Director of Finance and Operations) presented a memo regarding Finance and Operations Staffing, dated November 12, 2015.

- Accounts Payable Requisition Totals by Year
- Finance Data Specialist Job Description (draft to be finalized with Human Resources)

The scale of the Finance and Operations Office continues to expand as the District grows due to enrollment. Expanding enrollment triggers a number of expanding impacts on:

- Accounts Payable - Purchasing
- Payroll
- Hiring/On-boarding of employees
- Transportation

School Committee asked the following questions:

- Does the 6½ hours represent the total for both positions or for each position? Answer: Each.
- Is the 6 ½ hours to extend current employees time? Answer: Yes.
- Is the new position being posted? Answer: Yes.
- Is this for the FY16 Budget? Answer: For this year.
- What is the salary differential? Answer: When people leave system, a new person may be hired at a lower salary. This makes funds available in FY15.

Motion to establish a Finance Data Specialist position in the Finance and Operations Office and that funds be appropriated through the salary differential in the FY16 Budget. (Crocker/Hurley)

The Motion was approved (5-0).

FY17 CAPITAL UPDATE – HASTINGS WINDOW AIR CONDITIONING ASSESSMENT- Pat Goddard (Director of Facilities) (PK.11.17.15.2)

Mr. Goddard asked Shawn Newell (Asst. Director Department of Public Facilities) for an update on the potential to add air conditioning at Hastings. Currently there is enough electrical capacity and sub panel space to create 38 new dedicated circuits to provide air conditioning to each of the 19 classrooms on the 1st, ground and wing area. To complete the project the cost would be \$74,650. Both the gym and cafeterias could not be air conditioned by the means of window units due to the size and volume of space.

School Committee members asked Mr. Goddard the following questions:

- Can the A/C units be moved to other schools after the 3-year plan. Answer: Unlikely.
- Temperature control questions. Answer: Controlled manually in each room.

School Committee reached consensus to have administration include the Hastings window air conditioners in the FY17 capital project list for further review by the administration. This will again come to School Committee for final approval.

ADDITIONAL ANNOUNCEMENT: FINANCE UPDATE / PAYROLL

Steigerwald noted that she meant to provide an additional announcement at start of the meeting. School Committee attorney Colby Brunt has advised that a school committee member should be signing off on payroll. This has not been the practice in Lexington and Colby said she was going to speak to Ian Dailey to put this in place. Steigerwald will place it on another agenda. Dr. Czajkowski noted that in Barnstable the payroll was signed at a School Committee meeting.

CAPITAL PLAN – SCHEDULING TOWN MEETINGS MEMBERS ASSOCIATION (TMMA) INFORMATION SESSION – Tabled.

Steigerwald presented an overview of the FY17 Capital Update.

- Enrollment projections continue to rise.
- Funds from Town Meeting allowed us to develop a Master Plan with SMMA

- Spring Special Town Meeting additional funds to hire DiNisco design to further develop plans. Request to the Selectmen to support leasing space for relief of overcrowding and provide additional space.
- Recommend pre-fabricated modular with a life span of 20 years a higher quality and long investment versus leasing space.
- Mix of pre-fabs and brick and mortar construction evaluated by a cost estimator.
- Debt exclusion.
- Town issues.

BUDGET PLANNING-DISCUSSIONS FOLLOWING NOVEMBER 12, 2015 SUMMIT (HO.11.17.15.1)

- a. Review cost estimates for school projects**
- b. Options for Pelham property**

Dr. Czajkowski and Mr. Goddard presented the administration's current recommendations and included comments on the updated cost estimates and Pelham within their presentation.

- c. Reconsider options for multiple projects**

Dr. Czajkowski and Pat Goddard presented a power point presentation on the Multiple School Construction Project.

November 12th Budget Summit members expressed concerns on the multiple school projects, totaling \$172.5 million, requiring a substantial increase to the taxpayer and the consequences of not doing the projects were not clearly understood.

November 13th representatives from the Summit participants requested that staff provide a prioritization of projects and staff worked on a proposal to show what could be achieved with \$100 million, with an emphasis on capacity for projected growing enrollment through September 2019.

Superintendent and the Director of Facilities collaborated with the designers on Monday the 16th. Recommendation of \$100 million and the educational shortfalls with reduced project scope.

Middle School Overview:

- 2009 – average number of students per team has increased from 83 to 89
- Enrollment is projected to increase to 1830 by September 2019. No capacity increases, team size increases to 99 students.
- Current \$58M plan, with additions at both schools would add capacity and reduce team size back down to 85.
- 1st option – remove scope from the \$58M plan to retain capacity for an average team size of 85.
- 2nd option is to revisit all growth at Diamond option, reduce scope (and cost) and determine the educational impact, including the ILP Program at Diamond.

Middle School Option 1 – Reduce Scope to \$52 -54M **Clarke Plan & Diamond Plan**

Middle School Option 2 – All Growth @Diamond - \$43-45M

Middle School Comparison:

- Option 1 – reduces \$58M to \$52M-54M
Clarke – Enrollment (894) Teams (10.5) Ave Team Size (85)
Diamond - Enrollment (936) Teams (11) Ave Team Size (85)
- Option 2 – reduces \$58M to \$43-45M
Clarke – Enrollment (850) Teams (9.5) Ave Team Size (89)
Diamond - Enrollment (980) Teams (11) Ave Team Size (89)

Elementary School Overview:

- Since 2009, average number of students per section has been maintained at an average of 21.5, other educational programs have become compressed.
- Enrollment is projected to increase to 3188 students by September 2019. The new Hastings School, with 30 sections, is the primary means to provide capacity for growing enrollment.
- Effective September 2016 and until the new Hastings opens in September 2018/2019, the elementary art curriculum will be delivered to the classrooms, freeing up 6 art classrooms for enrollment growth.
- With 2 art classrooms, 1 reading room, and 3 open classrooms, Estabrook School has 6 classrooms for redistricting for September of 2016.
- LCP Program will continue to operate on the Harrington campus, eliminating over \$500K in increasing operating expense.
- Defer renovation at Pelham, if acquired, until after Hastings opens.
- Other capacity additions should be modular classrooms available for lease, from 3/10 years.

Cost Prioritization | Hastings (w/out MSBA)

- Savings is anticipated to be \$5-7M, a reduced project cost of \$53-55M, cost review scheduled for Tuesday, November 24.

Cost Prioritization | Hastings w/MSBA

- Total Project Cost - \$60M
- Reimbursed by MSBA (30%) - \$18M
Total Lexington Burden - \$42M

Elementary Enrollment and Capacity chart 9/2014 – 9/2019 presented and reviewed.

Summary:

1. High (w/out MSBA)
Clarke and Diamond \$54M
Hasting w/out MSBA \$55M
Total \$109M

- 2. Low (with MSBA)
Clarke and Diamond \$45M
Hasting w MSBA \$42M
Total \$87M

School Committee members asked questions:

- Was Minuteman Tech aware of the possibility of declining the lease?
- What was the cost per classroom at Clarke and Diamond?
- What was the impact of reducing classroom size or gym size at Hastings?
- How long would it take to have leased standard modular in place?
- What is the quality of a standard modular? Are there more and less expensive versions?
- How many rooms are available for fall 2016 redistricting?
- What are the different HVAC systems?

Mr. Goddard asked the School Committee for direction regarding HVAC for Lexington High School. Members asked what Permanent Building Committee had reviewed or recommended. Mr. Goddard felt this was a policy discussion for the School Committee. Members asked questions and expressed preference for the PBC to recommend a system with some temperature control and partial cooling comparable to Bridge and Bowman.

The Chair guided members through each aspect of the proposal and after reaching consensus on the separate elements (though there were aspects that individual members did not want), asked for a motion to recommend a proposal to the Board of Selectmen including the following:

SCHOOL COMMITTEE RECOMMENDED PROPOSAL:

I believe a motion was made and should be indicated here using the word “motion”

- Pre-Kindergarten Program “Lexington Children’s Place”:
To revoke authority for the Superintendent to enter into a 3-year lease with Minuteman Tech, and to retain the Lexington Children’s Place pre-Kindergarten program at Harrington for short-term only, with over-capacity accommodated at Central Office, and to identify a permanent location for the program.
- Middle Schools:
Undertake renovation, site-work, and new brick and mortar construction at Diamond to relieve current overcrowding and to increase capacity for future enrollment growth as presented in 11/17/15 Option One plus \$1.5 million for 2 additional classrooms
- Undertake renovation, site-work, and new brick and mortar construction at Clarke to relieve current overcrowding and to increase capacity for future enrollment growth as presented in 11/17/15 Option One plus \$1.5 million for 2 additional classrooms, and not relocate tennis courts (but add parking).
- Elementary Schools:
New Brick and Mortar Construction for 30 CR Hastings, (with or without support of Massachusetts School Building Authority) with a project goal of \$55 million. [Note: School Committee considers additional 9 classrooms critical.]
- To implement a phased redistricting plan with recommendations from an independent consultant, that relieves overcrowding at Bridge, Bowman and Fiske elementary schools beginning in fall 2016, and continues when new capacity becomes available upon the opening of a newly constructed 30 classroom replacement facility at Hastings. [Note: redistricting for fall 2016 anticipates using 4 classrooms at Estabrook and 1 classroom at Hastings.]

- To lease standard modular, 2 at Bridge, 2 at Bowman, and 2 at Fiske for use beginning fall 2016.
- High School:
To recommend future renovations and a phased project at Lexington High School to add capacity to relieve current overcrowding and anticipated enrollment increases.
- Capital Projects to Replace Mechanical Systems That Have Reached/Surpassed Lifespan: approx.
Recommend replacement of both Diamond boiler and the LHS HVAC as soon as possible, and to ask the Permanent Building Committee for a system recommendation with some temperature control and partial cooling comparable to Bridge and Bowman systems.

Future Planning / Pre-Kindergarten Program / Central Office / Future Elementary Growth:
Recommend Board of Selectmen pursue purchase of Pelham for potential future use to meet needs of Lexington Public Schools, possibly for LCP pre-kindergarten program, Central Office, future elementary use or other school purposes.

(Hurley moved, Alessandini seconded, 5-0)

SUMMARY 90 DAY PLAN – SUPERINTENDED MARY CZAJKOWSKI

Tabled

MEMBER DISCUSSION REGARDING NOVEMBER MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES (MASC) RETREAT

Steigerwald shared that in the Superintendent Evaluation session she attended (lead by Dorothy Presser), it was considered a best practice to give superintendents an opportunity to amend any goals prior to the mid-year evaluation as systems and timelines may change for reasons beyond the superintendent’s control.

Due to the late hour, other members asked to share their updates at a future meeting.

11:19 p.m. Adjourn: On a motion made by Steigerwald and seconded by Alessandrini, the School Committee voted unanimously 5-0 to adjourn at 11:19 pm.

Meeting Materials:

Agenda; Lexington Education Foundation Update – (PK.11.17.15.1); Hastings window Air Conditioning Assessment – memo from Shawn Newell to Pat Goddard dated 11/3/15 – (PK.11.17.15.2); Finance and Operations Staffing – memo from Ian Dailey dated 11/12/15 - (PK.11.17.15.3); Lexington School Committee Meeting – Multiple Schools Construction Project; present by Dr. Czajkowski and Pat Goddard - (HO.11.17.15.1)

Voted Approved by the School Committee 2.2.16