

**LEXINGTON SCHOOL COMMITTEE MEETING**  
**Monday, April 25, 2016**  
**Cary Memorial Building, Estabrook Hall**  
**1605 Massachusetts Avenue**

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

- 6:30 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.)
- 6:33 p.m. Superintendent Announcements:**
- 6:38 p.m. School Committee Member Announcements:**
- 6:45 p.m. Consent Agenda:**
1. Accept Permanent Building Committee Liaison Report – Judy Crocker
  2. Accept EDCO Liaison Report – Jessie Steigerwald
- 7:00 p.m. Agenda:**
1. Policy Subcommittee Recommendation Regarding Second Reading of Miscellaneous Policy Amendments (5 minutes)
    - a) (CB) School Superintendent
    - b) (CHCA) Approval of Handbooks and Directives
    - c) (DGA) Authorized Signatures
    - d) (EEAC) Traffic Safety and Mitigation
  2. Brief Update of the Student Assignment Committee and Redistricting (15 minutes)
- 7:20 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, April 26, 2016 – 6:00 p.m., Lexington Town Office Building, Selectmen’s Meeting Room, 1625 Massachusetts Avenue

# AGENDA ITEM SUMMARY

## LEXINGTON SCHOOL COMMITTEE MEETING

**TODAY'S DATE:**

Feb 26, 2016

**ITEM NUMBER:**

**A.1.a;b;c;d**

**REQUESTED MEETING DATE:**

April 26, 2016

**AGENDA ITEM TITLE:**

Second Reading of Miscellaneous Policy Amendments

**PRESENTER:**

Judy Crocker

**SUMMARY:**

In its periodic review of the School Committee Policy Manual, the School Committee Policy Manual Subcommittee recommends that the following amended policies are ready for their second reading by the School Committee per School Committee Policy BGB Policy Adoption. These include:

1. Policy CB School Superintendent
2. Policy CHCA Approval of Handbooks and Directives
3. Policy DGA Authorized Signatures
4. Policy EEAC Traffic and Safety Mitigation

**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

**SUGGESTED MOTION:**

*Approval of Second Policy Reading for Policies CB School Superintendent, CHCA Approval of Handbooks and Directives, DGA Authorized Signatures, and EEAC Traffic and Safety Mitigation*

**FOLLOW-UP:**

Third Policy Reading

**AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM:**

5 minutes

**ATTACHMENTS:**

Second Reading DRAFT SC Policy

**CURRENT POLICY --AMENDED EDITS**

File: CB

**SCHOOL SUPERINTENDENT**

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State ~~Dept.~~Department -of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Selectmen in sufficient time for printing in the annual report.

LEGAL REFS: M.G.L. 71:59, 72:3

## **CURRENT POLICY**

File: CB

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LEGAL REFS:       M.G.L. 71:59, 72:3

**CURRENT POLICY - - AMENDED EDITS**

File: CHCA

**APPROVAL OF HANDBOOKS AND DIRECTIVES**

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and **annually** distribute to each student a handbook setting forth the rules pertaining to conduct of students. The site-based school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

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It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS.: M.G.L. 71:37H

## **CURRENT POLICY**

File: CHCA

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LEGAL REFS.: M.G.L. 71:37H

**CURRENT POLICY – AMENDED EDITS**

File: DGA

**AUTHORIZED SIGNATURES**

The School Committee shall designate by vote one member who will sign the payroll presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The **employee** serving in the School Business Administrator role or designee shall sign payroll presented for approval.

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The Town Treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid unless allowed by statute.

The School Committee shall designate purchase order and/or contract signature authority as follows:

1. The School Chief Procurement Officer shall sign attesting to procurement laws being followed.
2. The School Business Official shall sign attesting to available funds to pay for the purchase.
3. Town Counsel shall sign as to form for contracts over \$100,000.

Three members of the School Committee shall sign accounts payables batches/warrants for each warrant.

The School Business Administrator shall sign all accounts payable batches presented for approval.

The Superintendent will sign payroll warrant and accounts payable batches in the absence of the School Business Administrator.

LEGAL REF.: M.G.L. 41:41; 41:52

## **CURRENT POLICY**

File: DGA

### **AUTHORIZED SIGNATURES**

The School Committee shall designate by vote one member who will sign the payroll presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The serving in the School Business Administrator role or designee shall sign payroll presented for approval.

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The Superintendent will sign payroll warrant and accounts payable batches in the absence of the School Business Administrator.

LEGAL REF.: M.G.L. 41:41; 41:52



**CURRENT POLICY-AMENDED EDITS**

File: EEAC

**TRAFFIC SAFETY AND MITIGATION**

The School Committee and administration strive to ensure overall safety of students, employees, and community members while on school property. The School Committee encourages walking, bicycling, school bus, car pool, and other means of mass transit to access school property. In addition, the School Committee is aware of and understands that traffic conditions on school property and subsequently residential streets abutting school property affect the neighborhoods' livability.

The goal of the School Committee Traffic Safety and Mitigation Policy is to improve safety by affecting driver behavior and the quality of life for residents, pedestrians, bicyclists, and motorists. In addition, it is to ensure that school traffic plans do not hinder quick response time for emergency service vehicles including fire trucks, police cars, ambulances, and large vehicles such as school buses and trucks used for providing essential municipal, school, and resident services.

The School Committee is responsible for traffic safety and mitigation on school property. Principals are responsible for following School Committee policy and for the safe and proper transfer of students to/from home. The principal's jurisdiction is the management and operations of school grounds and school owned/contracted vehicles. Visitors, parents, guardians, and designated caregivers are responsible for following all posted policies, regulations and guidelines for traffic safety and mitigation on and around school property.

Traffic safety and mitigation improvement can be achieved through education, enforcement, and engineered traffic calming programs. Traffic calming is defined as a combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.

The superintendent will monitor the implementation of the policy and provide support to principals and the transportation coordinator who are responsible for implementing the policy and establishing student to parent transfer procedures for the school buildings. Traffic plans, signage, and direction are part of this policy and must follow *Manual on Uniform Traffic Control Devices* ("MUTCD") standards. The School Superintendent or designee is appointed to the Traffic Safety **Advisory Committee Group**.

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Any changes to posted traffic plans for each school building must be reviewed by the Traffic Safety **Advisory Committee Group** before being approved by the School Committee and implemented by the building Principal.

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The following shall be enforceable at all times, but with diligence during school hours, commencing 7:00 a.m.-6:00 p.m. on days Lexington Public Schools is in session, including summer school programs:

1. Traffic and parking regulations promulgated by the Commonwealth of Massachusetts and the Town of Lexington must be followed and are enforceable by the Lexington Police Department on school property. *This will apply to all modes of transportation (e.g., vehicle or bicycle).*

## CURRENT POLICY-AMENDED EDITS

File: EEAC

2. All school traffic plans shall use the Lexington Public Schools Standard Signage and Pavement Markings Guide and shall be MUTCD compliant.<sup>1</sup>
3. People who violate traffic regulations or safety and mitigation policies may be subject to fines and other penalties permitted by law.
4. School traffic plans, policies, and guidance will be posted on the district web site for each school location and reviewed annually by the principal and the school department's liaison to the Traffic Safety Advisory Committee Group.
5. School hours will be posted on district calendars and web sites.
6. Instructions given by school designated traffic personnel must be followed. School traffic personnel are identified as any individual wearing a garment that meets the requirements of ANSI 107 (OSHA) and using hand-signaling devices, such as STOP/SLOW paddles, to control traffic through specified temporary traffic control zones.

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The following actions are prohibited:

- Parking, standing, or waiting to drop off or pick up students in designated bus lanes.
- Domesticated animals on school property under town by-law § 187-96 during arrival and dismissal and unrestrained animals at any time on school property. All owners are responsible for cleaning up after their animals if they are brought on school property.
- Jaywalking. Use all painted crosswalks for crossing driveways and in parking lots. Avoid illegal or reckless pedestrian crossing of a roadway or driveway.
- Exiting a vehicle in a non-curbside lane (driver's side).
- U-turns on school property.
- Double-parking.
- Blocking an intersection in a neighborhood or on school property.
- Dropping off or picking up passengers in a driveway or traffic lane.
- Horn honking, except as a warning of imminent danger.

In an effort to support safe arrival and dismissal of all students and employees, the Principal may:

- Require submission of license plate numbers upon request for all vehicles driven by visitors, parents, employees, students, and family-designated drivers;
- Use license plate information to grant permission and privileges, provide notice or educational material, or assess authorized fines, penalties, to owners and operators;
- Assign parking spaces for employees; (Visitor and handicap parking will be designated on the posted plan for the school.)

<sup>1</sup><http://mutcd.fhwa.dot.gov/>

## ~~CURRENT POLICY-AMENDED EDITS~~

File: EEAC

- Remove illegally parked vehicles or other obstructions from traffic flow areas and invoice the owner of the vehicle or obstruction for the removal cost;
- Restrict cars from standing, parking, or idling in the pick-up zone prior to the designated time;
- Require use of placard or other signs to identify vehicles picking up students in designated vehicle lanes;
- Establish written transfer procedures for a child from the school house to the parent or other authorized designee;
- Restrict students from being loaded into vehicles in undesignated areas;
- Discourage the use of cell phones in the drop-off or pick-up lane/zone; (All drivers, regardless of age or license status, are banned from texting while behind the wheel.<sup>2</sup>)
- Remove privileges of parents to pick up their student should the owner/operator behavior be deemed unsafe to other motorists, employees, or students.

LEGAL REFS.: Manual on Uniform Traffic Control Devices (MUTCD) - FHWA; State Supplement: Massachusetts Amendments to the 2009 MUTCD (January 2012) (PDF, 1.9MB)  
State Traffic Control Detailed Drawings, Policies, Design Manuals: Massachusetts DOT Highway Division Manuals  
No Idling:540 CMR: REGISTRY OF MOTOR VEHICLES (Chapter 386 of the Acts of 2008)  
Town By-Laws: § Chapter 46. Engine Operation Of Stopped Vehicles  
Animals on School Grounds: Town By-Laws: §187-96 Prohibited activities, Clause L.  
Restraint of dogs required; licenses: Town By-Laws: §9-2.  
Parking: Town By-Laws: §135-5.0, General Regulations, 5.1, Off-Street Parking and Loading.

## CURRENT POLICY

File: EEAC

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Parking: Town By-Laws: §135-5.0, General Regulations, 5.1, Off-Street Parking and Loading.

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SCHOOL COMMITTEE MEETING**

**TODAY'S DATE:**

April 15, 2015

<b>ITEM NUMBER:</b>
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<b>A.2</b>
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**REQUESTED MEETING DATE:**

April 25, 2016

**AGENDA ITEM TITLE:**

Brief update of the Student Assignment Committee and Redistricting

**PRESENTER:**

Dr. Czajkowski

**SUMMARY:**

Follow-up discussion with the Student Assignment Committee regarding additional options and scenarios and a discussion of Buffer Zones.

**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:**

N/A

**FOLLOW-UP:**

**AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM:**

(15 minutes)

**ATTACHMENTS:**