

LEXINGTON SCHOOL COMMITTEE MEETING
Monday, July 31, 2017
Central Office Upper Level Conference Room
146 Maple Street, Lexington MA

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:

6:43 p.m. Consent Agenda:

1. Vote to Approve School Committee Minutes from May 23, 2017
Vote to Approve School Committee Minutes from June 20, 2017

6:48 p.m. Agenda:

1. Vote to Appoint Sandra Trach as the Assistant Superintendent of Strategic Planning and Operations of Lexington Public Schools from August 1, 2017- June 30, 2020 (10 minutes)
2. Vote to Appoint Kate Colburn & Kathleen Lenihan to the Planning Boards Comprehensive Plans Committee (5 minutes)
3. Discussion of Lexington High School Graduation Requirements & School Committee Role (10 minutes)

7:13 p.m. Executive Session:

Exemption 2 – To conduct a strategy session in preparation for contract negotiations with Superintendent Czajkowski

8:00 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, August 22, 2017 at 7:00 p.m., Selectmen’s Meeting Room, 1625 Massachusetts Ave.

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: July 28, 2017

REQUESTED MEETING DATE: July 31, 2017

AGENDA ITEM TITLE:

Vote to Appoint Sandra Trach as Assistant Superintendent of Strategic Planning and Operations of the Lexington Public Schools, from August 1, 2017 – June 30, 2020

PRESENTER: Mary Czajkowski

SUMMARY:

Recommendation of the Superintendent of Schools is to appoint Sandra Trach to the position of Assistant Superintendent of Strategic Planning and Operations.

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:

Motion to Apoint Sandra Trach as Assistant Superintendent of Strategic Planning and Operations of the Lexington Public Schools, from August 1, 2017 – June 30, 2020.

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes

ATTACHMENTS:

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: July 27, 2017

REQUESTED MEETING DATE: July 31, 2017

AGENDA ITEM TITLE: Vote to Appoint Kate Colburn & Kathleen Lenihan to the Planning Board's Comprehensive Plans Committee

PRESENTER: Alessandro Alessandrini

SUMMARY: Appoint Kate Colburn & Kathleen Lenihan as the School Committee Representatives to the Planning Board's Comprehensive Plans Committee

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:

Motion to Approve Kate Colburn & Kathleen Lenihan as the School Committee Representatives to the Planning Board's Comprehensive Plans Committee

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 5 minutes

ATTACHMENTS:

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: July 27, 2017

REQUESTED MEETING DATE: July 31, 2017

AGENDA ITEM TITLE: Lexington High School Graduation Requirements & School Committee Role

PRESENTER: Jessie Steigerwald and Kathleen Lenihan

SUMMARY:

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:

Motion to request Policy Subcommittee bring forward a draft Graduation Requirement Policy for the full committee to review.

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: (10 minutes)

ATTACHMENTS: (1) Massachusetts Comprehensive Assessment System – Graduation Requirements (2) Lexington Program of Studies (3) Lexington Handbook 2016 – 2017 (4) March 1996 School Committee Minutes Reflects presentation to School Committee regarding graduation requirements. No vote is recorded. (5) Concord-Carlisle School Committee Policy IKF – Graduation Requirements (6) Cambridge School Committee Policy IKF - HIGH SCHOOL GRADUATION REQUIREMENTS (7) MASC Policy Service Information

July 26, 2017

From: Jessie Steigerwald
To: Dr. Czajkowski & School Committee
Subject: Lexington High School Graduation Requirements & School Committee Role

A parent has raised a question about School Committee's role in graduation requirements. The parent was told by members of the administration that the School Committee policy dictated limitations on administrators' actions with regard to specific student, and that graduation requirements could not be waived. I referred the parent to contact Dr. Czajkowski and other SC members, including Chair and Policy Subcommittee. I also talked to Kathleen and to Dr. Czajkowski. The parent also contacted Kathleen, and Dr. Czajkowski (and perhaps other members). Dr. Czajkowski, Ellen Sugita, Kathlee and I met on Wed. July 26 to discuss.

In our discussion, these were some points we all felt should be brought to the attention of the full committee. We also felt we would recommend the Policy Subcommittee take up the topic of Graduation Requirements. However, the full committee will need to decide the next step, and this agenda item seeks to update all members, and determine if the matter should proceed to the Policy Subcommittee.

Notes:

The current School Committee Policy Manual does not include a policy about graduation requirements. When we adopted the new policy manual, we formally rescinded all policies heretofore adopted. If any additional policy is required, it must be formally adopted.

In the policy codification system we are using, "IKF" is the proper location for a policy on graduation requirements. If you visit the MASC website, you can view other towns to see their policies. Links for Concord-Carlisle and Cambridge are included below. You can also observe that not all towns include a policy, for example, Wellesley does not have an "IKF" file.

Currently the LHS graduation requirements are documented in two places on the LPS website. If you search the topic, you can find a link to a page that lists graduation requirements. While it does not specify "no exceptions", it outline a process to waive requirements, nor does it designate a person who has authority to make exceptions.

The second place graduation requirements are documented is in the online 2016-2017 LHS Handbook. In that section (page 97), it refers to School Committee action in March 1996 having approved the requirements. However, a search of the minutes of March 1996 indicates that while there was a presentation from the administration, and a discussion among members, no vote is recorded. If a prior School Committee formally voted with the intent to establish the requirements as a policy, it may have been at a later date. We checked the next few months in 1996, but the topic was not listed on those agendas.

The current requirements (listed in both places) have been in use as a practice/protocol for some time, however, exceptions have been made. Administrators have worked with individual students/families to allow some students to graduate without fulfilling the precise requirements. This information is not gathered in one place.

While state requirements must be met, we discussed a variety of reasons the administration might consider it best for a student to make exceptions, or to waive certain requirements that are Lexington's "local" requirements. Concerns included students whose physical or mental health make consistent attendance impossible, students with specific special needs, and other instances.

If the School Committee agrees to refer the subject of "Graduation Requirements" to the Policy Subcommittee, they can hear from students, staff and family to take experiences with the listed requirements, and any concerns, into account before bringing a recommended draft policy back to the full School Committee.

We also discussed the usefulness of the MASC policy services and would like the full committee to consider enlisting help from MASC both in terms of (1) meeting with the current Policy Subcommittee members and (2) considering the MASC online searchable documentation service. Links to MASC are provided below.

Finally, in reviewing the 2016-2017 LHS Handbook, there are several sections that refer to School Committee policies but, while in some places the section looks like it is listing a School Committee policy, the text in the section actually includes high school specific protocols/rules. This should be edited so parents/students can easily see what is a School Committee policy, and what is an LHS policy

Questions:

1. Are high school graduation requirements a policy that is set by the School Committee or the administration?
2. If the School Committee should have a policy in place, who governs decisions in the absence of a policy?
3. Within the administration, who is it best to have make decisions about graduation requirements? LHS Principal? Superintendent?
4. Who, if anyone, has discretion to waive graduation requirements?
5. If the administration has discretion to waive graduation requirements, is any feedback requested from the School Committee?

Attachments:

(1) Massachusetts Comprehensive Assessment System – Graduation Requirements
<http://www.doe.mass.edu/mcas/graduation.html>

Updated: March 2017

(2) Lexington Program of Studies – linked to LPS website:
<https://lps.lexingtonma.org/Page/1424>

(Makes no reference to School Committee policy.)

(3) Lexington Handbook 2016 – 2017: (Excerpted below)
<https://lps.lexingtonma.org/cms/lib/MA01001631/Centricity/Domain/442/LHSStudent%20Handbook%2020162017REVSEPT8.pdf>

See page 97 for Graduation Requirements

(Note: makes March 1996 reference to School Committee.)

(4) March 1996 School Committee Minutes

Reflects presentation to School Committee regarding graduation requirements. No vote is recorded.

(5) Concord-Carlisle School Committee Policy IKF – Graduation Requirements

<http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=concordcarlisleset>

Note: MASC provides host service for district policies. This link takes you through the MASC portal to view the Concord-Carlisle policies. You can search for the policy by typing “Graduation Requirements” in the upper search bar.

(6) Cambridge School Committee Policy IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

(7) MASC Policy Service Information:

<http://www.masc.org/policy-services/policy-services>

<http://www.masc.org/masc-contract-policy-service>

Note: Not all districts hosted by MASC include a Graduation Policy. One example is Wellesley. Their manual does not include policy IKF on Graduation Requirements.

Attachment #3

Lexington High School Handbook 2016 – 2017
Student/Parent Handbook 2016– 2017

<https://lps.lexingtonma.org/cms/lib/MA01001631/Centricity/Domain/442/LHSStudent%20Handbook%2020162017REVSEPT8.pdf>

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Graduation Requirements

The Lexington School Committee approved the following graduation requirements in March of 1996.

The required course credits in each discipline/department are referred to as course distribution requirements.

1. Credits required each year: Freshman – 28; Sophomore – 27; Junior – 27; Senior – 26.

2. Students must earn 104 total credits and fulfill minimum course distribution requirements. In addition, students must perform 40 hours of approved community service.

3. Required courses: Students will study English, Math, Science and Social Studies during each of the four years. (Exception: In senior year, students may apply for the Senior choice option. If approved, they may take alternate electives in place of either mathematics, social studies or science while maintaining a full year of courses in the other two.) Refer to Program of Studies for complete list of requirements.

4. Course Distribution Requirements

By graduation time, a student should have accumulated the following number of credits in each department as indicated: English: 16 Credits

Fine and Performing Arts: 8 Credits Foreign Languages: 8 Credits Mathematics: 16 Credits Physical and Health Education: 10 Credits Science: 18 credits Social Studies: 16 Credits Exception: those who opt for Senior Choice or Minuteman Program