

LEXINGTON SCHOOL COMMITTEE
Tuesday, December 1, 2015
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

Present: Chair Jessie Steigerwald, Vice Chair William Hurley, Margaret Coppe, Alessandro Alessandrini, Judy Crocker

Absent: Student Representative Abigail Schwartz

Also 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); Ellen Sugita (Director of Special Education), Anna Monaco (Principal Clarke Middle School); Anne Carothers (Principal Diamond Middle School); Louise Lipsitz (Principal Hastings Elementary School)

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

The meeting convened at 6:30 p.m.

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

6:30 PM Executive Session:

MOTION to go into Executive Session under Exemption 3, to discuss strategy with respect to pending litigation involving an outside consultant, to return to open session at the conclusion. Further, the Chair declared that it would be detrimental to the bargaining and negotiating position of the School Committee. (Steigerwald, Coppe)

M. Coppe – AYE J. Crocker – AYE W. Hurley – AYE A. Alessandrini – AYE J. Steigerwald – AYE

The Motion was approved 5-0 by a roll call vote.

6:31 PM Executive Session Convenes

6:51 PM Executive Session ended and the Committee returned to Open Session at which time Ms. Steigerwald called for a brief recess until 7:00 PM.

7:01 PM Ms. Steigerwald ended the recess and the Committee was in Open Session

Minutes for the Open Session continue in a separate document.

Welcome and Public Comments:

- Nita Sturiale, 20 Cedar Street– a parent of two students, spoke in regards to the potential of classroom reallocation to meet the needs of the growing student population, believes art is not a companion to the core, but essential, and that art on a cart may lessen the quality of the arts curriculum in Lexington.
- Elaine Ashton, 32 Cliffe - spoke in regards to enrollment data and requested infographic to help illustrate the crowded conditions.

Superintendent's Announcements:

- Clarke Middle School Costa Rica trip for 2016, overwhelming interest in this trip. Dr. Czajkowski approved increase in participants from 30 students to 40, with a staff to student ratio of 1-10.
- Carol Pilarski and Dr. Czajkowski met last week with Dan Kupta and members from the 20/20 Vision Committee. Dan and the committee will be looking at communities similar to Lexington with changing demographics and how we can be more inclusive with respect to our hiring practices, our curriculum and participation on boards and committees
- Jill Smilow; President - METCO College Scholarship Fund of Lexington would like to attend a future School Committee meeting and discuss scholarships.
- Dr. Czajkowski and Maureen Kavanaugh met last week to discuss potential data to be included in an enrollment report. Data being considered in this report includes the following: monthly enrollments; enrollment projections; monthly mobility data; comparative yearly analysis data; census data, housing data including new permits and rentals. We would like this to become the official enrollment report for the district, which would be posted on a monthly basis on the district website. We will be discussing this proposed new enrollment report at the December 15th school committee input and would ask for feedback on types of data the school committee would like included in this report.
- Dr. Czajkowski has met with principals, Town Manager Carl Valente, and Assistant Town Manager Rob Addelson to discuss the FY '17 revenue allocation model. The school share of incremental FY '16 revenue was 8.5%. The school share of incremental FY '17 revenue is 6.6%. This was an estimate as of Friday and final numbers will be presented at Summit 3 this Thursday night., December 9
- December 8 will be the Capital Expenditure Committee meeting in which we will be presenting our Capital Projects.

School Committee Member Announcements:

Alessandrini: None

Crocker:

- The next Town-wide Flu Clinic is being held tomorrow Dec 3 from 4-7pm in the Media Room at LHS.
- On Nov 19, along with Ms. Pilarski represented LPS at the Lexington Education Foundation Alumni Reunion. 25 years strong, the founding members of LEF looked back on the trials, sweat equity and humor of establishing Lexington's educational partner.
- The LABBB Best Buddies Craft Fair is this Saturday from 9am-3pm at LHS. Proceeds from the fair help support this program where friendships are fostered between students with special needs and their peers.

Hurley: Steigerwald and Hurley attended the Capital Expenditure meeting earlier today. They reviewed school projects and had further questions for the School Committee and administration

Coppe: Maryann Stewart, member of the Massachusetts Board of Elementary and Secondary Education was elected Northeastern Area Director of the National Association of State Boards of Education.

Steigerwald: Thanked Dr. John King, the next U.S. Secretary of Education, for visiting Lexington's Public Schools on Nov. 20 to learn more about our community's support of the METCO program, our steps toward addressing the achievement gap, and appreciated Ms. Hamilton for including School Committee members in this meeting. Was glad to attend with Ms. Crocker, students and staff.

Consent Agenda:

1. Accept Youth Services Council Liaison Report from Margaret Coppe
2. Accept Community Coalition Liaison Report from Jessie Steigerwald
3. Approve Minutes from November 17, 2015

***MOTION to approve consent agenda. (Coppe/ Alessandrini)
The Motion was approved (5-0).***

Agenda:

A.1 Multiple School Projects, Capital Plan

The School Committee reviewed motions for Special Town Meeting #1. Members received draft motions in their packet and referenced these during the discussion.

Article 2 APPROPRIATE FOR SCHOOL FACILITIES CAPITAL PROJECTS

MOTION: That the Town appropriate \$5,386,000 for design, engineering and

architectural services for plans and specifications for constructing new school buildings and additions to existing school buildings, including modular classrooms, and for remodeling and reconstructing existing school buildings, including the construction of modular classrooms, and for the payment of all other costs incidental or related thereto; that to raise such amount the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$5,386,000 under M.G.L., Chapter 44, Section 7 or any other enabling authority; and that the Board of Selectmen and any other appropriate Town officials are authorized to take any other action necessary or convenient to carry out these projects.

School Committee: Members discussed the wording of the article. They inquired if the wording would provide the opportunity to revisit options. Pat Goddard believed this motion provided the necessary flexibility.

Members noted there had been discussions about leasing or purchasing modulars. Are there sufficient funds in this article to purchase? Answer: Pat Goddard stated the amount in the motion included the amount estimated that was needed to purchase the modulars.

Location of the modulars: Two at Bridge, two at Bowman and two at Fiske. Hurley suggested that the vote include up to six either for leasing or purchasing. Steigerwald would like to allow Dr. Czajkowski maximum flexibility on the location of the modulars should the administration find there is a better arrangement if they are purchased. Alessandrini would like the locations to be two at Bowman, two at Bridge and two at Fiske.

Dr. Czajkowski asked that the committee allow staff and the superintendent to come back with a recommendation.

Motion to amend the School Committee's November 17, 2015 proposal to lease or purchase up to six modulars for elementary use. (Steigerwald, Hurley)
(4-1) Alessandrini opposed.

Crocker requested eliminating the lease option and this would be a new vote in place of the prior vote.

Motion to amend the School Committee's November 17, 2015 proposal to purchase up to six modulars for elementary use. (Steigerwald/Crocker).
(4-1) Alessandrini opposed.

School Committee Members: Steigerwald asked if members were interested in reconsidering a brick and mortar possibility at Harrington. This included conversation about Lexington Children's Place ("LCP") and the considerations around whether or not LCP should have a free standing building or be part of an elementary school. Interest was expressed in asking to receive additional design and schematics for a brick and mortar addition to Harrington. There were concerns that without this consideration the

town may not be fully addressing the overcrowding at the elementary school level. Pat Goddard requested that the Committee wait until they receive the Harrington report due from DiNisco in December. Once School Committee has that report in hand, members can consider what additional work they might want to consider.

Move to further evaluate the potential for a brick and mortar addition at Harrington with or without a Pre-Kindergarten and with a safe effective traffic pattern.
(Steigerwald, Alessandrini). (5-0)

School Committee Members: Discussed further possibilities with the purchasing of Pelham. Alessandrini suggested that a study be conducted.

Pat Goddard: DiNisco provided a projection that building a 24 classrooms school at the Pelham location would be approximately \$53 million dollars. Goddard further stated that they had a release to do work but the site was not accessible.

School Committee Members discussed the Middle Schools and the options presented at the November 17, 2015 meeting. The middle school principals both encouraged the School Committee to recognize that choosing the second option (all growth at Diamond), which did not include additions to Clarke, meant endorsing middle school class sizes at both schools of 28 – 29 students. They suggested class size should be 22 – 25 students. There also was recognition that some of the class size tension Lexington experiences is, counter-intuitively, due to the number of class offerings (ex. choice of World Languages, math levels, etc.), in addition to the team sizes.

Kate Colburn, member Appropriation Committee, asked questions about enrollment projections, capacity and the number of classrooms.

A.2 – Formulate Request to Board of Selectmen to Release Funds for Multiple School Projects - March 2015 STM Article 2 Release #5

Presenter: Pat Goddard

Summary: To maintain projects schedules, additional funds are requested for the designers (DiNisco) and project managers (Hill, DPF APM) assigned to the Clarke, Diamond, and six modular classrooms projects. The amount requested is \$427,170 (Diamond \$239,539, Clarke \$102,740, and six modular classrooms \$84,891.)

In addition, the \$28,000 unused portion of the \$33,000 release for designing renovations at the Harrington LCP should be used to evaluate changes at the Central Administration Building in support of the LCP program.

Motion that the School Committee allow work to continue through the month of December, we recommend that the Board of Selectmen release \$427,170 from the March 2015 STM Article 2 appropriation of \$4,080,000. In addition, we recommend that a previously released amount of \$28,000, no longer needed to evaluate the Harrington LCP space for renovation, be used to evaluate changes at the Central Administration Building for use by LCP. (Steigerwald, Hurley)
The Motion was approved unanimously.

A.3 - Summary 90 day Plan

Presenter: Mary Czajkowski

Summary: Dr. Czajkowski presented a PowerPoint with a 90 day summation relating to the goals she established for her first 90 days as the new Superintendent of Lexington Public Schools. Dr. Czajkowski shared observations from her first five months in Lexington, articulating her first projects, successes, challenges, and some next steps. One related to the next agenda item, a request for a new position..

A.3.a - Superintendent Staffing Recommendation

Presenter: Mary Czajkowski

Summary: 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 multitude of tasks related to residency, documentation and special projects and has a current staff of 1 person. Dr. Czajkowski asked for support for this new position and the School Committee agreed to bring it back on a future agenda. Ms. Coppe asked whether the position was for the next year or the current year.

A.4.a.b.c - NOVUS Agenda – Discussion and Planning for Use of New Agenda Software

Presenter: Jessie Steigerwald

Summary: The Board of Selectmen have begun using NOVUS Agenda software to manage agendas, gather documents for meetings, present information to the public, and handle compliance with Open Meeting Law. The Selectmen and Town Manager have requested other town boards and committees make use of this software. The license fee paid by the Town permits the School Committee to use it without an additional fee. Training will be required in addition to adjustments in how staff and members prepare for meetings.

Ms. Steigerwald and Ms. McDonough met with Ms. Lynne Pease to discuss the transition for School Committee to use the NOVUS Agenda software. It would be helpful to begin this transition as soon as possible as we will need to get accustomed to it, and presenters will need to adapt.

The software offers many advantages:

(1) Presenters submit a form so they summarize their information and are very clear about what action they would like School Committee to take. (2) Preparing the Agenda Item Summary forms minimizes creating motions on the fly. Presenters are asked to submit requested motions in advance. (3) The prepared summaries make it easier to take accurate minutes. (4) Meetings are easier to schedule. . (5) Packets can be managed on line by Executive Assistant and Chair. Community members and School Committee members can click to a specific agenda item and do not need to scan through long PDF of packet. Nor would it be necessary to print out the full packet; users can select the items they wish to print.

Selectmen each still receive a packet, and so does Town Manager, Assistant Town Manager and Secretary. Other department people print only what they need or want, or refer to the materials on line to save paper and labor.

Liaison Reports can be formalized with this procedure by using Consent Agenda. Members can still provide updates, but we can shorten the length of time of these oral reports by agreeing to this shared system. Items that require deliberation can be submitted with request to put on Agenda. (Clarifies the Announcement part of the meeting.)

Ms. Steigerwald noted that this week's meeting materials include samples of what the NOVUS system would look like. Each agenda item has an explanatory sheet, there are draft motions, and the forms in the packet are drafts so that members and staff can test drive them and offer feedback before the software arrives. The software has templates that we can adjust to suit our needs.

Move that the School Committee commit to implementing the NOVUS Agenda software program for future School Committee meetings; support training for the School Committee Executive Assistant, Chair, and other members who wish to take part in training; adopt the following procedures beginning for the December 15, 2015 meeting: Agenda Item Summary Forms required for all presenters, Liaison Report forms required for all School Committee members. (Coppe, Crocker_)
The Motion was approved unanimously.

A.5 - Member Reports from November Massachusetts Association of School Committee (MASC) Report: Cultural Proficiency and School Law

Presenter: Margaret Coppe

Summary: Cultural Proficiency presentation by Ron Walker, Denise Hurst, Kharis McLaughlin.

Definition of Cultural Proficiency, need for policy, need for training; Review of recent arbitration and judicial review decisions under MGL Chapter 71, Sections 42 and 42D

Mr. Alessandrini provided an update on the sessions he attended, including Charter Schools and Reducing Standardized Tests. Mr. Alessandrini offered to write a letter about Charter Schools to offer input 12/1/15 ". Mr. Alessandrini noted that reducing standardized test can give teachers more time to teach and could reduce stress.

Ms. Crocker provided an update on the session she attended, including School Committee- Superintendent partnerships. Ms. Crocker provided a booklet for each member. Other sessions included: Budgets, where cooperative purchasing was discussed; Lawmakers (discussion of sales tax funds used for MSBA and a request from that panel that members consider that if the tax free day did not exist, there would be additional funds available to the MSBA); Pre-Kindergarten (with presentation on value of early education). Ms. Crocker also shared the outcome of the Delegate meeting – all

resolutions passed with one exception (tax reform failed by a vote of 50-62). Ms. Crocker attended the Division 2 Meeting and was elected Treasurer.

Ms. Crocker provided a booklet on the topic for each member and shared them at the table. This session also discussed School Committee criteria for self-evaluation and suggested that we have a discussion on the possibility of implementing such an annual protocol at a future retreat...

***Meeting Materials:** Agenda; Agenda Item Summary Sheets; 11/4/15 Update from Youth Services Council; Draft Minutes 11/17/15; Packet from Mr. Goddard “March 2015 STM Article 2 Release #5”; 12/1/15 “First Term Summation” by Dr. Czajkowski; Job Description “ Special Assistant to the Superintendent for Communication, Residency, Central Registration & Special Projects”; Handouts: 12/1/15 - Draft Town of Lexington Motions for 2015 Special Town meeting #1 (12/7/15); MASC Booklet “School Committee – Superintendent Partnerships”; 11/30/15 Letter from Anna Monaco to Dr. Czajkowski “Clarke Costa Rica Trip 2016”; 11/30/15 School Committee Update prepared by Ms. Crocker “Plus One Organizational Meeting” ; 11/30/15 Print out of Email from Dr. Czajkowski and Mr. Goddard to School Committee “Letter on HVAC Review” with attachment from DiNisco Design “Clarke and Diamond HVAC Evaluation”; 12/1/15 Appropriation Committee Report to the November 2015 Special Town Meeting #1*

Motion to Adjourn at 9:54 p.m. (Alessandrini, Hurley) 5-0 Unanimous.

Place on Consent Agenda 2.23.16

Voted Approved by the School Committee 2.23.16