

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

6:31 p.m. Executive Session (30 minutes)

(Approx.) The School Committee will reconvene in Open Session.

1. Exemption 3 – To Discuss Strategy with Respect to Pending Litigation Involving an Outside Consultant

7:05 p.m. Superintendent's Announcements:

7:10 p.m. School Committee Member Announcements:

7:15 p.m. 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

7:15 p.m. Agenda:

1. Multiple School Projects, Capital Plan
 - a. Review Motions for Special Town Meeting #1 (5 minutes)
2. Formulate Request to Board of Selectmen to Release Funds for Multiple School Projects (10 minutes)
3. Summary 90 day Plan – Superintendent Mary Czajkowski (20 minutes)
 - a) Superintendent Staffing Recommendation
4. NOVUS Agenda – Discussion and Planning for use of New Agenda Software (10 minutes)
 - a) New “Item Summary Form” Requirement For All Presenters
 - b) Training for Chair and Executive Assistant
 - c) Procedure for Packets and Handouts
5. Member Reports From November Massachusetts Association of School Committee (MASC) Retreat (20 minutes)

8:20 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.

LIAISON REPORT

LEXINGTON SCHOOL COMMITTEE

DATE: 11/23/15

AGENDA ITEM TITLE:

Accept Youth Services Council Liaison Report from Margaret Coppe

SUBMITTED BY: Margaret Coppe

ITEM NUMBER:

C.1

SUMMARY:

See attached formal report.

SUGGESTED MOTION:

Accept report – can be on consent agenda.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12/1/15 7:15 PM – within Consent Agenda

ATTACHMENTS:

Description

Margaret Coppe Youth Services Council Report – 11/4/2015

Type

Backup Material

ITEM NUMBER:

C.1

Youth Services Council

November 4, 2015

3:00 PM

Room 217, Lexington High School

Present: Kristie Demirev, Social Worker, Youth and Family Services Town of Lexington,
Thomas Romano, Assistant Youth and Family Services,

(Missed name) Intern to Kristie Demirev

Jen Forgit, Teen Librarian Cary Memorial Library

Norm Cohen, Lexington Board of Selectmen

Jennifer Wolfrum, Teacher, PE and Wellness, LHS

Valerie Viscosi, K-12 Director of Counselling

Bettina McGimsey, Chair of PTA/PTO Presidents Council

Kathleen Lenihan, Co-President LHS PTO

Kara Brandes, Co-President LHS PTO

Daniel Palant, Community member

William Sherwood, student, class of 2017

Margaret Coppe, School Committee

1. Projects for YSC

- Teen events at Community Center
- Underused at present
- Need teen advisory board
- Location and directions need better publicity for teens
- Kristie can get free LexPress tickets
- Are there any current teen activities that can be relocated to the Community Center?
- Any chance of extending Saturday evening and Sunday hours?
- Can food trucks come to the Community Center?
- Discussion of various users

2. Underage drinking (SHAC subcommittee)

- Gathering statistics
- Surveying other communities
- Police unable to attend last meeting
- This is an on-going project
- Bedford has an active task force

3. Parent education seminars

- Sleep seminar; 28 attended
- Divorce and co-parenting on November 19
- Val Viscosi asked if elementary/middle school parenting group can be publicized

4. Family Fun Night

- First one: 44 attended, “Inside Out” popcorn and water served
- Minute to Win it scheduled for next week

5. Updates

- Dr. Palant announced a series “Siblings with Special Needs” at Temple Emunah, beginning November 9, 5-6 PM, every other week
- Jen Forgit announced the Science Café at Cary Library November 10, Standardized Tests
- Community Coalition met and recapped the recent community conversation. Google group formed and will send out information as it becomes available.
- Parent Academy scheduled for Saturday, March 19 at the Community Center
- Holiday plans by Youth and Family Services in place: Thanksgiving meals, Christmas baskets, gift cards
- Valerie Viscosi mentioned the talk at Cary Library sponsored by the Lex Asian Community Alliance with Cynthia Tang
- LICA is sponsoring Lexington Eats Together at Church of Our Redeemer, once a month; volunteers not needed at this time, may in the future
- Question if there is any high school group that shovels snow for seniors

Meeting adjourned at 4:00 PM.

Next meeting: Wednesday, December 2, 3:00-4:00 PM, Room 217, Lexington High School.

Margaret Coppe
School Committee

LIAISON REPORT

LEXINGTON SCHOOL COMMITTEE

AGENDA ITEM TITLE: Consent Agenda **DATE:** 11/23/15

SUBMITTED BY: Jessie Steigerwald **ITEM NUMBER:**
C.2

SUMMARY:

Community Coalition Event dates for 2016 are: January 13, March 9, May 4 (from 7:00 – 9:00 p.m.)

Steering Committee met on November 13th to continue preparation for 2016 meetings. I was present from the School Committee. Val Viscosi, Director of Counseling, was present for the Lexington Public Schools and will do follow up work in preparation for 12/3 meeting with Maureen Kavanaugh.

Steering Committee will meet again on December 3, at 7:30 a.m. On December 3, the agenda is 7:30 – 8:00 a.m. logistics, 8:00 – 9:00 a.m. staff share data related to youth from school and town departments. 9:00 – 10:00 a.m. community representatives share current actions taking place to support students (related to the three goals). Kathleen Lenihen reached out to Suzie Barry for information from municipal departments who were not represented at the last meeting, but were present at the prior meeting. The Steering Committee will also meet December 18 at 8:00 a.m., January 8 at 8:00 a.m..

Anne Weiss is available January 7th to meet with Steering Committee 11:00 a.m. – 1:00 p.m.. Ms. Weiss has phone appointments to check in with me on: December 2 from 1:45 p.m. – 3:00 p.m., December 22 from 1:30 – 2:30 p.m.

People who have participated in Steering Committee meetings to date: Kate Ekram (Lexington Interfaith Clergy Association), Sandro Alessandrini (School Committee), Jessie Steigerwald (School Committee), Suzie Barry (Selectmen), Bettina McGimsey (Community), Kathleen Lenihan (Community), Eileen Jay (Community), Charlotte Rodgers (Human Services), Manjula Karamcheti (School Counseling), Paula – Executive Assistant, Sima Bilge (Community), Val Viscosi (School Counseling), Jim Barry (Police Department).

SUGGESTED MOTION: Accept report – can be on consent agenda.

FOLLOW-UP: Members may wish to save the dates for the 2016 Coalition meetings

DATE AND APPROXIMATE TIME ON AGENDA: 12/1/15 – within Consent Agenda

ATTACHMENTS: None. Summary is included on this form.

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE:

12-1-15

AGENDA ITEM TITLE:

Approve Minutes

PRESENTER:

Jessie Steigerwald

ITEM NUMBER:

C.3

SUMMARY:

Approve the minutes of November 17, 2015.

SUGGESTED MOTION:

Motion to approve the consent agenda.

FOLLOW-UP:

School Committee's Office

DATE AND APPROXIMATE TIME ON AGENDA:

7:15 PM

ATTACHMENTS:

Description

Draft Minutes of November 17, 2015

Type

Backup Material

D R A F T

TOWN OF LEXINGTON
MOTIONS**2015 Special Town Meeting #1**

(Articles 1-4)

(December 7, 2015)

Article 1 REPORTS OF TOWN BOARDS, OFFICERS AND COMMITTEESa. Report of the Town Manager

MOTION: That the report of the Town Manager be received and placed on file.

b. Report of the Superintendent of Schools

MOTION: That the report of the Superintendent of Schools be received and placed on file.

c. Report of the Appropriation Committee

MOTION: That the report of the Appropriation Committee be received and placed on file.

d. Report of the Capital Expenditures Committee

MOTION: That the report of the Capital Expenditures Committee be received and placed on file.

(12/7/15)

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.

(12/7/15)

Article 3 LAND PURCHASE AND IMPROVEMENTS – 20 PELHAM ROAD

MOTION: That this article be indefinitely postponed.

(12/7/15)

D R A F T

Article 4 APPROPRIATE FOR ENGINEERING STUDY – 20 PELHAM ROAD

MOTION: That the Town appropriate \$150,000 for engineering studies and design for access roads and sidewalks connecting Pelham Road, the property at 20 Pelham Road and the Community Center at 39 Marrett Road and Marrett Road and for any improvements that may be necessary to Pelham Road to access 20 Pelham Road, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$150,000 under M.G.L. Chapter 44, Section 7(22), or any other enabling authority.

(12/7/15)

D R A F T

BACKUP MOTION

Article 2 APPROPRIATE FOR SCHOOL FACILITIES CAPITAL PROJECTS

MOTION: That the Town appropriate the following amounts for the following purposes:

- a) \$4,866,000 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; and
- b) \$520,000 for design, engineering and architectural services for plans and specifications for constructing a new Hastings School and for 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.

(12/7/15)

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

AGENDA ITEM TITLE: March 2015 STM Article 2 Release #5

PRESENTER: Pat Goddard

ITEM NUMBER:
A.2

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.

SUGGESTED MOTION:

To 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.

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12-1-15 – 7:25 p.m.

ATTACHMENTS:

Release 5

Article 2 and Release 5:

Project	Project Budget	December 2 2015 BOS	December 7 2015 STM
Diamond	\$ 45,500,000	\$ 239,539	\$1,212,000
Clarke	\$ 21,798,000	\$ 102,740	\$ 739,000
Hastings	\$ 55,000,000	\$ -	\$ 520,000
New LCP	\$ 10,000,000		
Six Modulars	\$ 2,550,000	\$ 84,891	\$2,465,000
LHS (HVAC)	\$ 12,500,000		
PROJECT TOTALS	\$ 147,348,000		
	Release 5	\$ 427,170	
		Article 2	\$4,936,000

Article 2 March STM:

Approved at March STM		\$ 4,080,000
First Release	DiNisco	\$843,719
	Hill	\$199,145
		\$1,042,864
Second Release	DiNisco	\$1,737,982
	Hill	\$104,000
	CM	\$172,420
		\$2,014,402
Third Release	DiNisco	\$62,106
Fourth Release	DiNisco	\$71,000
Releases		\$3,190,372
MUNIS actual/encumbered 11/23		\$3,070,308
Available to encumber		\$120,064
Available to release	\$	889,628
Release 5 on 12/2	\$	427,170
Remaining for release after 12/2	\$	462,458

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

DATE:

12-1-15

AGENDA ITEM TITLE:

Summary 90 day Plan

PRESENTER:

Mary Czajkowski

ITEM NUMBER:

A.3

SUMMARY:

The 90 day summation will provide a synopsis from Dr. Czajkowski relating to the goals she established for her first 90 days as the new Superintendent of Lexington Public Schools. Dr. Czajkowski will have both a written report detailing the summation and a presentation highlighting the results.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12-1-15 – 7:35 p.m.

ATTACHMENTS:



First Term Summation

Listen, Learn, Lead with Balance
December 1, 2015

Dr. Mary Czajkowski, Superintendent
Lexington Public Schools

Introduction

When I began as Superintendent on July 1, 2015, I provided my 90 day plan that indicated my goals and activities for understanding the culture of the Lexington Public Schools and the community. This report is a brief synopsis of what I have learned in my first five months. It is an informational report only, no conclusions or proposals are provided. Rather, it is a beginning for future discussion and planning, as we consider a long-term strategic plan for the Lexington Public Schools.

There are a number of people I would like to thank:

- Town Manager Carl Valente for his preparation, meeting attendance and efficiency over the summer. Carl provided a notebook of all town departments including department heads and contact information that was instrumental in acclimating me to Lexington.
- The School Committee for their guidance and collaboration as we work together to continue the strong work of the past and plan for the future.
- Central office administration, principals and a special thank you to Executive Assistant to the Superintendent Miriam Sousa for their assistance.

Goals

- Develop a general understanding of the culture, values, and beliefs, which define the Lexington Public Schools.
- Establish a presence in the community to ensure confidence across all constituencies.
- Examine critical issues within the school and community to learn how issues and concerns have been handled and identify processes and procedures which affect how the system may function in the future.
- Develop strategies and goals for improvement that emerge from data.
- To be visible and approachable in the schools and in the town.



Constituent and Stakeholder Meetings



- School Committee
- School and Town Administration
- Teaching and Support Staff
- Teacher Association and Other Employee Associations
- Students, Parents, and Community Members
- Town and State Officials, including Board of Selectmen, Appropriations Committee, CEC Committee and PBC Committee members
- Community Organizations and Programs
- Student Groups
- Town Department Heads

Document Review

- District Goals and Initiatives
- Student and Staff Data
- School Committee Policy Manual
- Budget Information and Trends
- Collective Bargaining Agreements
- Curriculum Standards
- Facility Studies
- Capital Improvement Plans
- Building Project Plans
- Enrollment Projections
- School Improvement Plans
- Community Historical Data



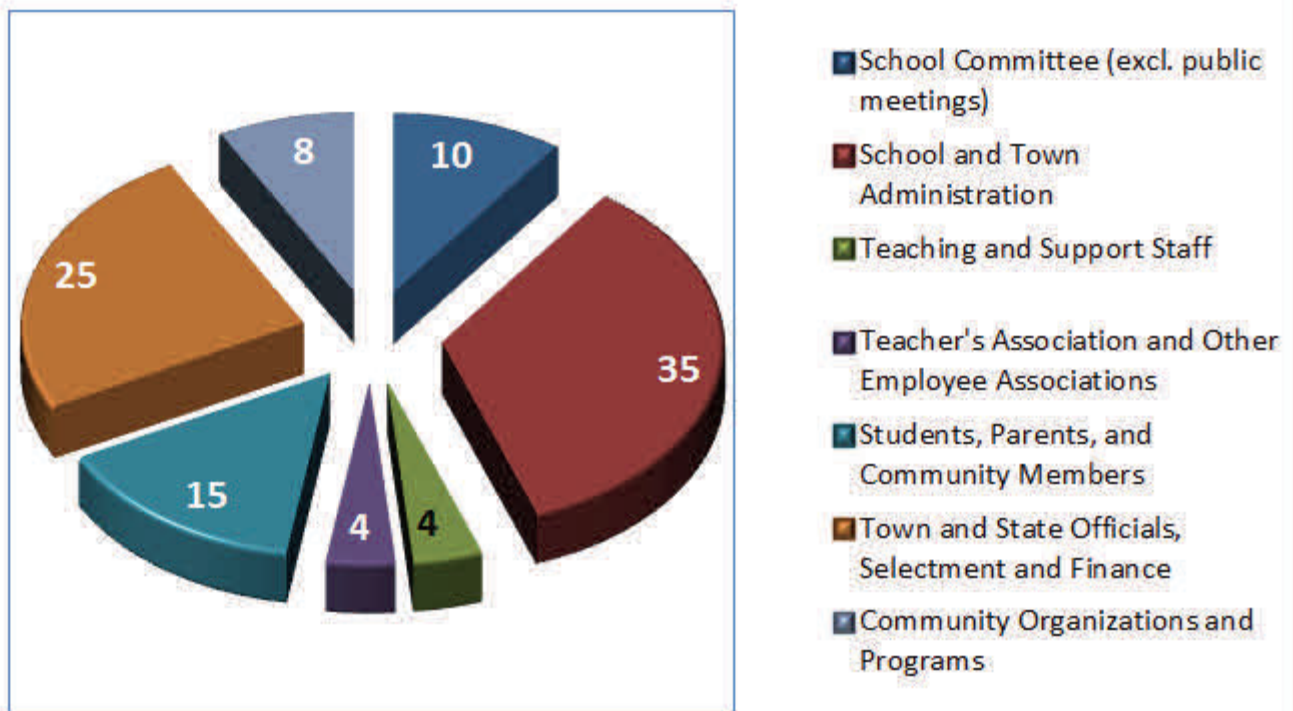
Summer 2015

July, August and September were busy months! The total number of meetings by month:

- July—45
- August—28
- September—28

The chart below displays a breakdown of the various meetings with constituents.

While my goal was to visit 2 schools per month, I have found myself immersed in many meetings related to building projects, residency, enrollment and appropriations to name a few. It is important to me to visit our schools and to talk with students and staff about what is happening in our schools and classrooms. Students are the focus and purpose of our work and having those interactions is essential to our success.

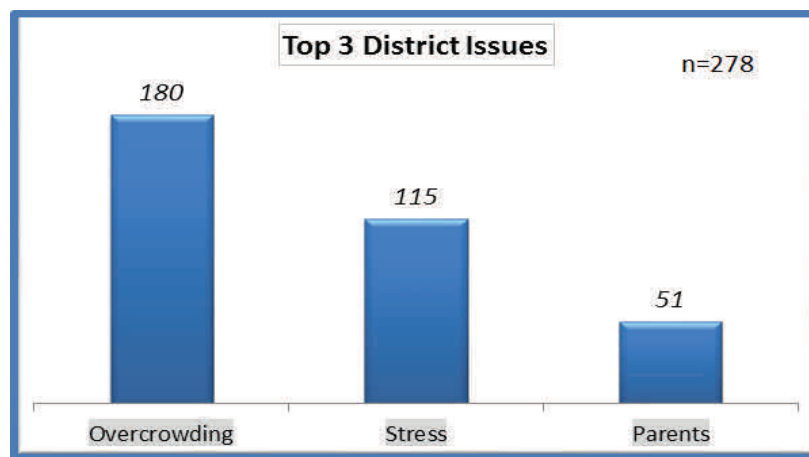


Listen, Learn, Lead with Balance

At the beginning of each school year, I like to have a theme that exemplifies the focus of our work. Since I am new to Lexington, I chose the theme of "Listen, Learn, Lead with Balance" for a number of reasons. As I mentioned earlier:

- Listening to all stakeholders is important feedback to any organization
- Learning about the school system is crucial: its culture, values and beliefs and critical issues
- Leading the school system with a continuous eye towards high quality education
- With Balance is important for our students and staff in managing stress and daily living

To address the "Listen" component, I conducted a survey of parents asking a series of questions related to district issues, communication and expectations. The top three issues facing the school system are shown below.



Lexington continues to address overcrowding and stress issues and both are reflected in the goals of the School Committee, District and Superintendent for the next year.

"Management is doing things right; leadership is doing the right thing."

- Peter Drucker

By way of surveys, house calls, conversations, meetings and other venues, it will be a continuous learning process for me to understand the successes and challenges we face. This phase of listening and learning will quickly turn to the *leading* phase as we work to accomplish our goals.

"Leadership and learning are indispensable to each other."

- John F. Kennedy

Feedback: Staff, Parents, Community

- “I loved your opening day presentation, I confess it made me a little teary. Your whole welcome was extremely inspiring.”
- “I would like to share with you that in all my years here of first day speeches, it was refreshing to hear you speak. You have wonderful energy and a student-centered focus.”
- “I wanted to say a quick hello and thank you for your personal summer greeting letter.”
- “Prepare your Teflon suit!”
- “You are a breath of fresh air.”
- “You introduced a bold plan yesterday evening, and although I think there will be pushback from some communities, I appreciate your courage and creativity to take a fresh look at the capacity problem within realistic budgetary constraints.”
- “Thank you so much for attending our Word study session today at Lexington Learns. It was wonderful to see you digging in alongside us.”
- “Thank you so much for a wonderful, warm opening morning. The entire ceremony was very energizing and felt so real and authentic.”

Observations and Reflections

- Students, staff, school committee and parents take great pride in their schools.
- There are incredible educational, enrichment and extra-curricular opportunities for all students.
- There is a fear of failure among staff to meet high expectations.
- We need to lower the stress level while maintaining high standards.
- The richness of our diversity is not being fully acknowledged or utilized. It is not used to educate or enrich the lives and opportunities of our students to be more prepared for a global environment.
- There is a real sense of collaboration among staff within the district.
- As one student’s button said at the youth summit “Collaborate Rather Than Compete.”
- Engage in difficult conversations around diversity and unhealthy competition.
- Reduce the constant state of ‘frenzy.’ We are a victim of our own success.
- There is a real dedication of volunteers who serve on committees and boards for the school system.
- High anxiety and stress on our students is impacting their well-being.
- Too much conversation can be an impediment to achieving consensus.

Relationships

One of the first documents I reviewed was the Leadership Profile Report written by Hazard, Young, Attea and Associates and in particular, the 'Desired Characteristics' section. That section highlighted two key topics for me: establishing a culture that acknowledges the importance of building relationships and considering different points of view.

I am a strong believer in communication and the importance of relationships in all aspects of education. The role of Superintendent involves building and sustaining relationships with many stakeholders. Those stakeholders have a voice in the educational future of Lexington students. From the School Committee to bus drivers to support organizations, each individual or group plays a role in the success of our students and staff and all have an opportunity to participate in the dialogue. Through our employee organizations, PTA/PTO, public meetings and Superintendent House calls, district and community members can contribute to the process.

Challenges

Five areas have become very apparent in the past few months:

1. Perception that every item brought to my attention requires an immediate plan or resolution
2. Multitude of meetings with various stakeholders often leads to misunderstandings and misinformation on complex issues.
3. Excessive volume of emails
4. Inability to visit schools and classrooms
5. Meetings need to include all of the stakeholders for effective collaboration; Chair +1 is not inclusive

My ability to manage the district on a daily basis has been affected by a perceived sense of urgency by a variety of constituents. I will be working with various groups and organizations both inside and outside the school district to determine structures and procedures that will allow me to more effectually manage the district.

Recommendations for Additional Support

Specific to the Superintendent's Office are areas that pinpoint the need for additional support regarding:

1. Residency issues
2. Central registration process
3. Creation of a new position: Special Assistant to the Superintendent for Communication, Residency, Central Registration & Special Projects

During the months of October and November, 42% of my work days involved evening meetings and approximately 40% of my work days are comprised of meetings. To fully perform the job for which I was hired, there is a need for a Special Assistant who will work directly with me on residency issues, preparing materials and documentation, and projects. High expectations and standards in Lexington require a greater degree of collaboration and inefficiencies need to be eliminated.

Being a new Superintendent, I will be building relationships with a new administrative team, new leadership team and community organizations. It is important that we work together to develop appropriate goals and communication structures. Of considerable importance in my role as Superintendent is to be a presence in our schools to observe classrooms, look at instruction and meet teachers and volunteers.

Collaboration and trust are the foundations of a positive culture and successful relationships. I believe that we can achieve great things working together and improving some of our processes.

Superintendent Goals

Based on my Listen, Learn, Lead with Balance theme, I have identified a number of goals that will be my focus for the upcoming year. A few highlights that I will address will include:

- Space capacity
- Increasing student enrollment and overcrowding
- Construction of new buildings and/or facilities
- Organizational structure of the Technology department
- Collaboration with the School Committee on clarifying defining roles and responsibilities
- Reduction of stress levels and building resiliency
- Instructional observations in schools and classrooms
- Cultivating a presence in the community

Click here for the complete list of [Superintendent's Performance Goals for 2015-2016](#)

Next Steps

It has been my distinct pleasure to meet so many wonderful people who work and live in the town of Lexington, who have opened their homes to me and have shared their thoughts and ideas for our school system. I have enjoyed participating in school and community meetings and greatly appreciate the invitations that have been extended to me. It is very clear to me that Lexington fully supports and values its school system.

This report is just the beginning of a process to develop a strategic plan for Lexington Public Schools. A plan that will encompass:

- Student performance (academic, behavioral, social /emotional stress)
- Partnerships (school committee, support organizations, Lextended Day, LEF)
- Equity (overcrowding, facilities, resources)
- Identification of Priorities
- Unite cultures of diversity among the community



Stakeholders/constituents included:

- School Committee
- Town Leaders
- Community members
- PTA/O/SBSC members
- Business leaders
- Parents
- Students

90 Day Summation

Listen, Learn, Lead with Balance

December 1 ,2015

Dr. Mary Czajkowski

Thank You

- **Town Manager Carl Valente for his preparation, meeting attendance and efficiency over the summer.**
- **The School Committee for their guidance and collaboration as we work together to continue the strong work of the past and plan for the future.**
- **Central office administration, principals and a special thank you to Executive Assistant to the Superintendent Miriam Sousa for their assistance.**

Goals

- Develop a general understanding of the culture, values, and beliefs, which define the Lexington Public Schools.
- Establish a presence in the community.
- Examine critical issues within the school and community.
- Develop strategies and goals for improvement that emerge from data.
- To be visible and approachable in the schools and in the town.

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- Students, Parents, and Community Members
- Town and State Officials, including Board of Selectmen, Appropriations Committee, CEC Committee and PBC Committee members
- Community Organizations and Programs
- Student Groups
- Town Department Heads

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Summer 2015

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Listen, Learn, Lead with Balance

- *Listening* to all stakeholders is important feedback to any organization
- *Learning* about the school system is crucial: its culture, values and beliefs and critical issues
- *Leading* the school system with a continuous eye towards high quality education
- *With Balance* is important for our students and staff in managing stress and daily living

Feedback: Staff, Parents, Community

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- “I wanted to say a quick hello and thank you for your personal summer greeting letter.”
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- “Thank you so much for a wonderful, warm opening morning. The entire ceremony was very energizing and felt so real and authentic.”

Observations and Reflections

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- There are incredible educational, enrichment and extra-curricular opportunities for all students.
- We need to lower the stress level while maintaining high standards.
- The richness of our diversity is not being fully acknowledged or utilized.
- As one student's button said at the youth summit "Collaborate Rather Than Compete."
- Reduce the constant state of 'frenzy.' We are a victim of our own success.
- There is a real dedication of volunteers who serve on committees and boards for the school system.

Relationships

- Establishing a culture that acknowledges the importance of building relationships
- Considering different points of view
- Importance of stakeholders

Challenges

Five challenges:

1. Perception that every item brought to my attention requires an immediate plan or resolution
2. Multitude of meetings with various stakeholders often leads to misunderstandings and misinformation on complex issues.
3. Excessive volume of emails
4. Inability to visit schools and classrooms
5. Meetings need to include all of the stakeholders for effective collaboration; Chair +1 is not inclusive

Additional Support

Specific to the Superintendent's office:

1. Residency issues
2. Central registration process
3. Creation of a new position: Special Assistant to the Superintendent for Communication, Residency, Central Registration & Special Projects
 - 42% of work days included evening meetings
 - approximately 40% of work days are comprised of meetings

Superintendent Goals

- Space capacity
- Increasing student enrollment and overcrowding
- Construction of new buildings and/or facilities
- Organizational structure of the Technology department
- Collaboration with the School Committee on clarifying defining roles and responsibilities
- Reduction of stress levels and building resiliency
- Instructional observations in schools and classrooms
- Cultivating a presence in the community

Complete goals for 2015-2016 are posted here:

<http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/362/FY16SupGoals29Sep15.pdf>

Next Steps

Development of a strategic plan:

- Student performance (academic, behavioral, social /emotional stress)
- Partnerships (school committee, support organizations, Lextended Day, LEF)
- Equity (overcrowding, facilities, resources)
- Identification of Priorities
- Unite cultures of diversity among the community

Stakeholders/constituents included:

- School Committee
- Town Leaders
- Community members
- PTA/O/SBSC members
- Business leaders
- Parents
- Students

90 Day Summation report will be posted to the Superintendent's Office section of the district web site.

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

DATE:

12-1-15

AGENDA ITEM TITLE:

Superintendent Staffing Recommendation

PRESENTER:

Mary Czajkowski

ITEM NUMBER:

A.3.a

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.

SUGGESTED MOTION

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

12-1-15 – 7:40 p.m.

ATTACHMENTS:

Job Description: Position - Special Assistant to the Superintendent for Communications, Residency & Special Projects

**POSITION: SPECIAL ASSISTANT TO THE SUPERINTENDENT FOR
COMMUNICATION, RESIDENCY, CENTRAL REGISTRATION &
SPECIAL PROJECTS**

QUALIFICATIONS:

- Minimum of 3-5 years of experience in a school department administrative position preferred
- Bachelor's Degree required; Master's Degree or higher preferred
- Ability to meet deadlines and handle multiple projects
- Maintaining confidentiality of work related information and materials
- Demonstrated ability to plan, prioritize, and problem-solve
- Effective and excellent communication, written and verbal, and interpersonal skills
- Demonstrated ability to work effectively with a diverse and multi-cultural student body and staff
- Demonstrated ability to collaborate effectively with diverse constituencies
- Ability to provide leadership at all levels of the district

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

- Coordinates all activities related to town residency including, but not limited to: policy enforcement, validating required documentation, conducting home visits, communicating with prospective residents and maintaining all required documentation and communication logs.
- Assists in research, content development, and creation of presentations and written documentation.
- Supports the Superintendent with special projects as directed.
- Ensures collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by Superintendent.
- Prioritizes and manages multiple projects simultaneously and follows-up on time-critical issues.
- Prepares reports by collecting and analyzing information.
- Prepares Superintendent Bulletins and communications with the public.
- Contributes to decision-making that creates medium- and long-term improvement.
- Directs ad-hoc projects as necessary and serves as project lead for planning of special events, meetings, and projects.
- Serves as Superintendent liaison to Parent Teacher Associations and Site-Based Councils.
- Researches and prepares responses to public information requests for review by the Superintendent.

- Serves as a member of the Superintendent's executive staff, participating in discussions and decision-making.
- Assists the Superintendent with administrative duties associated with his/her appointment to regional or statewide task forces/committees/panels/etc.
- Provides highly responsible organizational and confidential support to the Superintendent.
- Participates in community and organizational activities/events as an official representative of the Superintendent and district as assigned.
- Promotes a positive image of the district by working with constituents, responding to inquiries, providing information or referring to the appropriate office or person and following up with all aforementioned items.
- Maintains a visible presence as directed by the Superintendent at the local, state and/or national level.
- Assists members of the School Committee on district business.
- Provide high quality customer service.
- Responsible for maintaining web page(s) of Superintendent.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Superintendent, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Collaborate with technology department to optimize Superintendent's integration of technology.
- Works closely and effectively with the Superintendent to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Superintendent updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Superintendent ability to effectively lead the district.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Assists with a broad range of other administrative duties to support Superintendent as needed.

WORK YEAR: Twelve-month year with paid vacation

EVALUATION: Annually by the Superintendent of Schools

SALARY: \$115,000 to \$135,000 Per Year

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

AGENDA ITEM TITLE: NOVUS Agenda – Discussion and Planning for Use of New Agenda Software

PRESENTER: Jessie and Paula

ITEM NUMBER:
A.4

SUMMARY: On November 20th, Paula and I met with 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.

Advantages:

Presenters submit a form so they summarize their information and are very clear about what action they would like School Committee to take.

Minimizes creating motions on the fly. Presenters are asked to submit requested motions in advance.

Easier to take brief minutes.

Meetings are easier to schedule. Easier to manage time.

Packets can be managed on line by Exec. 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.

Eliminates need to print out packets for so many people.

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.)

SUGGESTED MOTION:

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.

FOLLOW-UP:

Include template / form for both the Agenda Item Summary Form (from Lynne Pease) and the Liaison Report form (adapted for School Committee use).

DATE AND APPROXIMATE TIME ON AGENDA:

Request on 12/1/15 agenda. 10 minutes

ATTACHMENTS: none here – but will need the templates listed above

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

DATE:

AGENDA ITEM TITLE:

PRESENTER:

ITEM NUMBER:

A.4.a

SUMMARY:

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

ATTACHMENTS:

LIAISON REPORT

LEXINGTON SCHOOL COMMITTEE

AGENDA ITEM TITLE:

Consent Agenda or Agenda

TODAY'S DATE:

SUBMITTED BY:

ITEM NUMBER: Paula will assign
A.4.c

SUMMARY:

SUGGESTED MOTION:

_____ Accept report – can be on consent agenda.

_____ No motion required

_____ Request School Committee take action as follows: (Insert Motion Language Here)

REQUESTED DATE AND APPROXIMATE TIME ON AGENDA:

ATTACHMENTS:

FOLLOW-UP: (Leave Space Blank for Paula)

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

AGENDA ITEM TITLE:

MASC Report

PRESENTER: Margaret Coppe

ITEM NUMBER:

A.5

SUMMARY:

Cultural Proficiency presentation by Ron Walker, Denise Hurst, Kharis McLaughlin.
Definition of Cultural Proficiency, need for policy, need for training.

SUGGESTED MOTION: None

FOLLOW-UP:

Discussion with Superintendent to share information.

DATE AND APPROXIMATE TIME ON AGENDA:

12-1-15 - 8:00 p.m.

ATTACHMENTS:

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

AGENDA ITEM TITLE:

MASC Report: School Law

PRESENTER: Margaret Coppe

ITEM NUMBER:

A.5

SUMMARY:

Review of recent arbitration and judicial review decisions under MGL Chapter 71, Sections 42 and 42D

SUGGESTED MOTION: None

FOLLOW-UP: None

DATE AND APPROXIMATE TIME ON AGENDA:

12-1-15 – 8:00 p.m.

ATTACHMENTS: