

LEXINGTON SCHOOL COMMITTEE
Monday, November 2, 2015
Cary Memorial Building, Ellen Stone 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

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

The meeting convened at 6:30 pm

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

Public Comments: There were none

Superintendent's Announcement:

- Dr. Czajkowski thanked staff, Police and Fire for coordinating last Thursday's evacuation at Estabrook. Cause of the loud noise was "bolt banging syndrome" and the building was deemed safe after inspection.
- There will be a new emergency message distribution system called Blackboard Connect. Families will receive a test message once it is implemented.
- Meeting with consultant, AppGeo, regarding redistricting. They assisted Newton with a recent redistricting project and received positive recommendation.
- Met with local students who are interested in recycling at Diamond.

School Committee Member Announcements:

Alessandrini

- Lextended Day has opened at Bridge and this created more opportunities for afterschool care. Thanked staff for their support and coordination.
- Participated in Community Coalition Steering Committee with Steigerwald and there will be three major meetings in 2016 to focus on mental health, suicide prevention, reducing stress, alcohol and substance prevention.

Coppe

- Attended Appropriation Committee (AC) meeting with Steigerwald and provided summary of the AC's questions about the proposed school capital projects. Appropriation members are reviewing each Article and writing their report.

Crocker

- Safe Routes to Schools' "Turkey Trot" takes place next Wednesday. Crocker brought Ms. McDonough along as part of the orientation for the School Committee's new Executive Assistant.
- Attended Sustainability Meeting to discuss factors relating to upcoming capital projects.
- Attended Finance Working Group with Ian Dailey. New dates for budget hearings will be confirmed when locations are identified.
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Hurley:

- Joined Town Manager and small group, including Rob Addelson, and a representative from the Board of Selectmen, Capital Expenditure and Appropriation Committees to discuss tax impact of proposed school and municipal capital projects. Work is ongoing and will be part of next week's Summit.
- Attended last Capital Expenditures Meeting with Steigerwald. One issue was the timeline for work at Lexington High School and how current projects impact timing and ability to bring a high school project forward in the future.
- Noted last week's School Committee and the draft memo to be reviewed later in the meeting.

Steigerwald

- None

Agenda:

SCHOOL COMMITTEE STANDARDS OF CONDUCT AND NORMS

Steigerwald reviewed one outstanding action item from summer retreat with Dorothy Presser (from the Massachusetts Association of School Committee's School Governance Project). Presser suggested committee's Norms should be reviewed annually and signed by members. Steigerwald suggested members could reaffirm the current Norms by signing on, or offer any suggested edits for discussion at a future meeting. Steigerwald also included the recently approved policy "Standards of Conduct" and invited any suggested edits. All members signed the Norms, which will be posted on the website.

Steigerwald read the protocol that the Superintendent and School Committee have agreed to in the event of an emergency. For the community's benefit, she noted that members sometimes receive inquiries from residents during an emergency, but that the Committee itself receives information from the Superintendent's office. All staff are trained to respond to a wide range of emergencies, and there are crisis management plans in place. During an emergency everyone works to secure the safety of students, staff and anyone on the school grounds. It helps for community members to be patient and give time for the administrators to implement their safety plan. Steigerwald thanked the administration for doing everything possible to get information out as quickly as possible.

SCHOOL COMMITTEE DISCUSSION OF SPECIAL TOWN MEETING #1 and #2 WARRANT ARTICLES

The School Committee reviewed the Warrant for Special Town Meeting #2 and discussed whether to take a position on Articles. Coppe provided an update and background on Article 2, regarding Minuteman Technical High School and Wayland's request to be authorized to leave the Regional School Committee.

Hurley moved that the School Committee disapprove of Special Town Meeting Article 2, and not amend the Minuteman Regional agreement to allow Wayland to leave. Coppe seconded. There was a brief discussion and the vote was unanimous. (5-0)

SPECIAL TOWN MEETING #1 PRESENTATION MATERIALS

Steigerwald noted that Special Town Meeting #1 would be recessed until 12/2/15. On 12/2/15 there will be a report under Article 1, introduced by Steigerwald and presented by Dr. Czajkowski, to provide Town Meeting with an overview of all school capital projects and the current Master Plan.

Members reviewed the draft memo provided in the packet and made revisions after discussion and input from Dr. Czajkowski, Pat Goddard, Anna Monaco and Anne Carothers.

On the question of what number to use for elementary class size, after a discussion, Steigerwald moved that in preparing for Special Town Meeting #1 an elementary class size of 21.5 should be used. Coppe seconded the motion. The vote was 4-1 (Hurley voted in the negative).

Members worked with Dr. Czajkowski to review the calendar for the upcoming weeks and agreed that they would cancel the meeting scheduled for Monday November 9th, and schedule a meeting on Thursday November 12th at 6:00 p.m. just in advance of the already scheduled Summit meeting.

Dr. Czajkowski reviewed handouts provided by the administration that were developed after the packet was distributed. There were questions and comments from the committee.

UPDATED DRAFT SC STM FALL 15 SC REC. 10.30.15 (PK11.2.15.5)

Committee reviewed a draft document to answer questions from the Finance Committees. Members agreed to edits and sought information from the administration. The topics discussed included the basis for the enrollment projections from the administration. The committee discussed what number to use for average class size and future class size averages and agreed to 21.5. This changed the figure from 22 that was discussed at the prior meeting. The Committee reviewed the target figures for future capacity goals.

There were questions about Middle School teams, their size and number. School Committee asked about classroom numbers and science classrooms.

*Motion to use 21.5 as the target average class size as the elementary projects move forward. (Steigerwald - Coppe)
(4-1) (William Hurley Voting in the Negative)*

Dr. Czajkowski reviewed the administration's updated Enrollment Growth chart and change from 1646 to 1819 Students; November 2, 2015-Pat Goddard (HO.11.2.15.5).

November 9, 2015 School Committee Meeting has been cancelled.

*At 7:28 there was a Motion to recess and move to the Town Meeting Floor and we will adjourn at the end. We will meet each other outside the door. (Coppe - Hurley)
The Motion was approved (5-0)*

At 7:28 p.m. the School Committee recessed and relocated to the floor of Town Meeting.

9:20 p.m. Adjourn: On a motion made by Alessandrini and seconded by Steigerwald the School Committee voted (3-0) to adjourn at **9:20 p.m.** (Coppe and Hurley could not be located at the end of Town Meeting).

Meeting Materials:

Agenda; School Committee member authority and standards of conduct (PK.11.2.15.1); Operating Norms for the Lexington School Committee—Approved by the School Committee September 29, 2015 (PK.11.2.15.2); Town Warrant Town of Lexington Special Town Meeting #1 & #2; Updated Draft Sc Stm.Fall15 Sc Rec.10.30.15 (Pk.11.2.15.5); Maureen Kavanaugh, Director of Planning and Assessment RE: K – 5 Elementary Space Planning and Capacity Analysis; K -5 Capacity Analysis FY16 to FY20 as of 10/26/15 (Student and classroom capacity calculations are based on an average class size of 22); K -5 Capacity Analysis FY16 to FY20 as of 10/26/15 (Student and classroom capacity calculations are based on an average class size of 21.5); Lexington Public Schools FY 16 Snapshot of Enrollment as of October 1, 2015; Deferred Fy2016 And Proposed Fy2017 To Fy2020 Capital Requests (PK.11.2.15.7); DRAFT - Potential Costs for Multiple School Projects (excluding Pelham acquisition costs); Calendar of Events November to December 2015 (HO.11.2.15.1; Lexington Public Schools FY 16 Snapshot of Enrollment as of October 1, 2015 (HO.11.2.15.2); Clarke Middle School (HO.11.2.15.3); Diamond Construction Plans (10/28/15) (HO.11.2.15.4; Enrollment Growth from 1646 to 1819 Students, dated November 2, 2015 (HO.11.2.15.5)

Voted Approved by the School Committee 1.19.16

Voted Approved as Amended by the School Committee 3.8.16