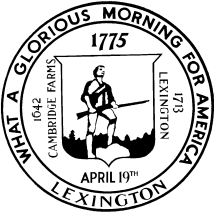


LEXINGTON SCHOOL COMMITTEE
Tuesday, February 11, 2014
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

- 7:30 p.m. Call to Order and Welcome:**
Public Comment – (Written comments to be presented to the School Committee;
oral presentations not to exceed three minutes.)
- 7:40 p.m. Superintendent's Announcements:**
- 7:45 p.m. School Committee Member Announcements:**
- 7:55 p.m. Agenda:**
1. Discussion and Vote to Approve the FY 15 Operating Budget
 2. Discussion and Vote to Approve the FY 15 Capital Budget
 3. Vote to Approve the Transfer of Two Items from the Old Estabrook School to the
Lexington Historical Society
- 9:55 p.m. Consent Agenda (5 minutes):**
1. Standards for Acceptable Use of Technology Policy – Third Reading
- 10:00 p.m. Adjourn:**

The next meeting of the School Committee is scheduled for Tuesday, February 25, 2014, at 7:30 p.m. in the Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue.

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



Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business Operations
Chief Procurement Officer ~ School Department

Tel: (781) 861-2563
 Fax: (781) 863-5829
mdunn@sch.ci.lexington.ma.us

To: Paul Ash, Superintendent
 From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
 Date: February 7, 2014
 Re: FY 15 School Committee operating and capital budget request for 2014 Annual Town Meeting.

On February 11, 2014, the School Committee must take a vote to approve their operating request, fees, capital request, and other matters related to the budget for the 2014 Annual Town Meeting. The motions are provided below and attached.

The adjusted School Committee operating budget request for FY15 is as follows:

Funding Sources	FY 2012 ATM	FY 2013 ATM	FY 2014 STM	FY 2015 Request	Dollar Increase	Percent Increase
Tax Levy	\$ 72,022,372	\$ 76,378,356	\$ 81,150,507	\$ 87,563,488	\$ 6,412,981	7.90%
Avalon Bay Mitigation Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 49,088	\$ (200,912)	-80.36%
Enterprise Funds (indirects)						
Fees & Charges						
Total 1100 Lexington Public Schools	\$ 72,272,372	\$ 76,628,356	\$ 81,400,507	\$ 87,612,576	\$ 6,212,069	7.63%

Appropriation Summary	FY 2012 ATM	FY 2013 ATM	FY 2014 STM	FY 2015 Request	Dollar Increase	Percent Increase
Salary and Wages	\$ 60,894,680	\$ 64,481,249	\$ 68,735,873	\$ 73,496,851	\$ 4,760,978	6.93%
Expenses	\$ 11,377,692	\$ 12,147,107	\$ 12,664,634	\$ 13,091,326	\$ 426,692	3.37%
Total 1100 Lexington Public Schools	\$ 72,272,372	\$ 76,628,356	\$ 81,400,507	\$ 86,588,177	\$ 5,187,670	6.37%

Transfer to Unclassified (Health, Medicare, Unemployment) \$ 346,314

Unallocated from Revenue Allocation Model \$ 678,085

1. Motion to transfer \$346,314 to Unclassified, for the purposes of health insurance, Medicare and unemployment for new positions.
2. Motion to Approve the Lexington Public School Recommended Operating Budget for FY 15 in the Amount of \$86,588,177.
3. Motion to request Town Meeting, pursuant to Chapter 44, Section 53E½; re-authorize the use of the Transportation Revolving Fund, and to authorize to expend amounts from such revolving fund accounts, and to determine whether the maximum amounts that may be expended from such revolving fund accounts in FY2015 shall be the \$830,000.
4. Motion to support the transfer of the remaining balance of the Avalon Bay Fund, estimated to be on or about \$49,088, for use in the FY 15 budget.

Avalon Bay Education Mitigation Trust Fund Escrow Agreement: Per the agreement dated May 31, 2006 the Avalon Bay Communities agreed to pay \$7,100 per student registered in the Lexington Public Schools over 111 students with a maximum payout of \$750,000. Commencement of the payments started upon occupancy of 290 units. FY15 is the final year of the use of these supplementary funds.

FY15 School Committee Operating and Capital Budget request for 2014 Annual Town Meeting

The operating budget request assumes the following fees:

General Fund Fees

Program	FY14 Fee	FY15 Proposed Fee	Reason for Change	Revenue Collected
Transcript Fees:	<ul style="list-style-type: none"> \$6.00 per official transcript for each college application requested. \$10.00 per official transcript for each transcript requests from post-graduates 	<ul style="list-style-type: none"> \$6.00 per official transcript for each college application requested. \$10.00 per official transcript for each transcript requests from post-graduates Financial Assistance award to total transcript requests. 	No Change	\$27,280 Three year average Offsets the cost of Asst. Registrar at High School
Student Parking Fees:	\$150 per semester	\$150 per semester	No Change	\$25,000 Offsets the cost of campus monitor plowing, and traffic management.

Special Revenue Funds: Revolving Funds

Program	FY14 Fee	FY15 Proposed Fee	Reason for Change	Revenue Collected
Preschool Tuition	10 Hr/week program: \$3,240 15 Hr/week program: \$4,860 Lunch Bunch: \$1300 per year (1 hr – 4 day per week) Program will limit financial assistance slots available	10 Hr/week program: \$3,240 15 Hr/week program: \$4,860 Lunch Bunch: \$1300 per year (1 hr – 4 day per week) Chapter 70 reimburses for free typically developing students 1 year behind attendance in the program.	The program is seeing a rise in the number of parents of typical children seeking financial assistance. In addition, the program rate needs to stay current with recently negotiated labor contracts for employees within this program.	\$100,000 Revolving Fund: Offsets the cost of program staff and supplies and materials for typical students. It does not fund the Special Education component of this program.
Athletics	High School: <ul style="list-style-type: none"> \$325.00 1st sport per student, \$300.00 2nd sport per student, 3rd sport free. \$625 maximum per high school only family (LHS Family Plan). Family/Athlete Passes: Discontinued – All home game admissions free except MIAA tournament games Middle School: <ul style="list-style-type: none"> \$150.00 per varsity sport. \$125.00 per junior varsity sport. \$75.00 per session for intramural programs \$300 MS Family Plan Only \$825 maximum per family (LHS & MS Family Plan). Before School Sports: <ul style="list-style-type: none"> \$75 per session, or \$200 for three sessions FAMILY PLAN: discontinued. 	High School: <ul style="list-style-type: none"> \$325.00 1st sport per student, \$325 2nd sport per student, 3rd sport free. \$650 maximum per high school only family (LHS Family Plan). Family/Athlete Passes: Discontinued – All home game admissions free except MIAA tournament games Middle School: <ul style="list-style-type: none"> \$150.00 per varsity sport. \$125.00 per junior varsity sport. \$75.00 per session for intramural programs \$300 MS Family Plan Only \$825 maximum per family (LHS & MS Family Plan). Before School Sports: <ul style="list-style-type: none"> \$75 per session, or \$200 for three sessions FAMILY PLAN: discontinued. 	Change to 2 nd Sport fee and Family Cap	\$480,000 Revolving Fund: Offsets the cost of staff, equipment, transportation, and other program needs
Transportation	\$300.00 (due by May 11) \$500.00 (due before July 1 st) \$722.00 (due after July 1 st)	\$300.00 (due by mid May – Date TBD) \$500.00 (due by mid May – Date TBD) \$745.00 (due after July 1 st)	No Change No Change Reflects Actual Per Seat Cost	\$537,485 Revolving Fund: Offsets the cost of program staff and supplies and materials for riders not eligible for Town paid transportation.
Graduated Fee Schedule After School Bus (Elementary ONLY) LEXPRESS Bus	\$60.00 Per Student (with Round Trip Regular School Bus Pass to qualify for pass) \$50.00 Per Student (with Round Trip Regular School Bus Pass to qualify for pass)	\$60.00 \$50.00		
School Lunch	No Change Breakfast - \$2.00 Lunch – 3.25	No Change Breakfast - \$2.00 Lunch – 3.25	The cost of the program for food and delivery of products is often variable. The management services are bid every five years. Currently the School Wellness Policy and Nutrition Guidelines are embedded into the contract language. Various "greening" initiatives are being studied.	\$2,000,000 Revolving Fund: All revenue is held by the School Department. We currently have a Point of Sale system to remove cash from our schools and improve our reporting of sales for meals and a la carte items.

FY15 School Committee Operating and Capital Budget request for 2014 Annual Town Meeting

The Lexington Public Schools are scheduled to benefit from the following FY 2015 Capital submissions:

Department	Project Description	Recommendation	Requested Funding Source(s)
Public Facilities	School Building Envelope and Systems Program	\$ 230,000	Free Cash
	LHS Heating Systems Upgrade Phases 2 & 3	\$ 75,000	GF debt
	School Building Flooring Program	\$ 125,000	Free Cash
	School Window Treatments Extraordinary Repair	\$ 50,000	Free Cash
	School Paving Program	\$ 100,000	Free Cash
	Interior Paining Program	\$ 153,750	Free Cash
	Middle School Science, Performaing Arts & General Education Spaces	\$ 40,000	Free Cash
	Middle School Nurses Stations	\$ 45,000	Free Cash
	Clarke School Elevator Upgrade	\$ 275,000	GF Debt/Tax Levy/Other
	Renovation & Update of Diamond Kitchenc and Cafeteria	\$ 25,000	Free Cash
	Clarke School Gymnasium Dividing Curtain	\$ 25,000	Free Cash
	Clarke School Auditorium Audio Visual System	\$ 69,300	Free Cash
		<u>\$ 1,213,050</u>	
Lexington Public Schools	School Classroom Furniture and Equipment	\$ 261,594	Free Cash
	School Technology Capital	\$ 1,110,000	GF Debt
	Design Funds for School Traffic Safety Mitigation	\$ 30,000	Free Cash
	School AED Replacement	\$ 30,500	Free Cash
	<u>\$ 1,432,094</u>		
Information Technology	Replace Town Wide Phone Systems - Phase III	\$ 260,000	GF Debt
	Network Redundancy & Improvement Plan - Phase II	\$ 140,000	GF Debt/Free Cash/Tax Levy
	<u>\$ 400,000</u>		

1. Motion to Approve FY 15 DPF Capital Projects Municipal Budget for Items that are School Related
2. Motion to Approve FY 15 Capital Improvement Budget in the Amount of \$1,432,094
3. Motion to approve the FY 15 municipal budget for items that are school related

February 4, 2014

Ms. Margaret Coppe
Chair, Lexington School Committee
146 Maple Street
Lexington, MA 02420

Dear Margaret:

I am writing on behalf of the Lexington Historical Society to express our desire to take into our collections the vintage desk and chair from Estabrook School shown in the enclosed photograph:



This desk set, along with the other Estabrook artifacts that the School Committee has voted to place in our stewardship, will preserve for the community a good snapshot of Estabrook for future exhibits and publications. Thank you for entrusting us with these artifacts.

Sincerely,

Susan Bennett
Executive Director

1 **LEXINGTON SCHOOL COMMITTEE POLICY**

2
3 **STANDARDS FOR ACCEPTABLE**
4 **USE OF TECHNOLOGY IN THE**
5 **LEXINGTON PUBLIC SCHOOLS**

6 **First Reading:** ___September 7, 2010___

7 **Second Reading:** ___August 28, 2012___

8 **Date Approved by**
9 **School Committee:** _____

10 **Signature of Chair:** _____

11
12 **Page 1 of 1**

13
14 **1.0 Purpose and Acceptable Use**

- 15
16 1.1 The Lexington Public School (LPS) district provides and maintains sophisticated
17 technology systems and network resources to support the delivery of education and the
18 administration of the district's operation. The technology systems and network
19 resources include desktop workstations, laptops, handheld computer devices,
20 applications, internal networks (both wired and wireless), servers, online databases, and
21 access to outside networks, including the Internet, all of which are referred to hereinafter
22 as "technology systems." This policy and guidelines apply to all users of LPS
23 technology systems including students, staff, and, where applicable, guests and adult
24 learners.
- 25
26 1.2 The technology mission of the LPS is to ensure access to appropriate technology in our
27 educational community to support and enhance student learning, staff instruction, school
28 communication and data management. The Lexington Public Schools fulfills this
29 mission by offering an institutional network between the schools, as well as internet
30 access to staff and students. Our goal in providing this service to staff and students is to
31 promote the educational excellence by facilitating resource sharing, innovation, and
32 communication.
- 33
34 1.3 LPS permits its staff to use the LPS technology systems for incidental personal use as
35 long as the technology systems are not used in a manner that violates this policy and
36 such use is limited to times before or after work hours, during non-assigned teaching or
37 duty time, and lunch periods.
- 38
39 1.4 This policy describes acceptable and unacceptable uses of LPS technology systems, but
40 these descriptions are not exhaustive lists of all acceptable or unacceptable uses. Any
41 user who has a question regarding whether or not a particular activity is acceptable
42 should seek guidance from the Building Principal or the Superintendent.
-

43
44
45 **2.0 Roles**

- 46
47 2.1 The **Director of Educational Technology and Assessment** (or designee of the
48 Superintendent) will oversee and approve the programmatic direction, selection, and
49 distribution of technology services and tools to support the overall goals of the district.

- 1 2.2 **The Director of Technology** (or designee of the Superintendent), working with the
2 technology staff, will oversee access to all network and technology systems and will
3 establish processes for setting up user access protocols, accounts, authorization of
4 installation of all software and hardware architectures, required disk quota and usage on
5 the system, backup, retention and archive schedules, virus protection, infrastructure
6 configuration, security, web content filtering and other necessary activities to support the
7 educational goals of LPS.
8
- 9 2.3 **Principals** (or designee of the Building Principal) will serve as the building coordinator
10 for all technology systems and network related activities. The building coordinator, in
11 partnership with the Director of Educational Technology & Assessment (and the
12 Director of Technology, as needed) and applicable curriculum leaders, will coordinate
13 building level technology activities. Together they will ensure that staff receives
14 training in the use of all systems and this policy. They will establish a system to ensure
15 that students using any computing resources receive appropriate supervision and
16 understand how to use all systems responsibly.
17
- 18 2.4 **Teachers**, when using the Internet for instruction, are responsible for selecting materials
19 that are relevant to curriculum objectives and are appropriate for students. Teachers are
20 responsible for monitoring students' online usage while in the classroom and previewing
21 all sites and resources that the teachers will be using in their classroom instruction.
22 Teachers are also responsible for modeling effective and appropriate use of technology.
23 Teachers will teach students about cyber bullying and appropriate responses; appropriate
24 online behavior, including interacting with other individuals on social networking sites;
25 and will assist students in developing the skills to ascertain the reliability of information,
26 distinguishing bias and quality of information as it relates to their research.
27
- 28 2.5 LPS will develop a coordinated web presence to provide information about the district.
29 LPS will develop and inform parents of expected channels of communication.

3.0 Access to the System and Resources

- 34 3.1 **Staff.** LPS will provide this policy to new staff at the time of hire. Any staff member
35 who signs the technology systems access agreement will have access, with the
36 permission of his/her supervisor, to the following computing resources through their
37 classrooms, offices, library media centers, and/or computer and mobile labs: e-mail
38 including conferencing and collaboration tools, web hosting, online subscription
39 databases and information services, LPS servers for secure file storage, and all resources
40 and tools found on the internet/world wide web. Resources may change as technology
41 develops; these, too, however, will fall within the purview of this policy. Building
42 principals (or designee) will ensure that technology systems access agreements are
43 signed and maintained.
44
- 45 3.2 **Students.** Students will have appropriate access to the Internet and LPS network through
46 the schools' technology equipment.
47
- 48 3.3 **Other Users.** Guest accounts may be established for, for example, temporary staff (e.g.,
49 long term substitutes, service vendor, interns, student teachers, community education
50 instructors, volunteers). A guest's access may be limited.
51

1
2 **4.0 Disclaimer**
3

4 4.1 LPS makes no warranties of any kind, either express or implied, that services provided
5 through its technology systems will be error-free or without defect. LPS is not
6 responsible for the accuracy or quality of the information obtained through the system.
7 Users of LPS's technology systems assume full responsibility for their use of the system
8 including, but not limited to, loss of data, interruptions of service, costs, liabilities, or
9 damages.

10
11
12 **5.0 Ownership/Privacy**
13

14 5.1 The LPS technology systems are the property of the LPS. As such, a user's activities
15 and files are subject to inspection by the administration at any time. LPS has the right to
16 monitor and log any and all aspects of its technology systems including, but not limited
17 to, monitoring Internet usage, file downloads, and all communications. LPS designs and
18 updates its network and computing environment by integrating appropriate controls in
19 support of this policy. Tools used may include, but are not limited to: monitoring
20 devices, content and spam filtering, virus protection, log-on utilities, virtual networks,
21 user access profiles and network security settings.

22
23 5.2 Users should not have an expectation of privacy regarding any use of the LPS
24 technology systems.

25
26 5.3 E-mail that is created or received by a public school employee is a matter of public
27 record and may be subject to public production in accordance with the Massachusetts
28 public records law.

29
30
31 **6.0 Unacceptable Uses**
32

33 6.1 LPS technology systems may not be used for political or social advocacy or solicitation.
34 This prohibition includes fund raising or advocacy for any non-school organization or
35 group.

36
37 6.2 LPS technology systems may not be used for entertainment, illegal purposes (or support
38 of illegal activities), or commercial purposes such as, but not limited to, offering,
39 providing or purchasing goods and/or services for personal use or gain. In addition, the
40 technology systems cannot be used as a public access service or a public forum. As such
41 the district reserves the right to place reasonable restrictions on the materials users can
42 access or post through the LPS technology systems.

43
44 6.3 Users may not use the LPS technology systems to obtain or share information about
45 staff, students or families for any non-school purpose.

46
47 6.4 Users are prohibited from copying copyrighted material without authorization from the
48 copyright holder unless the copies are used for teaching (including multiple copies for
49 classroom use), scholarship or research. If there is uncertainty as to the extent of
50 copyright protection for Internet materials, users must obtain permission to use material
51 from the copyright holder.

- 1
2 6.5 Users shall not attempt to gain unauthorized access to files or accounts using LPS
3 technology systems or network.
4
5 6.6 Users shall not vandalize the LPS technology systems by, for example, causing physical
6 damage, reconfiguring the computer system, attempting to degrade or disrupt the
7 technology systems, or destroying data by spreading computer viruses or by any other
8 means. Anyone found to intentionally vandalize the LPS technology systems shall be
9 responsible for the costs associated with hardware, software and/or system restoration.
10 This covers equipment, materials, software and/or data.
11
12 6.7 Users shall not pretend to be someone else when sending or receiving electronic
13 communications.
14
15 6.8 Use of another person's password or account is strictly prohibited.
16
17 6.9 It is unacceptable to attempt to read, delete, copy, or modify the electronic
18 communications of other users or to interfere with other users' ability to send or receive
19 communications.
20
21 6.10 Users shall not access, send, or forward materials or communications that are
22 defamatory, pornographic, obscene, sexually explicit, threatening, harassing, profane, or
23 inflammatory.
24
25 6.11 Users shall not download or install any commercial software, shareware, freeware or
26 similar types of materials on the LPS technology systems without prior approval and
27 authorization from the technology department.
28
29 6.12 Users shall refrain from actions or language via email, instant messaging, or any other
30 online mode of communication that is harassing or threatening to others and which may
31 be in violation of LPS' Bullying Prevention and Intervention Plan Policy. Users shall
32 refrain from swearing, using vulgarities or any other inappropriate language or images.

33
34
35 **7.0 Internet Safety**

- 36
37 7.1 Use of the Internet has potential dangers. All users are encouraged to read information
38 that the Massachusetts Office of the Attorney General has published on Cyber Crimes
39 and Internet Safety which is found on the Commonwealth of Massachusetts government
40 website (www.mass.gov); search "Attorney General" to find the website of the Office of
41 the Attorney General, where you will find "Cyber Crimes and Internet Safety" under
42 "Community Safety" heading). Additionally, all students will participate in LPS' anti-
43 bullying curriculum per LPS' Bullying Prevention and Intervention Plan Policy.
44
45 7.2 All users are granted individual accounts and agree to keep passwords secured. Users
46 are responsible for their accounts, credentials, security codes, and passwords and will
47 not share or allow others access to them. Users are responsible for keeping these secured
48 and for reporting any suspected breach to the Building Principal.
49
50 7.3 Users will refrain from revealing private information (e.g., addresses, phone numbers) in
51 any school-related electronic communications including communications via email, the
52 internet, or other network tools. Specifically, all users should refrain from revealing

1 personal or private information on any commercial or other internet media sharing site
2 (e.g., Facebook; Myspace, chat rooms), particularly if these are not school sponsored or
3 hosted sites. The system should not be used to meet or arrange to meet unknown people.
4

5 7.4 When accessing schools resources and data from any systems (including outside the LPS
6 network), staff will use due caution to protect the privacy and integrity of student data.
7

8 7.5 LPS will continue to use filtering technologies to help control user's access to
9 inappropriate internet content and websites while using our networks.

10 11 12 **8.0 Data and Control**

13 8.1 LPS has the right to re-image any technology device as necessary.
14

15 8.2 LPS is responsible for the provision, installation and maintenance of all software and
16 maintaining proper licensure.
17

18 8.3 No personal data or files may be stored on the local machine or network, which is the
19 property of LPS.
20

21 8.4 The school district provides all users with network accounts and storage. It is the users'
22 responsibility to insure that all files and data are stored on the network servers. The
23 District conducts regularly scheduled backups to prevent against loss or corruption.
24 However, the school district cannot guarantee that all information can be recovered in
25 the event of a catastrophic failure.
26

27 8.5 The district maintains a disaster recovery plan to insure against loss of data and or
28 services.
29

30 8.6 Responsibility for backing up any hand held or mobile device issued to a school district
31 user falls upon the user. The District is not responsible for providing backups for these
32 devices.
33

34 35 36 **9.0 Hardware/Software**

37 9.1 Any and all equipment issued by LPS for use by any user must be treated with due care.
38 We are all responsible for ensuring equipment is not damaged or stolen. Abuse, damage
39 or improper use should be reported immediately to the Building Principal and the
40 Director of Technology.
41

42 9.2 Any LPS owned (or leased) computer or device (including but not limited to laptop
43 computers, netbooks, iPods, iPads, projectors, digital cameras, hand held devices, etc.)
44 that are to be taken off the building premises may be checked out of the library (with
45 standard lending agreements in place) or loaned from the building or district office when
46 (and only when) there is a signed agreement in place which specifies responsibilities and
47 care for the device.
48

49 9.3 Any and all issues or problems related to any hardware, software, system or network
50 must be reported to the technology department using the LPS reporting system.
51
52

- 1 9.4 LPS does not provide technical support for equipment brought in from the outside by
2 any user.
3
- 4 9.5 A user who wishes to use outside technology devices (i.e. technology devices not owned
5 or provided by LPS) on school premises must complete an application form before
6 bringing such outside equipment onto school premises. In addition, the Director of
7 Technology must give advance written permission before any outside equipment is used
8 on school premises. Student users also must obtain advance written permission from
9 their Building Principal and parent/guardian.
10
- 11 9.6 Users understand that the district accepts no liability or responsibility for outside
12 equipment brought into the system.
13
- 14 9.7 The District reserves the right to confiscate or disable any outside equipment that
15 interferes with the operation of the network, systems, or provided services.
16
- 17 9.8 LPS is not responsible under any circumstances for damage to, or loss of, equipment
18 brought in from the outside.
19
-

20 **10.0 Violations**

- 21
- 22
- 23 10.1 Access to LPS's technology systems is a privilege not a right. LPS reserves the right to
24 deny, revoke, or suspend specific user privileges and/or to take disciplinary action up to,
25 and including, suspension, expulsion (students), and dismissal (staff) for violations of
26 this policy.
27
- 28 10.2 LPS will advise appropriate law enforcement agencies of any illegal activities conducted
29 using LPS's technology systems. LPS also will cooperate fully with local, state and/or
30 federal officials in any investigation related to any illegal activities conducted through
31 the LPS computing system.
32

33

34 Leg. Ref: Children's Internet Protection Act (CIPA) 47 USC §254
35 Copyright Law 17 U.S.C. Section 107
36

37 Policy Ref: Bullying Prevention and Intervention Plan Policy
38 Harassment
39