LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, October 18, 2016
Cary Memorial Building, Estabrook Hall
1605 Massachusetts Avenue

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

6:00 p.m.  **Call to Order and Welcome (5 minutes):**
Public Comment – Written comments to be presented to the School Committee, oral presentations not to exceed three minutes.

6:05 p.m.  **Superintendent Announcements:**

6:15 p.m.  **School Committee Member Announcements:**

6:25 p.m.  **Consent Agenda (5 Minutes)**
1. Vote to Approve and Not Release Executive Session Minutes of June 30, 2016
2. Vote to Approve School Committee Minutes of June 30, 2016
3. Vote to Approve School Committee Minutes of August 18, 2016
4. Vote to Approve School Committee Minutes of October 4, 2016
5. Vote to Accept a $1,000 Donation from Sekisui Diagnostics, LLC to be deposited in the Student Activities Account
6. Accept Permanent Building Committee Liaison Reports – Judy Crocker

6:30 p.m.  **Agenda:**
1. Proposed FY 18 Capital Budget – Schools
2. Proposed FY 18 Capital Budget – Facilities
3. FY17 Technology Capital Update
4. First reading – Buffer Zone Policy (30 Minutes)

6:50 p.m.  **Adjourn:**

Policy AD: Mission/Vision of the Lexington Public Schools

The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

The next scheduled meeting of the School Committee is as follows:
- Tuesday, November 1, 2016 – 7:00 p.m., Lexington Town Office Building, Selectmen’s Meeting Room, 1625 Massachusetts Avenue
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: October 13, 2016

REQUESTED MEETING DATE: October 18, 2016

AGENDA ITEM TITLE: Proposed FY2018-22 Capital Projects - Schools

PRESENTER:
Ian Dailey, Assistant Superintendent for Finance and Operations

SUMMARY:
The FY2018-22 Capital Request includes the total of three capital projects for the School Department. Attached to this item is a summary listing followed by a detailed description of each project for all proposed School Department projects. While a vote is not required, we are seeking approval to transmit these proposed capital projects to the Town Manager and Capital Expenditures Committee. After working with the Town Manager and Capital Expenditures Committee, these projects will be discussed in further detail in January when the Superintendent’s full recommended budget is presented.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☐ No action requested, this is a short update or a presentation of information.
☐ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 3 minutes

ATTACHMENTS:
Proposed FY2018-22 Capital Projects - Schools
## FY 2018-2022 Department Summary of Capital Improvement Projects

### Town of Lexington

#### Department: Schools

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**Department Totals**

$1,960,545  $1,825,000  $1,825,000  $1,825,000  $1,825,000  $9,260,545

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Approval by: ________________________________

*Department Head Signature required*
Description of Project:
The Lexington Food Service program is a federally assisted meal program. It provides nutritionally balanced, low-cost or free lunches to students and employees each school day. We are committed to providing wholesome, high quality menus, prepared fresh daily from locally sourced ingredients whenever available and in season. We offer a variety of meal choices and Smart Snack options that meet NSLP (National School Lunch Program, HHFKA (Healthy Hunger Free Kids Act) and state nutrition guidelines and are analyzed and approved by a Registered Dietitian.

Periodically, the Food Service program requires the replacement or repair of equipment. The program is currently able to support approximately $75,000 for repair and replacement of existing equipment. Funding comes from the School Lunch Revolving Fund.

Justification/Benefit:
Currently, some of our school kitchens are functioning with residential grade equipment as well as equipment at the end of its useful life. In order to ensure this program is able to continue serving thousands of meals a day, regular maintenance and replacement is required. Food Service is an in-house restaurant providing healthy and fresh lunch options for students and staff. Equipment in these kitchens should be equivalent to a commercial grade kitchen. In addition, commercial grade equipment items have survived well beyond their useful life and are in need of replacement.

Impact if not completed:
School Lunch needs to be provided daily. If equipment fails, the Food Service Program would need to cancel lunch without notice or utilize temporary and expensive satellite operations.

Timeframe:
Commercial Grade restaurant equipment should be replaced every ten years.

Stakeholders:
Students and Staff of the Lexington Public Schools

Operating Budget Impact:
None. All maintenance and operating costs are funded by the Food Service Program revolving account.

Cost Analysis:
Funding Source:  
- Levy  
- CPA  
- Revolving  
- State Aid  
- Water  
- Sewer  
- Recreation  
- Private  
- Other

Capital Funding Request

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CPA Amt. Req.  
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Basis of Cost Projection:
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Town of Lexington - FY 2018-FY 2022 Capital Improvement Projects
Description of Project:
The School Department annually requests replacement of furniture that has reached the end of its useful life. In addition, enrollment increases are projected over the next five years, triggering the need for additional furniture for staff and students to be funded.

The Furniture, Equipment and Systems Program includes requests for:
- Cafeteria Tables
- Student Desks & Chairs
- Standing Student Desks
- Classroom Tables
- Office Furniture (desks, partitions, tables, chairs)
- Filing Cabinets
- Whiteboards
- Bulletin Boards
- Refrigerator Replacement
- Classroom FM Soundfield Systems
- Furniture Moving and Disposal

Total: $173,845

Justification/ Benefit:
Furniture purchases support the replacement of un-repairable furniture and anticipation of new classrooms due to increased enrollment.

Impact if not completed:
If this request is not completed in FY18, there will not be adequate, safe equipment for students and staff.

Timeframe:
Replace. Freq: 0 Years

Stakeholders:
Students and Staff

Operating Budget Impact:

Cost Analysis:
Funding Source: ☐ Levy ☐ CPA ☐ Revolving ☐ State Aid ☐ Water ☐ Sewer ☐ Recreation ☐ Private ☐ Other
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**Capital Funding Request**

**Recurring Cost**
- $0.00

**Maintenance Cycle**
- 0 Years

**CPA Purpose**
- Open Space
- Recreation
- Historic
- Housing

**Basis of Cost Projection:**
Description of Project:

$1,711,700 for technology equipment will support the District's strategic goal for enhancing the District's capacity to utilize technology as an instructional and administrative tool. The technology equipment includes technology workstations, expanding 1:1 technology to the elementary level, increasing access to digital devices at the high school, creating a Maker Space/Digital Fabrication initiative, upgrading the school district's network, digital device peripherals, interactive projector/whiteboard units, server/storage Infrastructure, and increased power to support the expanding technical infrastructure.

Tech workstations dektops, laptops, mobile devices $450k is requested
Nearly all of this $450K request will be utilized to replace aging computers that will be 6 years old during FY18 with up-to-date devices which are more cost effective, and better able meet the needs of learning and teaching. We will select devices with sufficient capacity for continued use over a 5-6 year life cycle. We intend to diversify our device inventory to leverage lower cost devices to fit instructional needs.

Where possible we intend to replace outmoded teacher devices with chromebooks and phase out desktop computers for classrooms replacing them with mobile devices like chromebooks and macbook airs.

These requested funds will also pay a pool of mixed devices made up of chromebooks, ipads and macbook airs for each school to use as various short term needs arise over the course of the school year including assisting new English language Learning students, school based trainings, online testing and for substitute teachers. These funds will also pay for ipads for new 7th and 8th grade students participating in a 1:1 ipad program in middle schools and for ipads for an anticipated larger entering 7th grade class in FY 18.

Expanding 1:1 Mobile Tech Initiative to Elementary Schools $377k is requested

Mandated online testing as well as the adoption of new state learning standards in 2016 have accelerated the need for more students in the district to have access to a digital learning device while at school.

Starting in the spring of 2017 the Next Generation Massachusetts Comprehensive Assessment System (MCAS) will be conducted for grades 4 and 8, followed by 3 and 7 in FY 18 and 5 and 6 in FY19. Tested students will need robust keyboarding and tech skills and familiarity with their testing devices well in advance of the tests. Additionally, in 2016 the Mass Department of Early Learning and Secondary Education (ESE) adopted Massachusetts Science and Technology/Engineering (STE) Standards, and the Digital Literacy/Computer Science Standards which require students to engage in personalized learning experiences and interact in rich digital media. These factors require that the district move quickly to increase the ratio of computers in elementary classrooms.

We will purchase Chromebooks for two grades of elementary school students, and for their teachers and some specialists. We will also need to buy charging carts for these chromebooks. Ipads and laptops previously allocated to elementary grades with 1:1 devices will be redistributed to the grades who didn't receive the new devices to boost the device to student ratio.

Initiative to Increase Student Access to Digital Devices in Lexington High School $165,900 is requested

To support high-quality learning and reduce classroom disruption and the loss of instruction time to increase high school student's daily access to digital devices. The majority of these new devices will be Chromebooks which are ideal for most students. Macbooks will be purchased for classes that require specialized software and Ipad pros for visual art classes.

MakerSpace/Digital Fabrication Initiative $73,500 is requested

This request is for Maker Spaces and Digital Fabrication equipment which will provide students with the opportunity for hands on STEAM learning and encourage the design, engineering, and fabrication and redesign of useful objects. School based access to these 21st century tools allow students in all grades to benefit from learning experiences aligned with newly adopted state learning standards.

These funds are for the purchase of a 3-D printer for each school, a small laser cutter for the Lexington High School, Arduino microcontrollers for three classrooms per school and necessary supplies.

Technology Peripherals $40,800 is requested

This request for peripheral devices will include the purchase of Chromebook covers, Ipad keyboards for art classes and MCAS testing, new Wiacco Tablets for art classes at Lexington High school, document camera replacements, new printers, and replacement of digital device charging carts, LCD information displays for the high school, portable DVD drives, and Apple TV s for airplay from mobile devices.

Interactive Projector/Whiteboard Units $120k is requested

This request will allow the Lexington School District to replace dated interactive projection systems and install ceiling projection systems where units have come to the end of their life cycle. In addition many K - 2 classes don't currently have interactive projection systems in their classrooms but many teachers in these grades would like them.
Upgrade District and Building Network Infrastructure - $312k is requested

This expense is for head end upgrades to school network, installing wireless in the central office building, upgrading AP, an upgraded Switch/LAN to support new mobile initiatives, and a wireless controller ICE for Lexington High School. This project will increase network resilience, wifi coverage, and is necessary to support state mandated online testing, rich media digital learning experiences in schools, and the growth of digital devices used by students, teachers and administrators.

Server/Storage Infrastructure - $30k is requested

We need to purchase servers for each school to serve up cached software for next generation MCAS testing and to increase our server capacity to support a growing tech infrastructure.

Power - $85k is requested

This request is to increase the power supply so that we can support the growing technical infrastructure in schools and administrative offices. Specifically Clarke, Lexington High School and Diamond Schools and the Central Office need more outlets and upgraded power.

Independent Digital Learning Center Equipment - $57,500

Equipment to support the learning needs of all Lexington High School students in the newly established Independent Digital Learning Center. This technology equipment includes one Chrome Book cart with charging capability, a Windows PC cart with charging capability, an iPad cart with charging capability and the necessary infrastructure to support them.

**Justification/ Benefit:**

- Continue transition to Common Core standards in Math and ELA
- ESE mandated MCAS next generation online testing for six grades by Spring 2019:
  - Grades 4 and 8 will do computer-based testing in spring 2017
  - Grades 5 and 7 will do computer-based testing in spring 2018
  - Grades 3 and 6 in spring do computer-based testing 2019.
- 2016 Adoption of Massachusetts Science and Technology/Engineering (STE) Standards
- 2016 ESE Adoption of the Digital Literacy/Computer Science Standards designed to encourage more science and engineering practices in classrooms
- Need for more hands on and project based learning, personal learning and digital media rich learning experiences in schools.
- Increased enrollment in district schools requires the additional purchase of devices for staff and faculty

Independent Digital Learning Center

The capital improvement project will:

- Optimize LHS students’ access to high-quality digital learning experiences when their teachers are absent; optimize the use of the IDLC to accommodate up to twenty-five (25) classes per day; ensure the necessary differentiation of devices in the IDLC to support learning in all content areas; promote collaboration between classroom teachers, Instructional Technology Specialists (ITS) and the Electronic Learning Facilitator (ELF) in the development and delivery of blended learning opportunities; empower students to become independent learners with an increased accountability for their own academic success; provide teachers with real-time access to their students’ progress when teachers are absent from school resulting in greater continuity of instruction; support the technical requirements for the implementation of MCAS 2.0; significantly offset the cost of hiring per diem substitutes at LHS.

**Impact if not completed:**

Without this funding we will not be able to address our system technology goals or implement state mandated online testing. Digital computing devices older than 6 years old cannot function effectively, run current versions of instructional software or be updated via the network with necessary system software. The district has a 5-6 year replacement cycle for desktop and laptop computers and a 3-4 year replacement cycle for iPads and chromebooks. Requested funds for the LAN network will enable us to maintain a sufficient environment to both support state mandated online MCAS testing, and will support the dramatic growth in mobile computing devices which are enabling media rich learning experiences inside and outside our schools. Not making these strategic investments in our digital devices and our technical infrastructure, means lost learning opportunities for students, not providing our students with 21st century skills, lagging behind on the adoption of State and Federal learning standards and not being able to comply with state mandated online testing.
Independent Digital Learning Center

LHS will continue to rely upon high-cost, low-impact per diem substitutes when teachers are absent; LHS will continue its struggle to fill an increasing number of teacher absences in light of a statewide shortage of substitutes; LHS will be forced to rely upon under-qualified substitutes from its existing pool, the IDLC will be limited to a maximum of ten (10) classes per day; students without their own personal devices will not be guaranteed access to those blended learning experiences available in the IDLC; students in certain content areas will be unable to access the IDLC due to the limitation of devices and certain teachers will be unable to utilize the IDLC because Chrome Book devices do not support learning in the specific content areas.

**Timeframe:**

- Replace, Freq: 0 Years

**Stakeholders:**

Students and staff

**Operating Budget Impact:**

- Stakeholders: Students and staff

**Cost Analysis:**

- Funding Source: ○ Levy ○ CPA ○ Revolving ○ State Aid ○ Water ○ Sewer ○ Recreation ○ Private ○ Other

**Capital Funding Request**

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**Basis of Cost Projection:**
TODAY’S DATE: October 13, 2016

REQUESTED MEETING DATE: October 18, 2016

AGENDA ITEM TITLE: Proposed FY2018-22 Capital Projects – Public Facilities

PRESENTER:
Pat Goddard, Director of Public Facilities
Shawn Newell, Assistant Director of Public Facilities

SUMMARY:
The FY2018-22 Capital Request includes the total of 21 capital projects, of which 13 relate in part or fully to the School Department. Attached to this item is a summary listing followed by a detailed description of each project for all proposed School Department related projects. While a vote is not required, we are seeking approval to transmit these proposed capital projects to the Town Manager and Capital Expenditures Committee. After working with the Town Manager and Capital Expenditures Committee, these projects will be discussed in further detail in January when the Superintendent’s full recommended budget is presented.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?
☑ No action requested, this is a short update or a presentation of information.
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☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
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☐ for the first time, with a request that the School Committee vote at a subsequent meeting
or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 10 minutes

ATTACHMENTS:
Proposed FY2018-22 Capital Projects - Facilities
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Department Totals: $84,694,514 | $38,762,642 | $25,270,133 | $4,940,248 | $5,197,783 | $158,865,320
Description of Project:
The Department of Public Facilities maintains a 20 year Roof Master Plan. A priority for FY18 is replacing Bridge Elementary Schools roofing system. The roofs initial replacement was slated for FY19 but has accelerated it deterioration due to weather related issues. The current water infiltration and multiple repair request have increased. The priority for replacement of LHS Field House roof has been moved to 2022. Diamond Middle Schools 2018 and 2023 replacements have been removed due to current FY18 Capital Project which is underway. DPF will request that the Lexington School Committees approval to apply for a statement of interest to the MSBA for their Accelerated Repair Program for future roofing Projects when applicable.

Justification/ Benefit:
The Bridge Elementary Schools roof has shown signs of accelerated wear due to past winter seasons. Roof drainage, expansin and contraction of ice from past snow seasons create significant issues in an educational, office and program environment. To prevent further water leaks at Bridge Elementary School

Impact if not completed:
Water infiltration and ice dams will continue to damage furnishings, property, and building components. Potential for indoor air quality issues will continue to be at a higher risk. DPF is looking to accelerate the schedule for a complete roof replacement at Bridge Elementary School to accommodate a solution to ongoing repair issue and possible water infiltration issues moving forward.

Timeframe:
Replace. Freq: 20 Years

Stakeholders:
Students, Teachers, Public, Administrators

Operating Budget Impact:
Approximately $50,000 is budgeted for emergency leak repairs. Replacement of the roofing systems could result in reducing this expenditure, as well as reducing time custodians clean up and administrative time to insurance claims from these water leaks. With large snow accumulations, failure to repair this ongoing issue will result in additional insurance claims and building productivity.

Cost Analysis:
Funding Source:  Levy  CPA  Revolving  State Aid  Water  Sewer  Recreation  Private  Other

Capital Funding Request

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Basis of Cost Projection:

Rooftop Master Plan report produced by Russo-Barr Associates, building envelope consultant, ideinftifies construction costs, escalated at 4%. Design/Engineer cost is 10% of construction cost. Contingency is 10% of total Design/Engineer + Construction cost.
**Description of Project:**

This project is requesting funds to perform annual prioritized extraordinary repairs and modifications to school buildings and systems. FY 2018 request will be used to repair water infiltration issues with main façade of the main entrance columns at Harrington Elementary School. FY17 Appropriation is being applied to address the Central Administration Building window repair at a unit cost of $1350 per window. A total of 158 window on this building are in process of being repaired.

**Justification/Benefit:**

To properly maintain the buildings operated by the School Department will require continual investment in the building envelope and systems. This includes repairs to siding, caulking, weather proofing materials, windows, doors and painting of wood exteriors on an as needed basis. (approximately seven years).

**Impact if not completed:**

Without continual maintenance the building exterior will continue to deteriorate, allowing more moisture to become entrapped in the envelope and propagate cracks through the freeze thaw cycle. The building occupants will experience more discomfort created my air and water infiltration.

**Timeframe:**

System wide annually, on a priority basis to each school building

**Stakeholders:**

School users, public.

**Operating Budget Impact:**

Operating budget will continue to fund small, individual items such as failure of a specific door or window or small painting projects.

**Cost Analysis:**

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**Capital Funding Request**

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| CPA Amt. Req.    | $0     | $0     | $0     | $0     | $0     | $0      |

**Basis of Cost Projection:**

Budget estimated, to perform priority projects on a yearly basis. Continuation of building envelope at 2.5% annual increase.
Description of Project:

2016 Annual Town Meeting, Article 15C, funded $500,000 to produce design development and construction documents to replace HVAC equipment that has operated beyond its useful life and to improve the educational environment of Lexington High School’s main building. An integrated design process for the HVAC systems to be used at Clarke and Diamond Middle Schools was completed December of 2015 with a recommendation to install displacement ventilation, with energy recovery, as the best combination of low energy costs and indoor environmental quality. This recommended system has been applied to the Lexington High School project.

Development has been completed and the construction estimate has increased to over $18M from the previous system construction estimate of $12M. To complete design, through construction documents, a supplemental appropriation of $200,000 is required. Additional enhancements to building systems result in educational spaces with improved learning environments; quieter ventilation, and humidity reduction. These improvements support program and educational needs of the High School student population. This includes converting the steam boilers and steam unit ventilators to a highly efficient condensing boiler and hot water distribution system.

Justification/Benefit:

The HVAC systems for LHS are at varying points in their life cycles. The steam system and unit ventilators have been identified for several years as needing replacement. The roof top units installed in 2000 and 2003 are approaching the end of their life cycle. The proposed project will design a new system that will improve the environment for education (reduce noise, better temperature control, partial cooling) while also making the systems energy efficient, easier to maintain, and reliable.

Impact if not completed:

The HVAC system at LHS Main Building includes unreliable pneumatic controls with old steam unit ventilators. This combination results in poor temperature control, noisy classrooms, and the potential for indoor air quality issues.

Timeframe:

Five years

Stakeholders:

LHS students, teachers, administrators, public.

Operating Budget Impact:

Not yet determined.

Cost Analysis:

Funding Source:  
- Levy  
- CPA  
- Revolving  
- State Aid  
- Water  
- Sewer  
- Recreation  
- Private  
- Other

Capital Funding Request

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CPA Am’t. Req.  
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<td><strong>Department:</strong></td>
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Cost estimate are based off of 2016 TBA/Bond cost analysis for bid in FY18 add 4% escalation for FY19 Bidding.
EXHIBIT B

SCOPE OF SERVICES 50% DD to 100% CD

PROPOSED SCOPE OF WORK

LEXINGTON HIGH SCHOOL – HVAC REPLACEMENT

The following defines our proposal to provide 50% Design Development Documents through 100% Construction Documents for architectural and engineering design services for fire protection, plumbing, mechanical and electrical systems for the HVAC replacement project at Lexington High School. We have used our own plan set as a basis for our proposed scope and fees. The 50% DD set includes chill beam/ERV design at all classrooms to replace rooftop systems and renovation of VAV systems at corridors and other spaces not receiving chill beam/ERV systems. The intention of our scope is to provide a coordinated set of drawings that allow accurate estimating of project costs at the completion of 90% Construction Documents and completion to 100% Construction Documents suitable to bid for an FY 2019 construction start after approval by Lexington Town Meeting.

SCOPE


2. Architectural design to include:
   a. New ceiling systems to accommodate chill beam equipment.
   b. New ceiling systems at corridors in Buildings A, B and parts of C to accommodate new ERV ducting to classroom Chill Beams
   c. Modificatons of existing ceilings where reused to accommodate new HVAC layouts as at IT space in Building A, offices, library and other spaces a first floor of Building B and second floor of Building E
   d. Firestopping and patching for new and existing penetrations through floors, ceilings and roof systems.
   e. New infill patching at walls (interior and exterior) where HVAC equipment is removed (primarily unit ventilators and radiant baseboard systems).
   f. Roof patching at new penetrations and redesigned equipment curbs.
   g. Finishing of columns and/or walls where new structural support is required as at Building B.

3. Structural design to include:
   a. Assessment of existing roof and floor systems to accommodate new imposed loads.
   b. Design of reinforcement or new structural systems to support new rooftop and ceiling hung equipment where required.

4. MEP/FP design to include:
   a. Mechanical Systems:
      1. Calculate heat loss and gain for spaces.
      2. Design HVAC system replacement for school. Systems design shall be based on 50% Design Development Design Plans and modifications to remove rooftop systems at all classrooms and replace with chill beam/ERV systems to achieve noise reduction.
      3. Design reuse or replacement of VAV systems at spaces not designed for Chill Beam/ERV systems.
      4. Design multiple boiler rooms at Buildings A, C and E.
      5. Design new chiller plant.
      6. Prepare mechanical equipment schedules and details.
   b. Electrical Systems
      1. Design electrical service replacement for the school to accommodate chiller installation.
2. Prepare load calculations and complete utility service application paper work. Complete the utility work order form.
3. Design electrical connections for new mechanical systems.

c. Plumbing Systems:
1. Design condensate drainage system for new air conditioning equipment.
2. Design DHW heating system replacement as part of boiler plant replacement.
d. Fire Protection Systems:
1. Allow for removal and reinstallaion of ceiling tiles where ceiling removal to facilitate mechanical system installation.
2. To accommodate new integrated ceiling and chill beam and other systems.
3. Modified to accommodate new equipment installations where no existing nor new suspended ceiling is planned.

5. Prepare 75 percent and 90 percent drawing set (construction documents) and specifications for review and coordination
6. Prepare CSI format specifications (long form) to define the installation of architectural, structural and engineered systems.
7. 90% drawing set (construction documents) and specifications, as detailed above, to provide basis for Construction Cost Estimate to be submitted to School Committee in October/November 2017 time frame in order to advance to a debt exclusion’
8. A/E services to complete bidding and Construction Administration to be by separate proposal after successful Debt Exclusion vote.
10. Study implications of impact of project on rooftop PV array. Identify new areas shaded by equipment additions which reduce the area of existing array. Identify new areas opened up to PV array additions due to modification or removal of existing rooftop equipment.

Bidding and Construction Phases:
1. None. (Bidding and CA will be negotiated separately after successful Debt Exclusion vote.)

SCOPE FOR REIMBURSABLE EXPENSES:
1. Provide for construction cost estimates for hazardous materials removal or remediation based on AHERA report and management plan for Lexington High School. Estimate is to be provided by the Town of Lexington’s environmental consultant EBI Consulting. Not to exceed $7,700.00

ASSUMPTIONS
We assume:
1. No additional scope items will be added beyond what is shown on the Design Development Drawings.
2. Value Engineering concepts will be discussed before the start of 50% CD documents.
Any redesign for value engineering changes after that time will be charged at hourly rates.

NOT INCLUDED
The following services are not included in the lump sum fee, however, they can be included upon request for an additional fee.
1. LEED paperwork, Energy Star paper work, utility rebate paper work, sustainability analysis, Manual-D duct calculations or thermal modeling.
2. Annual thermal modeling.
3. Civil, acoustical engineering or other engineering not described in scope above.
4. Meetings or site visits not identified in scope above.
5. Design of scope elements not included in the schematic design drawings and modifications as indicated in MEP/FP paragraph 4 above.
6. Redesign due to value engineering that alters system types or capacities, or floor plan and fenestration changes after issuing the 100% CD set or for other reasons unless through fault of the designer.
7. Application forms for local and other governmental agencies excluding construction phase affidavits.
Description of Project:
This is an Annual Program that was initiated in FY2011 to replace flooring systems to maintain clean and safe spaces. A FY2018 appropriation would be used for continuing replacements at Lexington High School Stairwells and entrances, Cary Library and Harrington Elementary School.

Justification/Benefit:
Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Broken and failed systems can become tripping hazards and/or harborage areas for bacteria and water.

Impact if not completed:
Without adequate funding for replacement, flooring systems will potentially develop into unsafe conditions and become tripping hazards and difficult to clean.

Timeframe:
Annual

Stakeholders:
Building users, employees, and community.

Operating Budget Impact:
None

Cost Analysis:
Funding Source:  
Levy  ☑  CPA  ☐  Revolving  ☐  State Aid  ☐  Water  ☐  Sewer  ☐  Recreation  ☐  Private  ☐  Other

Capital Funding Request

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Basis of Cost Projection:
Flooring contract is bid for square foot pricing to maximize use of funds. The plan for FY 2017 includes studying the cause of the moisture infiltration under the Fiske cafeteria floor for a FY 2018 recommendation to eliminate the ongoing issue.
**Description of Project:**
This program funding is to replace in kind on school grounds of parking lots, bus loops and side walks on an as needed basis. Currently the Bridge Elementary Schools is in need of complete replacement due to it current condition. Pot holes, driving and walking conditions have caused safety issues for pedestrians, drivers and plowing equipment. The FY2018 will be dedicated to this priority for the summer of 2018. This program does not coincide with Capital request 898 as it is for "as needed" replacement of sidewalks, bus loop and parking areas on school grounds.

**Justification/Benefit:**
Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public safety and Safe Routes to Schools. Ths capital request would address pedestrian, bicycle and driver safety to the school grounds.

**Impact if not completed:**
Additional paving replacements are required at school buildings to deteriorated surfaces with severe cracking. If this program is not funded, these conditions will continue.

**Timeframe:**
5 year annual request

**Stakeholders:**
Community, students, parents, staff

**Operating Budget Impact:**
This would reduce impact to the operating budget due to repair cost from contracted services.

**Cost Analysis:**

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| CPA Amt. Req.    | $0   | $0   | $0   | $0   | $0   | $0     |

**Basis of Cost Projection:**
Past Operational Repair Projects and budget proposals
Description of Project:
This project appropriates a fund for professional services to produce design development, construction documents, and/or bid administration services for projects. Eligible projects would be projects seeking authorization at the Annual Town Meeting that have a high probability of approval and the intended schedule would be unattainable if the project design process could not begin until after the close of Annual Town Meeting.

Justification/Benefit:
Public Facilities manages projects for school buildings with very short construction windows due to the academic calendar. With the Annual Town Meeting closing in late April or early May, there is insufficient time to obtain professional services for bid documents, complete the bidding process, and implement the project before school is back in session. With this available fund, projects that have a high probability of approval at Town Meeting can be developed with sufficient time to implement them in the same calendar year as Town Meeting.

Impact if not completed:
Impact if not completed is to delay implementation of projects for 12 months or use available operating dollars to supplement capital projects.

Timeframe:

Stakeholders:
Public Facilities and project stakeholders

Operating Budget Impact:

Cost Analysis:

Funding Source: ☐ Levy ☐ CPA ☐ Revolving ☐ State Aid ☐ Water ☐ Sewer ☐ Recreation ☐ Private ☐ Other

Capital Funding Request

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Recurring Cost:
$0.00

Maintenance Cycle:
0 Years

CPA Purpose:
☐ Open Space
☐ Recreation
☐ Historic
☐ Housing

Basis of Cost Projection:
For FY 2017 this funding was increased to $100,000 as $75,000 was insufficient in FY 2015.
Project Name: Hastings School Renovation/Replacement  
Date: 17-Oct-12

Submitted By: Pat Goddard  
Department: Public Facilities

First Year Submission?  
Phone #: 781 274 8958  
E-mail pgoddard@lexingtonma.gov

Project ID Number: 870
Revision Date: 14-Sep-16

Description of Project:
In January of 2016 the Massachusetts School Building Authority (MSBA) informed Lexington that The Hastings Elementary School had been selected into the MSBA program. Special Town Meeting 2016-1 met in February of 2016 and appropriated $1,500,000 to fund the first step of the program, a Feasibility Study. The study is projected to be completed in September of 2017 with a Project Scope and Budget Agreement (PSBA), which outlines the scope of the building project to implement the most cost effective solution for the Hastings educational program, the budget to implement the building project, and the maximum MSBA reimbursement. The next step in the MSBA process is for Lexington to provide funding for the project as identified in the PSBA. This amount is anticipated to be $60.0M, with $1.5M being appropriated at STM 2016-1. The Town has 120 days to secure funding for the project after the MSBA approves the budget. To insure that the project design can continue while the Town is securing the funds, an appropriation of $720,000 for Design development may be request at 2017 Annual Town Meeting.

Justification/ Benefit:
The Hastings Elementary School has several program and physical deficiencies that need to be evaluated for appropriate resolution. In addition, the Lexington Public Schools enrollment has increased significantly over the last 7 years and this trend is projected to continue. A new Hastings School of 30 classrooms will help in reducing overcrowding at other elementary schools.

Impact if not completed:
Overcrowding will continue at other schools and system replacements and space deficiencies.

Timeframe:
It is anticipated that funding for the next phase will need to be provided in October/November of 2017 for the project to continue on schedule.

Stakeholders:
Hastings community and Lexington Public Schools

Operating Budget Impact:

Cost Analysis:

Funding Source:  
Levy  CPA  Revolving  State Aid  Water  Sewer  Recreation  Private  Other

Capital Funding Request

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CPA Amt. Req. | $0 | $0 | $0 | $0 | $0 |

Basis of Cost Projection:
Costs used from DiNisco planning documents.

10/12/2016 11:07:09 AM
Description of Project:

The School Committee commissioned a Traffic Safety and Mitigation study of school sites on February 26, 2014. The report contains findings that require additional detailed study and mitigation measures to be completed to improve traffic safety in and around our schools. To improve safety for students, staff, and the community, a multi-year program has been implemented that includes study, design and construction documents, and implementation.

Funds were appropriated at the ATM 2013 - Article 14 for Clarke Middle School and design funds were requested as part of the Multiple School Construction Project (2015 STM#1, Article 2). Funds were appropriated at ATM 2014 - Article 13 for Bridge and Lexington High School (LHS) studies. The Bridge study has been completed and a FY17 appropriation of $25,000 to supplement a study for LHS.

FY 2018 request is seeking design and construction document funds for Bridge Elementary School under this program. FY 2019 request is expected to include a study of Bowman, design and construction documents for LHS, and construction at Bridge. FY 2020 request is expected to include a study of Harrington/Central Administration, design and construction documents for Bowman, and construction at LHS.

FY 2021 request is expected to include a study of Fiske, design and construction documents for Harrington/Central Administration, and construction at Bowman. This program does not coincide with Capital request 698 as it is for design and construction of school site to mitigate traffic issues such as flow patterns of pedestrians, bicyclists, student and bus loading.

Justification/ Benefit:

The School Department is responsible for the clear and uniform traffic safety and mitigation on our property. All school locations require GIS mapping and inventory of topology, signs, crosswalks, parking spaces, etc. Once this is completed and the School Committee sets policy, the maintenance and sustainability will be easier and more predictable.

Impact if not completed:

All Schools, parents, employees and community members who access school property will continue to not have direction, signage, and overflow into local streets during arrival and dismissal. This often creates hazards for other motorists, pedestrians, and bicyclists.

Timeframe:

This project is expected to take five years, with annual requests for funding, progressing each site through study, construction documents, and construction funding.

Stakeholders:

Staff, students and parents

Operating Budget Impact:

Cost Analysis:

Funding Source:  ○ Levy  ○ CPA  ○ Revolving  ○ State Aid  ○ Water  ○ Sewer  ○ Recreation  ○ Private  ○ Other

Capital Funding Request

Recurring Cost
**Town of Lexington - FY 2018-FY 2022 Capital Improvement Projects**

**Project Name:** School Traffic Safety Improvements  
**Date:** 08-Oct-13  
**Project ID Number:** 898  
**Revision Date:** 23-Sep-16  
**Submitted By:** Ian Dailey/Shawn Newell  
**Department:** Public Facilities  
**Priority** 1  
**First Year Submission?**  
**Phone #:** 781-861-2580  
**E-mail:** idailey@sch.ci.lexington.ma.us  

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**Basis of Cost Projection:**

Based on current projects.
**Description of Project:**

This project is an annual replacement of HVAC and electrical systems that have exceeded their useful life and require replacement before excessive failures begin occurring. The priority for the FY18 Appropriation would be for replacement of the Cary Library chiller and to develop a plan for replacement of geothermal well pumps at Fiske and Harrington Elementary Schools.

**Justification/ Benefit:**

The existing Chiller has reached its life cycle age and is in need of replacement. If this failure occurs it would severely impact Cary Memorial Libraries ability to remain open even as the Town’s cooling station. Over the past two years the Chiller has continually needed expensive repairs supported by our operational budget. Replacing the Chiller will assure uninterrupted Library operations and the avoidance of temporary cooling measures at a considerable cost.

**Impact if not completed:**

Without the replacement of the Chiller, we would risk an interruption in service to the general public. The cost of replacement is increased if not done in the off season. Library Personnel would be allowed to leave if space temperatures can't be maintained at a reasonable level. Office and meeting spaces will have unreliable control and mechanical systems for building occupants during work and meetings. If this system is not replaced the potential for unplanned interruptions will increase and the equipment deferred maintenance expense will increase.

**Timeframe:**

The project would take place after the cooling season in FY18, typically around November in 2017.

**Stakeholders:**

General Public, Public Meetings and Occupants of the building

**Operating Budget Impact:**

If we continue to use operating dollars to repair the Chiller it reduces the opportunity to utilize these funds for other purposes.

### Cost Analysis:

**Funding Source:**
- Levy
- CPA
- Revolving
- State Aid
- Water
- Sewer
- Recreation
- Private
- Other

#### Capital Funding Request

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**CPA Purpose**
- Open Space
- Recreation
- Historic
- Housing

**CPA Amt. Req.**
- $0

**Basis of Cost Projection:**

DPF estimates
**Description of Project:**

2016 Annual Town Meeting appropriated $25,000 (Art 15.J) for a security evaluation of the Lexington High School. The evaluation assessed the current security systems and the feasibility to upgrade/install electronic door access controls. The evaluation also assessed the suitability of existing doors for the installation and identified doors in need of repair or replacement. Pertaining to the CCTV system an existing conditions assessment was conducted, and the feasibility of upgrades was assessed.

The proposed project enables the campus to lock exterior doors automatically should that be necessary. Currently only eight of the forty-eight exterior doors on the Lexington High School campus are equipped with electronic door access controls and if a lock down is required, staff must manually lock exterior doors. The proposed project will add electronic door strikes to exterior doors, based on their utilization, so that they can be locked remotely by the automatic control system. In addition, the reliability and functionality of the security cameras system will be improved by upgrading from digital video recorders placed throughout the schools to a server based system in the server room and add 30 cameras for more complete coverage.

**Justification/ Benefit:**

The addition of the electronic door strikes will enable all doors to lock simultaneously if needed. This added infrastructure would allow for procedures to be put in place to set schedules for locking and unlocking doors, providing a more secure campus, and eliminate the requirement for staff to lock the doors. The security camera system upgrades will implement new technology and allow for a more reliable, sustainable system. The additional 30 cameras will increase coverage for a more secure campus.

As an older facility, Lexington High School has multiple exterior doors and is positioned in an isolated location. An adequate security system would safeguard school system assets including equipment and building infrastructure, as well as the occupants.

The High School is the only school remaining on the digital video recorder system, all other schools are on the server technology. The high school is not planned for replacement in the near future and the security improvements will address current needs.

**Impact if not completed:**

The existing security concerns remain unaddressed

Doors cannot be locked in an efficient and timely manner if necessitated.

Continue to expend funds to repair the existing CCTV system. Inadequate CCTV coverage.

**Timeframe:**

FY2018

**Stakeholders:**

School Community, School Committee, Lexington Taxpayers

**Operating Budget Impact:**

Reduction in loss, theft, vandalism

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**Cost Analysis:**

**Funding Source:**

- Levy
- CPA
- Revolving
- State Aid
- Water
- Sewer
- Recreation
- Private
- Other

**Capital Funding Request**

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**Recurring Cost**

$0.00

**Maintenance Cycle**

0 Years

**CPA Purpose**

- Open Space
- Recreation
- Historic
- Housing

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10/12/2016 11:07:09 AM
Basis of Cost Projection:

This project will need a cost analysis by an A&E firm. FY18 cost projection are based on past experience installing these type of systems.
Description of Project:

At the 2016 Annual Town Meeting, funds were appropriated for the design and engineering portion of this project (Article 15J, Public Facilities Capital, Facility & Site Improvements). Construction Documents have already been developed with the funds appropriated at the 2016 Annual Town Meeting. If the construction phase of this project were to be approved, it would be ready to go out for bid in Spring of 2017. Construction would be conducted over the summer months of 2017, with the space projected to be completed and ready for the start of the 2017-2018 school year. The high school has an existing student support model that clusters each Dean/Counselor team in a specific location on campus. The cluster model provides a ‘home base’ for students and student teams, organized by homeroom location. One of the goals of this model is providing a smaller feel on a large campus and student body, but a secondary goal is ensuring that Dean and Counselor teams are in close proximity throughout the school day (enhanced communication on behalf of students). The High School has an existing student support model that clusters each Dean/Counselor teams in separate physical locations on campus. The cluster model provides a ‘home base’ for students and student teams, which is organized by homeroom location. One of the goals of this model is providing a smaller, more intimate feel on an expansive campus and large student body. A secondary goal is ensuring that Dean and Counselor teams are in close proximity throughout the school day to provide increased interactions and enhanced communication to benefit the students. Due to increased enrollment an additional school counselor was hired and the existing space is not adequate to provide proper student support. The proposed project would mine the existing counselor suites in the Mathematics Building (Rm. 705) as well as in the World Language Building (Rm. 505) to better utilize the space, which would provide adequate room for School Counselors to meet with students.

Justification/Benefit:

The FY16 budget provided an additional School Counselor in response to increased enrollment. At this time, the Dean/Counselor team in the Mathematics Building has expanded from two to three counselors. The existing Counselor space in the Mathematics Building can only accommodate two counselors, resulting in their relocation to the Arts and Humanities building. The objective is to mine the existing Counselor space in the Mathematics Building to accommodate space for three counselors, which would reestablish the cluster in one location. In the World Language Building there is a duplicate space which as currently constituted, can only accommodate two counselors. The goal is to mine this space similar to the Mathematics Counseling Suite in order to add office space and proactively plan for the potential increase in the School Counseling Department which may be warranted with the projected increased enrollment. The physical quality of the workplace is a reflection of the value we place in educators. Crowded conditions in the work environment impact an employee's sense of well-being and productivity. In addition, School Counselors need a calming, private space to meet with students. By mining the suites in the Mathematics and World Language Building, the spaces can satisfy these requirements. LHS has had a fairly high turnover of teachers over the past decade. One of the primary reasons for this turnover is the inadequate condition of the work environment. The physical quality of the workspace is a reflection of the value we place in teachers as educational professionals. The addition of offices in the existing Guidance Suites would greatly benefit students and faculty by providing adequate space to meet student needs, as well as keeping the cluster model intact, fostering collaboration, communication, and teamwork. Additional School Counselors have been hired in response to increased enrollment. With space at a premium, we need to make more efficient use of existing space. The plan is space mine the Dean/Counselor space in the Math building and the World Language building for FY 2018. School Counselors need a calming, private space to meet with students and this project will enable the creation of that space.

Impact if not completed:

The building will not have adequate office space for School Counselors to meet with students.

The student support cluster model is not properly intact as the Dean and School Counselors are not in close proximity.

Timeframe:

The bid process would be completed in the Spring of 2017 and Construction would take place during the Summer Months of 2017, being completed in time for the School Year 2017-2018 opening day.

The student support cluster model is not properly intact as the Dean and School Counselors are not in close proximity.

Stakeholders:

Students

Operating Budget Impact:

Cost Analysis:
### Project Name:
LHS Guidance Space Mining

### Date:
05-Oct-15

### Submitted By:
Shawn Newell/Laura Lasa

### Department:
Public Facilities

### Project ID Number:
990

### First Year Submission?
[]

### Priority
1

### Phone #:
781-274-8960

### E-mail:
snewell@lexingtonma.gov

### Town of Lexington - FY 2018-FY 2022 Capital Improvement Projects

### Phone #:
781-274-8960

### E-mail:
snewell@lexingtonma.gov

### Revision Date:
22-Sep-16

### Capital Funding Request

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### CPA Amt. Req.
- $0 | $0 | $0 | $0 | $0 |

### Basis of Cost Projection:
TBA Estimates
Description of Project:
At the 2016 Annual Town Meeting, funds were appropriated for the design and engineering portion of this project (Article 15J, Public Facilities Capital, Facility & Site Improvements). Construction Documents have already been developed with the funds appropriated at the 2016 Annual Town Meeting. If the construction phase of this project were to be approved, it would be ready to go out for bid in Spring of 2017. Construction would be conducted over the summer months of 2017, with the space projected to be completed and ready for the start of the 2017-2018 school year. The existing Lexington High School Health Office space is not adequate to accommodate the expanding demands on nursing services. Enrollment and special programming have increased, and with this, so has the growth of students’ health care needs. The existing situation renders a cramped office for three nurses as well as limited space for confidential evaluation, treatment, and monitoring. The proposed project would expand to and reconfigure the existing space to accommodate more treatment/rest beds and provide more confidential spaces to meet and examine students.

The options for expanding the footprint of the Health Office is limited. The only practical option for expansion would be into the adjacent storage/mechanical room that currently houses a large heating and ventilating unit as well as Physical Education and Athletics equipment. Moving the heating and ventilation unit would be included in the scope of this project to allow for the expansion of the Health Office into the mechanical/storage space. With the additional space added, the Health Office can be properly reconfigured to accommodate the various needs of the nursing services.

Justification/ Benefit:
With the increasing student population the demands on nursing servicing are growing and the Health Office as currently configured is not adequate to accommodate these needs. The existing LHS Health Office space does not have adequate seating for students while waiting to be treated. There is not adequate space for emergent and intake triage for students who need evaluation and urgent care treatment. The current space does not have enough treatment/rest beds as the recommended standard is one bed per two hundred students. The existing set up of the three nursing stations do not allow for private discussion with students. The current Health Office space is used for many purposes, but because of the space constraints are not properly suited for the following; non-urgent illness assessment, rest and return to class, medication administration, private special treatment interventions, secure storage space for medications and treatment equipment, examination for assessments, private counseling space, team member meeting space. In order to properly provide all the necessary nursing services, more room is required.

Impact if not completed:
The building will not have adequate space for treatment of the student population.

Timeframe:

Stakeholders:
Faculty, Students, Community

Operating Budget Impact:

Cost Analysis:

Funding Source:  ○ Levy  ○ CPA  ○ Revolving  ○ State Aid  ○ Water  ○ Sewer  ○ Recreation  ○ Private  ○ Other

Capital Funding Request
Recurring Cost
## Basis of Cost Projection:

TBA Estimates and proposals
NURSE'S OFFICE PROPOSED NURSE'S STATION AXON VIEW

NURSE'S OFFICE PROPOSED NURSE'S STATION ELEVATION
Description of Project:
Lexington Children's Place (LCP), the pre-school program for Lexington Public Schools, has grown beyond the space provided in Harrington School in 2005. A study completed by DiNisco Design in 2015 determined that the program requires between 11,500 and 13,500 square feet of net program space and the Harrington location provides 5,446 square feet. Currently the program is utilizing an additional 4,000 square feet at the Old Harrington School and operating on one campus at two locations.

School Administration is working with DiNisco Design to develop options for providing program space at one location to enable the delivery of the program to be as efficient as possible and meet the educational needs of all students. It is anticipated that the process will result in a recommendation from School Committee to fund design funds, through construction documents of a consolidated program space at the 2017 Annual Town Meeting for construction fund appropriation at a subsequent Town Meeting.

Justification/ Benefit:
Lexington Children's Place provides pre-school education to district students with special education needs in an integrated environment with other tuition based students at a required ratio. If the program does not have space for the special education student, than an out of district placement is required, typically at a much higher cost then can be provided in district, plus transportation.

Impact if not completed:
Students will continue to be placed out of district and the program will maintain services at two locations on the Harrington campus, a situation that is not optimal.

Timeframe:
Schedule anticipates opening the new location in 2019.

Stakeholders:
Lexington Public Schools and the community.

Operating Budget Impact:
To be determined.

Cost Analysis:

Funding Source:  • Levy  ○ CPA  ○ Revolving  ○ State Aid  ○ Water  ○ Sewer  ○ Recreation  ○ Private  ○ Other

Capital Funding Request

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Recurring Cost
$0.00

Maintenance Cycle
0 Years

CPA Purpose
• Open Space
• Recreation
• Historic
• Housing

Basis of Cost Projection:
DiNisco Design Study in 2015, escalated to spring 2018 bid.
AGENDA ITEM SUMMARY
LEXINGTON SCHOOL COMMITTEE MEETING

TODAY’S DATE: October 13, 2016

REQUESTED MEETING DATE: October 18, 2016

AGENDA ITEM TITLE: FY17 Technology Capital Update

PRESENTER:

Ian Dailey, Assistant Superintendent for Finance and Operations

SUMMARY:

This item serves as a placeholder to potentially address a shift in FY17 Technology Capital needs. The School Department’s content filter has reached capacity and is experiencing connectivity issues. At this time solutions are being explored.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☒ No action requested, this is a short update or a presentation of information.
☐ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☐ for the first time, with a request that the School Committee vote at a subsequent meeting
or
☐ with the request that the School Committee take action immediately

If formal action is requested:
Include a suggested motion or let __________ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 3 minutes

ATTACHMENTS:
REQUESTED MEETING DATE: October 18, 2016

AGENDA ITEM TITLE: Policy JCAB Buffer Zones

PRESENTER: Judy Crocker and Eileen Jay

SUMMARY: The School Committee Policy Subcommittee, in conjunction with Mr. Dailey, Ms. Kavanugh, and Ms. Trach and in consultation with Dr. Czajkowski, present the first of third public readings of Policy JCAB Buffer Zones.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

☐ No action requested, this is a short update or a presentation of information.
☒ Request input and questions from the School Committee, but no vote required.
☐ Request formal action with a vote on a specific item.

If formal action is requested, please check one:
This item is being presented
☒ for the first time, with a request that the School Committee vote at a subsequent meeting or
☐ with the request that the School Committee take action immediately

SUGGESTED MOTION:

FOLLOW-UP:
The second and third policy readings are scheduled for November 1 and 29 respectively. Upon adoption, Policy JCAB Buffer Zones will be added to the School Committee Policy Handbook and posted electronically to the School Committee website under Section J.

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 30 minutes

ATTACHMENTS:
First Reading DRAFT School Committee Policy JCAB Buffer Zones
Buffer Zones

Lexington Public Schools has historically maintained specific school attendance areas for each of its elementary and middle schools. However, when circumstances related to rapidly increasing student enrollment directly affect the delivery of equitable educational opportunities, alternative attendance area strategies need to be considered. Buffer zones and redistricting are attendance area tools that can be used to relieve overcrowding, address program needs, promote the balanced and efficient use of school facilities and resources, and ensure educational quality for all students.

A buffer zone is defined as a specific geographic area where students residing at an individual address within that zone are assigned to one of multiple schools designated for that attendance area. All other attendance areas are predetermined and students living within those boundaries are assigned to one specific school based on the student’s address. Buffer zones shall be delineated on clearly drawn attendance area maps that are approved by the School Committee following public hearings. Once approved, these attendance area maps shall be made available in the Superintendent’s office and on the Lexington Public School website. Any changes to buffer zones require School Committee approval.

It should be noted that in ALL cases, each student must have a fully completed school registration in order to be assigned and enrolled at a school. Newly registered Grade K-12 students residing in a buffer zone shall not have a school assignment until registration is complete and the Superintendent/designee has determined the student’s school placement. Once a student is assigned to a school, that school shall be his/her school as long as s/he continues to reside at that address. Subsequent siblings shall be assigned to the same school. Exceptions to school placement or sibling assignment may be made based on a student’s individual education plan.

Buffer zones are a necessary strategy to manage student enrollment and programmatic parity. This tool provides the Superintendent/designee greater flexibility to assign students where space and resources afford the most equitable education for all students. While it may be impractical to reconcile each and every student assignment, equity shall be achieved by considering the following factors:

- Available enrollment data
- Disparities in class size between schools and/or a condition of classroom overcrowding
- Once a student is assigned to an elementary school, all siblings will attend the same elementary school
- Functional and operational capacity of school core space (cafeteria, gymnasium, bathrooms, hallway and stairway spaces)
- Safe and reasonable school bus transportation and pedestrian patterns
- Any situation in which the Superintendent/designee deems to be an extenuating circumstance
- Family preference will be considered but it is not guaranteed.

CROSS REF: JC – Attendance Areas
JCA – Assignment of Students to Schools
JCAA – Redistricting
JCAC – Student Transfer Policy
JFAB – Policy on Non-Resident Students
JFABC – Admission of Transfer Students
JFBB – School Choice