

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, August 23, 2016
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

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

7:00 p.m. Call to Order and Welcome (3 minutes):

Public Comment – Written comments to be presented to the School Committee, oral presentations not to exceed three minutes.

7:05 p.m. Superintendent Announcements:

7:15 p.m. School Committee Member Announcements:

7:25 p.m. Consent Agenda:

1. Vote to Accept a \$1,000 Award from the FIRST PTC/FTC Super-Regional Championship to Support the Lexington High School Robotics Club
2. Vote to Accept a \$300 Honorarium from American International College to be Deposited in the Fiske Student Gift Account
3. Vote to Approve and Not Release School Committee Executive Session Minutes of May 9, 2016

7:30 p.m. Agenda:

1. FY18 Budget Guidelines and FY18 Budget Calendar (30 minutes)
2. Discussion of School Committee Goals (30 minutes)
3. Discussion of Elementary World Language (30 minutes)
4. October 18 School Committee Meeting / Beyond Measure Film Screening (5 minutes)
5. School Committee Member Liaison to Student Advisory Committee (5 minutes)

9:10 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, September 6, 2016 – 7:00 p.m., Lexington Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue

LEXINGTON PUBLIC SCHOOLS

RECOMMENDED FY 2018 BUDGET GUIDELINES

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2018 budget that will:

1. Ensure all legal and contractual mandates will be met.
2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services;
 - (b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - (c) move the district forward in meeting the increasing demands for technology and technology services in our different educational settings.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide services in more cost-effective ways.
6. Identify ways to reduce costs, if there are insufficient monies available to fund a level-service budget.
7. Identify a small number of high leverage new academic or prosocial programs or supports in anticipation of the potential elimination of Thursday afternoon half-days at the elementary level, as a result of the potential implementation of a World Language program in FY2019 at the elementary level.
8. Identify those funds necessary, should the district implement central registration and buffer zone policy that addresses space needs for all students, as well as feeder patterns for our middle schools and special education programs.
9. Identify those funds necessary to implement a new leadership induction program.
10. Identify funds to support the progress and continued effectiveness of special education programs across the district.

11. Identify funds necessary to address hardware and network impacts for phase-in plan for Computer-based MCAS testing

12. Identify those funds necessary to support the implementation of H4406, Dyslexia screening bill.

Presented to the School Committee on August 23, 2016

DRAFT

LEXINGTON PUBLIC SCHOOLS
FY18 BUDGET CALENDAR
for all funds (Operating, Grant, Revolving)

2016

August 23	School Committee reviews FY18 budget calendar and the FY18 budget guidelines
September 1	Capital budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders
September 6	School Committee approves FY18 budget calendar and the FY18 budget guidelines
September 30	FY18 capital budget submissions are due to the Assistant Superintendent for Finance and Operations
October 1 – October 11	Review capital proposals – Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Operations
October 1 – October 11	Superintendent, Director of Public Facilities and Assistant Superintendent for Finance and Operations discuss project requests with administrators
October 4	Google Form link distributed for FY18 staffing and expense budget requests
October 6	Summit I – Budget Collaboration/Summit Meeting
October 17 – October 21	SPED budget staffing meetings (with Assistant Superintendent for Finance and Operations, ETS, Director of Special Education, and building principals)
October 18	Recommended FY18 capital budget requests approved by the School Committee (School Department and Public Facilities – Schools)
October 21	Submittal of Town (Municipal & School) FY2018-2022 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 10	FY18 Google Form requests for staffing and expenses due to the Assistant Superintendent for Finance and Operations
November 1 – November 18	Budget Review – Central Office and department staff meet at assigned times
November 9	Summit II – Revenue Projection and Allocation
December 1	Summit III – FY18 Revenue Allocation Model
December TBD	CEC Review Session with School Department on School Capital Requests
December 9	Superintendent Finalize FY18 budget recommendation
December 12 – December 23	Budget book printing (no changes or edits)
December 23	Budget distributed to School Committee and posted to website
December 26 – January 2	School Vacation Week

2017

January 3	School Committee Meeting – <ul style="list-style-type: none"> • Facilities Director's Budget Presentation • Superintendent's Budget Presentation
January TBD	Town Manager Submittal of FY18 Recommended Operating Budget & FY2018-2022 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)

All dates and deadlines subject to revision.

Revised: 8/2/16

January TBD	Summit IV – FY 2018 White Book Review
January 17	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY18 Budget
January 21 (Saturday)	School Committee Public Hearing and Discussion of the Superintendent's Recommended FY18 Budget
January 31	School Committee FY18 budget discussions, possibly adopt FY18 Operating Budget (including fees) and FY18 Capital Budget (if not, February 7 th)
February 7	School Committee adopts FY18 Operating Budget (including fees) and FY18 Capital Budget
February TBD	Summit V – FY 2018 Gap Closing (if needed)
February 15	2017 Annual Town Meeting School Committee Fiscal Year 2018 recommended budget document finalized (TMMA)
February 20 – 24	TMMA Budget book printing (no changes or edits)
February 27	Finance Office releases to Human Resources Employee Action Forms for all newly funded positions.
March 1	Distribution of FY 2018 Recommended Operating and Capital Budget to TMMA, Town Manager, Senior Management Team, Appropriations, Capital Expenditures Committee, Selectmen, School Committee, Central Office, Principals (Brown Book)
March 20 – April 26	Annual Town Meeting (Mondays and Wednesdays until completed – does not meet during April vacation week)
March 27	Budget presentation to Town Meeting by the Town Manager and Superintendent
May 15	Furniture: Final capital requests, quotations, and order requests are due to Business Operations Office for requisition entry. Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department
June 1	School Operating Budget opens for entry of supply and services requisitions

SCHOOL COMMITTEE GOALS for 2015-2016

1. Academic Excellence – Providing supports for enriching learning opportunities for every student

- By June 2016, have a homework policy in place with input from all stakeholders
 - Promote dialogue at each school level, including student, family and staff input
 - Review feedback from 2014-2015 Homework Policy hearings, gather additional feedback, review input from Ad hoc Committee for Youth at Risk 12/2014 report
- Support, through providing resources, professional learning to align with district goals
 - Monitor by requesting reports on
 - Staff access to professional learning
 - Staff use of tuition reimbursement funds
 - Total expenditures for professional learning
- Provide materials to support each student's learning needs

2. Promote Social & Emotional Wellness

- Through a survey, identify reasons for staff and student stress
- Use survey results to prioritize actions to reduce unhealthy stress
- Develop systemic structures to work in collaboration with municipal officials, the community and families to support student social and emotional wellness both in and out of school

3. Improve Safety for All Students and Staff

- Monitor progress on safety and traffic mitigation issues
 - Quarterly updates on progress of safety training
 - Quarterly updates on progress of traffic mitigation issues

4. Ensure Infrastructure that Supports School & District Needs

- Further develop 5 Year Capital Plan
 - Continue to work collaboratively with Board of Selectmen, Appropriation Committee, Capital Expenditure Committee, Permanent Building Committee and the community to address rising enrollment issues and capital needs
 - Address short-term over-crowding
 - Evaluate redistricting options
- Develop a 3 Year plan of operational needs
 - Study enrollment projections
 - Analyze operating expense projections
- Work with Interim Finance Director to revise budget reporting to School Committee
 - Review warrant approval procedures
 - Review and analyze administrative procedures on finance

5. Transition to new Superintendent and new Administrators

- Support smooth transition to new Superintendent and new Administrators
- Workshop with School Committee/Superintendent about entry
- Participate in joint School Committee/Administrator retreat
- Develop communication norms and plan

World Language and Elementary Programmatic Restructuring

Fiscal Year	Month/Year	Action Steps	Anticipated Costs
2015-16	January - June 2016	School Committee approved: <ul style="list-style-type: none"> • Addition of .25 FTE for interim K-5 World Language Coordinator • Additional \$50,000 for workshops, stipends, and materials • Five meetings convened with various district leaders to further identify timelines, programmatic and staffing impacts, as well as scheduling challenges • Appointment of K-5 coordinator to lead and assist in decision making on these topics: <ol style="list-style-type: none"> 1. which language 2. which grade levels 3. 6-12 curricular impact 4. overall design and development of WL program • K-5 Coordinator meets with Asst. Supt. For Curriculum & Instruction to review scope of project 	<ul style="list-style-type: none"> • \$78,817
2016-17	July – December 2016	<ul style="list-style-type: none"> • Newly appointed Asst. Supt. For Curriculum & Instruction meets with K-5 Coordinator to outline goals and expectations • K-5 Coordinator organizes and leads a committee to begin this work • Asst. Supt. For Curriculum & Instruction meets with K-5 principals and other program leaders to create a committee charged with designing the re-structuring of the elementary school day from both a logistical and programmatic standpoint <ol style="list-style-type: none"> 1. common planning time 2. equity across all grade levels 3. space constraints/considerations 4. adjustment of transportation schedules to 	<ul style="list-style-type: none"> • \$79,393

	January – June 2017	<p>accommodate elimination of early dismissal on Thursday afternoons</p> <ul style="list-style-type: none"> • Development of budgetary impact for FY18 • Update 3-year budgetary projections (Summit I) • Public discussion and hearings for community input on both WL and elementary programmatic restructuring • Regular update reports to the LSC from both committees 	
2017-18	<p>July – December 2017</p> <p>January – June 2018</p>	<ul style="list-style-type: none"> • LSC and both Design Teams consider public feedback for budgetary and programmatic decision-making for FY19 • Update 3-year budgetary projections (Summit I) • Budget approved • Hiring of essential staff commences 	
2018-19	<p>July – August 2018</p> <p>September 2018—June 2019</p>	<p>Implementation year (August 2018)</p> <ul style="list-style-type: none"> • Staff hiring completed for World language and other TBD programs • All necessary logistical matters and programmatic elements are in place • Summer training and workshops for newly appointed staff to assimilate new curriculum • Elimination of Thursday early dismissal in K-5 schedule • Ongoing planning for subsequent programmatic impact in World Languages and other identified instructional areas to accommodate for vertical articulation (K-12) –<i>the domino effect</i> • Budgetary impact on FY20 	<ul style="list-style-type: none"> • \$2,507,731 (\$2,318,551 recurring/\$189,180 one-time) • \$123,456

FY 2018-19 Cost Impact Projection - K-5 Programmatic and Schedule Restructuring

Line #	Position & Expense Category	Total Projected FTE Impacts	Projected FY19 Base Salary Cost	Projected FY19 Benefits Costs	Projected FY19 Recurring Expenses	Projected FY19 One-time Expenses
1	Teacher Positions (WL and other content areas)	12.00	\$ 762,148	\$ 191,357	\$ 953,505	
1	Additional 1% of Unit A Salary	-	\$ 618,648		\$ 618,648	
4	School Support Personnel	3.87	\$ 137,732	\$ 61,760	\$ 199,492	
7	Instructional Assistants	2.65	\$ 87,755	\$ 42,248	\$ 130,003	
7	Specialized Instructional Assistants	2.11	\$ 73,265	\$ 33,595	\$ 106,860	
7	Student Support Instructors	0.85	\$ 41,839	\$ 13,574	\$ 55,413	
10	Special Class Teacher Aides	0.43	\$ 15,333	\$ 6,787	\$ 22,120	
16	Department Head	0.25	\$ 26,243	\$ 3,987	\$ 30,229	
Exp	K-5 Supplies & Materials (WL and other content areas)				\$ 78,825	\$ 189,180
Exp	6-12 WL and other content area curriculum workshops				\$ 75,000	
Exp	6-12 WL and other content area curriculum materials/supplies				\$ 48,456	
Sub Total		21.91	\$ 1,762,963	\$ 353,307	\$ 2,318,551	\$ 189,180

Projected Total FY19 Impact - One-time & Recurring

\$ 2,507,731

Projected Total FY19 - Recurring Impact Only

\$ 2,318,551

Projection Assumptions

- Implement WL and other programs in FY2018-19 (N.B. Projected as deficit year in Summit I Town/School 3-year Budget Projection - \$9 million shortfall)
- Eliminate half-day Thursdays; Implement WL and other content areas K-5; Restructure of full elementary schedule
- Implement necessary contract provisions including common planning time district-wide
- Assumes 160 sections taught at 0.075 FTE per section for teacher positions (WL and other content areas)
- Represents projected additional FTE for hourly employees by utilizing current Wednesday schedules on Thursdays
- Includes cost of benefits as recurring because of impact on total Town budget in FY19 and beyond
- Projects supply and material costs based on per pupil rate of \$25/pupil (recurring) and \$60/pupil (one-time)

School Committee Meeting Dates

2016-2017

All meetings to be held in Selectmen's Meeting Room (SMR) and to begin at **7:00 p.m.**, except as noted.

<u>Meeting Date</u>	<u>Location</u>
Tuesday, August 23, 2016	SMR
Tuesday, September 6, 2016	SMR
Tuesday, September 20, 2015	SMR
Tuesday, October 4, 2016	SMR
Tuesday, October 18, 2016	SMR
Tuesday, November 1, 2016	SMR
Tuesday, November 15, 2016	<u>Boston Meeting (tentative) @ 6:00 p.m., Location TBD</u>
Tuesday, November 29, 2016	SMR
Tuesday, December 6, 2016	SMR
Tuesday, December 20, 2016	SMR
Tuesday, January 3, 2017	SMR
Tuesday, January 17, 2017	<u>SMR or Battin Hall (Public Hearing on FY18 Budget)</u>
Saturday, January 21, 2017	<u>Battin Hall (Public Hearing - FY18 Budget) - 10:00 a.m.</u>
Tuesday, January 31, 2017	SMR
Tuesday, February 7, 2017	SMR
Tuesday, February 28, 2017	SMR
Tuesday, March 7, 2017	SMR
*Monday, March 20, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
*Wednesday, March 22, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Monday, March 27, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Wednesday, March 29, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Monday, April 3, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Wednesday, April 5, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Monday, April 10, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Wednesday, April 12, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
*Monday, April 24, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
*Tuesday, April 25, 2017	SMR
*Wednesday, April 26, 2017	Cary Memorial Building, Estabrook Hall @ 6:30 p.m.
Tuesday, May 9, 2017	SMR
Tuesday, May 23, 2017	SMR
Tuesday, June 6, 2017	SMR
Tuesday, June 20, 2017	SMR

*Tentative depending on Town Meeting dates.