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
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 –
• 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 7th)

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
     o Promote dialogue at each school level, including student, family and staff input
     o 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
     o 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
     o Quarterly updates on progress of safety training
     o Quarterly updates on progress of traffic mitigation issues

4. Ensure Infrastructure that Supports School & District Needs
   • Further develop 5 Year Capital Plan
     o 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
     o Address short-term over-crowding
     o Evaluate redistricting options
   • Develop a 3 Year plan of operational needs
     o Study enrollment projections
     o Analyze operating expense projections
   • Work with Interim Finance Director to revise budget reporting to School Committee
     o Review warrant approval procedures
     o 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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Month/Year</th>
<th>Action Steps</th>
<th>Anticipated Costs</th>
</tr>
</thead>
</table>
| 2015-16     | January - June 2016 | School Committee approved:  
- 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:  
  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 | • $78,817 |
| 2016-17     | July – December 2016 | • 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  
  1. common planning time  
  2. equity across all grade levels  
  3. space constraints/considerations  
  4. adjustment of transportation schedules to | • $79,393 |
<table>
<thead>
<tr>
<th>Period</th>
<th>Accomplishments</th>
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<tbody>
<tr>
<td><strong>January – June 2017</strong></td>
<td>Accommodate elimination of early dismissal on Thursday afternoons</td>
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<tr>
<td></td>
<td>• Development of budgetary impact for FY18</td>
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<td></td>
<td>• Update 3-year budgetary projections (Summit I)</td>
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<td>• Public discussion and hearings for community input on both WL and elementary programmatic restructuring</td>
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<td></td>
<td>• Regular update reports to the LSC from both committees</td>
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<td><strong>2017-18</strong></td>
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<tr>
<td>July – December 2017</td>
<td>• LSC and both Design Teams consider public feedback for budgetary and programmatic decision-making for FY19</td>
</tr>
<tr>
<td>January – June 2018</td>
<td>• Update 3-year budgetary projections (Summit I)</td>
</tr>
<tr>
<td></td>
<td>• Budget approved</td>
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<tr>
<td></td>
<td>• Hiring of essential staff commences</td>
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<tr>
<td><strong>2018-19</strong></td>
<td></td>
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<tr>
<td>July – August 2018</td>
<td><strong>Implementation year</strong> (August 2018)</td>
</tr>
<tr>
<td>September 2018—June 2019</td>
<td>• Staff hiring completed for World language and other TBD programs</td>
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<tr>
<td></td>
<td>• All necessary logistical matters and programmatic elements are in place</td>
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<tr>
<td></td>
<td>• Summer training and workshops for newly appointed staff to assimilate new curriculum</td>
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<tr>
<td></td>
<td>• Elimination of Thursday early dismissal in K-5 schedule</td>
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<tr>
<td></td>
<td>• Ongoing planning for subsequent programmatic impact in World Languages and other identified instructional areas to accommodate for vertical articulation (K-12) – <em>the domino effect</em></td>
</tr>
<tr>
<td></td>
<td>• Budgetary impact on FY20</td>
</tr>
<tr>
<td></td>
<td>• $2,507,731 ($2,318,551 recurring/$189,180 one-time)</td>
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<tr>
<td></td>
<td>• $123,456</td>
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</tbody>
</table>
## FY 2018-19 Cost Impact Projection - K-5 Programmatic and Schedule Restructuring

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

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