

**LEXINGTON SCHOOL COMMITTEE MEETING**  
**Tuesday, September 29, 2015**  
**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:**

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

**7:05 p.m.     Superintendent's Announcements:**

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

**7:25 p.m.     Consent Agenda (5 minutes):**

1. Vote to Approve School Committee Minutes of September 8, 2015

**7:30 p.m.     Agenda:**

1. Vote to Appoint School Committee Clerk (5 minutes)
2. Vote to Appoint School Committee Secretary (10 minutes)
3. Community Coalition–Youth Initiative: Update and Vote to Authorize Expenditures of up to \$8,250 for 2015-2016 (5 minutes)
4. Vote to Approve Name Change from “K-12 Guidance Department” to “K-12 Counseling Department” and from “Guidance Counselor” to “School Counselor”(5 minutes)
5. Association of Lexington Administrators (ALA) Memorandum of Agreement Ratification Vote (5 minutes)
6. Summer Work on Curriculum Development and Professional Learning (15 minutes)
7. Transportation Report (5 minutes)
8. Security Update – A.L.I.C.E. (5 minutes)
9. Vote to Approve Lextended Day Lease Agreement (10 minutes)
10. Vote to Approve Superintendent's 2015-2016 Goals (10 minutes)
11. MSBA Site Visit – Hastings School (10 minutes)
12. Formulate Recommendation for Board of Selectmen Regarding Permanent Building Committee (10 minutes)
13. Multi-School Capital Plan: Preparation for Special Town Meeting
  - a. Plan updates on Pre-K, Elementary, and Middle School Projects (10 minutes)
  - b. Request funds to prepare Pelham Road presentation (10 minutes)
  - c. Formulate Warrant Requests (10 minutes)
14. Policy Manual Review Subcommittee Update – 2015-2016 Review Plan (10 minutes)
15. Vote to Approve School Committee Norms 2015-2016 (10 minutes)
16. Schedule School Committee Retreat (5 minutes)

**10:00 p.m.   Adjourn:**

*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 meeting of the School Committee is scheduled for Tuesday, October 13, 2015, at 6:00 p.m. in Boston. Location is to be determined.

## **SCHOOL COMMITTEE OFFICERS**

### **Duties of the Chair**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

**Duties of the Vice-Chair**

The Vice-Chair of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

**Clerk**

The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

LEGAL REF.: M.G.L. 71:36

Note: The treasurer of the town serves as treasurer of the School Committee.



# Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

The Boston Globe  
**TOP PLACES  
TO WORK 2014**

Robert J. Harris  
*Assistant Superintendent for Human Resources*

phone (781) 861-2580 fax: (781) 861-2582  
email: [rharris@sch.ci.lexington.ma.us](mailto:rharris@sch.ci.lexington.ma.us)

TO: Dr. Mary Czajkowski, Superintendent of Schools

FROM: Bob Harris, Assistant Superintendent for Human Resources  
Carol Pilarski, Assistant Superintendent for Curriculum, Instruction and Professional Learning\

DATE: September 18, 2015

REF: **NAME CHANGE OF GUIDANCE DEPARTMENT AND GUIDANCE COUNSELORS**

Notwithstanding the ongoing review of the Guidance Program, at the present time we are writing this memorandum in support of the attached recommendation we received from Valerie Viscosi, K-12 Director of Guidance, to re-name the “K-12 Guidance Department” to the “K-12 Counseling Department,” and to change the job title of “Guidance Counselor” to “School Counselor” effective in the 2015-2016 academic year.

one (1) attachment



# Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

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Valerie Viscosi  
K-12 Director of Guidance

781-861-2580, ext. 68077  
Email: [vviscosi@sch.ci.lexington.ma.us](mailto:vviscosi@sch.ci.lexington.ma.us)

## MEMORANDUM

**TO:** Bob Harris, Assistant Superintendent for Human Resources  
Carol Pilarski, Assistant Superintendent for Curriculum, Instruction and Professional Learning

**FROM:** Valerie Viscosi, K-12 Director of Guidance

**DATE:** September 17, 2015

**RE:** Name Change for Guidance Department and Guidance Counselors

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Beginning in FY14, the K-12 Guidance Department was charged for the first time with conducting a review of the services and programs offered by the department, akin to the *LPS Curriculum Review* process conducted by academic/instructional content areas. One of the recommendations that resulted from the first two years of the review included a recommendation to change the name of the department to the *Counseling Department*, and to change the name of the Guidance Counselor role to *School Counselor* (see *LPS School Committee Guidance Department Program Review Year 2 Report*, page 13, dated May 12, 2015).

The rationale provided for these proposed name changes was based on unanimous support of the program review committee, which was comprised of counselors, social workers and administrators. The committee researched best practices of professional organizations and higher education training programs within the fields of school counseling and social work. Changing the name of the department to the *Counseling Department* is inclusive of both counselors and social workers (the department currently includes 23 counselors and 13 social workers), addressing the commonality in their practice – that of providing counseling to students.

The rationale from the *LPS School Committee Guidance Department Program Review Year 2 Report*, page 13, dated May 12, 2015 is repeated here for convenience:

The terms *Guidance Counselor* and *Guidance Counseling* are outdated terms that do not represent the professionalism and the broad scope of what *School Counselors* do. Prior to the 1980's, *Guidance Counselors* worked in schools primarily to assist students with occupational/vocational choices and career development. They were teachers that simply took a few extra classes and were then called *Guidance Counselors*. During the 1980's, the Professional School Counseling field was established, governed by national (*American School Counselors Association*) and state (*Massachusetts School Counselors Association*) professional organizations that set forth legislation, professional standards, and a requirement of a minimum of a Master's degree in Counseling Psychology. There are a wide array of responsibilities that make up the job description of a professional school counselor that mainly focus on the proactive, pro-

social development of a child. School counselors work with conditions that interfere with a student's social, emotional, and learning process. A school counselor encourages successful academic, career, and personal/social development to ensure every child succeeds. This is accomplished through a variety of methods but mainly through individual counseling, group counseling, and social-emotional learning curriculum. School counselors also work collaboratively with students, teachers, parents, administration, and community members. Using the term *School Counselor* recognizes the scope and professionalism of the field as it is today, in contrast to what many of us experienced when we were in high school. The fact that our professional organizations and graduate schools use the *School Counselor* terminology exclusively is an indication of the long-standing, widespread acknowledgement that this is the more current, accurate terminology. The following grid offers more detail regarding the distinction between *School Counseling* and *Guidance Counseling*:

| <b><u>Professional School Counseling</u></b>   | <b><u>Guidance Counseling</u></b>  |
|--|--|
| Student-Services   | Quasi-Administrative   |
| Focus on Prevention  | Focus on Responsive Services   |
| Plan programs to meet student identified needs   | Provide crisis response as primary focus   |
| Connect interventions to critical data elements (such as equity gaps, achievement, attendance) from the student information management system and improvement plan | Used as administrative “fill-in” outside of training: e.g. meeting coordinator, test proctor, etc. |
| Coordinate comprehensive program to remove barriers to success in students’ academic, career, and personal/social domains  | Do not coordinate programming  |
| Deliver social-emotional learning curricula, small group counseling, and one-on-one counseling   | No correlation between tasks and impact on students  |
| Use data to inform programming   | Data not used to inform programming  |
| 80% of time is spent in direct services to students  | Majority of time spent on clerical duties  |

Renaming the department as the *Counseling Department* is more inclusive of the 13 Social Workers, in addition to the 23 School Counselors, in the department, since both roles provide counseling as a primary job function.



# Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Ian L. Dailey  
*Interim Director of Finance and Operations*

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Fax: (781) 781-861-2560

[idailey@sch.ci.lexington.ma.us](mailto:idailey@sch.ci.lexington.ma.us)

To: Dr. Mary Czajkowski, Superintendent of Schools  
From: Ian Dailey, Interim Director of Finance and Operations  
Date: September 24, 2015  
Re: School Bus Transportation Update

The Lexington Public Schools Transportation program continues to grow annually and has reached record levels this year. The District is experiencing over 10% growth from the prior year. At this time, there are 3,413 riders successfully registered for the bus. This ridership is distributed over 71 routes and 27 buses.

Approximately one week before school started, the registration form was taken off the website due to overwhelming registrations. The reason was to ensure that anyone who completed the registration form would receive a seat on the bus. Since that time an additional 277 riders have been added to a waitlist. This waitlist has been reduced to 76 riders currently. The figures described are constantly changing as new requests are received and waitlisted requests are processed. The influx of late requests for transportation continues to be a challenge with the timing of the start of school. The team has been diligently processing requests as timely as possible, while addressing telephone calls and a number of logistical challenges related to daily operations.

In order to address feedback from parents and building principals, some modifications have been made to routes to accommodate the large loads and timeliness of routes. Two additional trips were added to the high school to redistribute some riders and shorten overall routes. At this time, it is anticipated that three additional buses are needed to accommodate this increase in riders. This would improve service at Bowman, Clarke, Estabrook, and Fiske. We anticipate being able to add a bus to Bowman and Clarke, the schools with the largest need, very shortly. The specific date is unknown at this moment, but an additional bus ordered by C&W Transportation is set to be commissioned as soon as possible. C&W Transportation has already ordered and is anticipated to have additional buses this fall, specific dates are to be determined. We plan to add these buses to the remaining two most negatively impacted schools (Estabrook and Fiske). This will help address concerns raised about the length of certain routes at these locations by redistributing riders across an additional bus, shortening the routes.

The additional costs incurred by the adding the three buses in FY2015-16 at the previously mentioned locations would be absorbed by the revolving fund portion of the Transportation budget, and not impact the general fund. In addition to school committee support, approval will be needed by the Appropriations Committee and Board of Selectman to amend the original \$850,000 FY2015-16 Transportation Revolving Fund cap placed on the account at Town Meeting. The amended Transportation Revolving Fund Account cap would be \$1,250,000 for FY2015-16.



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To: Dr. Mary Czajkowski, Superintendent of Schools  
From: Ian Dailey, Interim Director of Finance and Operations  
Date: September 24, 2015  
Re: School Security Update

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The past year and coming year include a host of activities in advancing School Security. These included the following:

On May 21, 2015 a “live fire” ALiCE training was conducted with staff at Bowman Elementary School.

On June 11, 2015 an initial ALiCE training was conducted with staff at Harrington Elementary School.

On August 19, 2015 a district-wide Incident Command Structure (ICS) Training was held at Harrington. All school buildings, Central Office, Police Department, and Fire Department participated in the training. It was an all day training that described Incident Command and included scenarios that were reviewed and discussed.

On May 12, 2016 we plan to conduct the follow-up “live fire” ALiCE training at Harrington.

Additional trainings will also be scheduled to continue moving the ALiCE training forward.

The High School is currently examining its security, developing a proposed project to move forward as part of the Capital Budget in FY2016-17.



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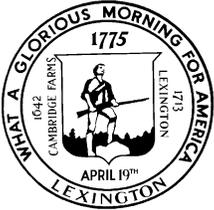
[idailey@sch.ci.lexington.ma.us](mailto:idailey@sch.ci.lexington.ma.us)

To: Dr. Mary Czajkowski, Superintendent of Schools  
From: Ian Dailey, Interim Director of Finance and Operations  
Date: September 24, 2015  
Re: Lextended Day Lease Amendment

The Bridge Elementary School is the only elementary school without an after school program on-site. The feasibility of adding this site was conducted at the request of parents in the community. Staff has completed this feasibility study and determined the site can be added. This involved many stakeholders and their efforts are greatly appreciated. In order to implement this program and create the necessary space, this will include the relocation of a Performing Arts program from Bridge to Estabrook. This will add a lot of value to working families currently on a Lextended Day wait list. This will add sixty (60) new enrollment slots to be filled by the community.

In order to implement this change, the contract requires an amendment, adding Bridge Elementary School as a location. The attached amendment to the contract has been reviewed by Town Counsel and Lextended Day. Staff seeks School Committee approval to execute this contract amendment allowing for Bridge Elementary to be a new Lextended Day program site.

Attachment: Lextended Day Lease Amendment



# Lexington Public Schools

146 Maple Street □ Lexington, Massachusetts 02420

## SECOND AMENDMENT TO LEASE OF SPACE

**BETWEEN THE TOWN OF LEXINGTON  
and  
LEXTENDED DAY, INC.  
AS OF  
October 5, 2015 through June 30, 2016**

WHEREAS, the **TOWN OF LEXINGTON**, acting through its School Committee, (hereinafter referred to as the TOWN or LESSOR), and **LEXTENDED DAY, INC.**, (hereinafter referred to as Lextended Day or Lessee ) (collectively hereinafter referred to as the “Parties”) entered into a lease executed by the Lextended Day on May 18, 2011 and by the TOWN on May 24, 2011 (the “Lease”), as amended by the First Amendment to the Lease dated May 21, 2012 (the “First Amendment”) granting to Lextended Day the right to use spaces in various school buildings for the purpose of running a structured program for elementary school students after school hours, said lease to run for a term of five (5) years ; and

WHEREAS, the TOWN has made accommodations to add Bridge Elementary School as a new extended day location; and

WHEREAS, the Lextended Day agrees to opening program space at the Bridge Elementary School leased herein.

NOW THEREFORE, the Parties agree to amend the Lease by adding the following subparagraphs 1 through 9 to Paragraph 1.A with respect to Bridge Elementary School only, it being expressly understood by the Parties that such subparagraphs and all other portions of the Lease and all attachments thereto continue in effect with respect to the Bowman, Estabrook, Fiske, Harrington and Hastings Elementary Schools):

- 1. AMENDED SERVICES PROVIDED BY THE LEXINGTON PUBLIC SCHOOLS AT BRIDGE ELEMENTARY SCHOOL
  - A. Lextended Day will implement a program at Bridge Elementary School, and the TOWN agrees to provide the LESSEE the following spaces at Bridge Elementary School, during the dates and times listed below, from October 5, 2015 through June 30, 2016:
    - 1. Lextended Day hours for the Bridge Elementary School program will be Monday, Tuesday, Wednesday and Friday from 3:00 p.m. until 6:00 p.m. and Thursdays from 12:15 until 6:00 p.m. Badges will be provided to Lextended Day staff for building access.
    - 2. **Classrooms:** No classroom space will be provided at Bridge Elementary School. Lextended Day may only use classroom space at the Bridge Elementary School with the Lessor’s permission pursuant to paragraph 1.A.5.
    - 3. **Cafeteria:** Lextended Day shall have use of the Cafeteria, including use of bathrooms closest to the cafeteria. Lextended Day staff can use the staff bathrooms located near Door 6 (back door of building). The Bridge Elementary program shall have no more than 60 students a day, supervised by 7-8 staff and an on-site director. Lextended Day will have a storage area for two double cabinets in the Cafeteria and five lockers across from Room 27. Space for a locked refrigerator, adjacent to the storage cabinets, in the cafeteria will also be provided. Lextended Day will provided all necessary supplies and materials needed for their program.

4. **Playgrounds:** Lextended Day shall have use of the Bridge Elementary School Playground, the timing and other conditions to be coordinated with the Bridge Extended Day Coordinator. Lextended Day staff and students shall use the back door (Door 6) for entering and exiting the building for recess. Lextended Day will provide all necessary equipment. Students are expected to adhere to Bridge Elementary Schools recess rules and expectations, enforced by Lextended Day staff.
  
5. **Additional Space:** Lextended Day shall request in advance from the Principal, or designee, any special requests for extended time in the Cafeteria, Gymnasium or in classrooms when needed. Requests will need to be made weekly to the Principal for use of any such space and the Principal, or designee, will have sole authority on approval.
  
6. **Drop-off and Pick-up:** Student Drop Off and Pick Up will be conducted through the Bridge Elementary School's main entrance. A phone line and camera system is being installed and paid for by Lextended Day at this location. Absence calls will be directed to an off-site line. Lextended Day staff will grant building access to parents via installed camera and door control system. Doors must remain closed and locked at all times. Lextended Day shall advise parents that
  - a. they will be allowed to park in the front visitor parking spaces
  - b. a door bell is installed next to the building entrance for parents for access .
  
7. **Internet Access:** Lextended Day will be provided with internet access for Lextended Day staff only, on their computers/devices. All printing and photocopying must be done off-site.
  
8. The use of, in common with others, the corridors and the entrances to the School for access to the Leased Premises.
  
9. The Town reserves the right to substitute substantially similar spaces to those listed herein in the first, second, third, fourth and fifth years of this Lease, including to the extent necessary, regularly scheduled rotation among several classrooms. Such spaces shall be large enough to comfortable accommodate all of the children who will use the spaces. If substitution of spaces is required, the Town shall give notice to Lessee of which spaces shall be initially used no less than ten (10) days prior to the commencement of the school year. In the event that the Town requires the rotation of classrooms, the Town shall provide, after the initial designation of spaces, a monthly schedule of rotation of classroom spaces thirty (30) days in advance of the commencement of such rotation.

The parties agree to amend the Lease by updating the following summary table included in Paragraph V.A to include program costs for Bridge Elementary School:

|                                 | YEAR 1                     | YEAR 2                     | YEAR 3                     | YEAR 4                     | YEAR 5                     | Sub-<br>Total    | Vacation<br>Week | Total            |
|---------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------|------------------|------------------|
|                                 | August 2011<br>– June 2012 | August 2012<br>– June 2013 | August 2013<br>– June 2014 | August 2014<br>– June 2015 | August 2015<br>– June 2016 |                  |                  |                  |
| RFP Base Lease Amount           | \$45,021                   | \$46,374                   | \$47,768                   | \$49,203                   | \$59,405                   | \$247,771        |                  | \$247,771        |
| Bridge Extended Day, Inc        | \$1,701                    | \$1,729                    | \$1,756                    | \$1,792                    | \$1,826                    | \$8,804          |                  | \$8,804          |
| <b>Total Annual Lease</b>       | <b>\$46,722</b>            | <b>\$48,103</b>            | <b>\$49,524</b>            | <b>\$50,995</b>            | <b>\$61,231</b>            | <b>\$256,575</b> | <b>0</b>         | <b>\$256,575</b> |
| <b>Quarterly Lease Payments</b> |                            |                            |                            |                            |                            |                  |                  |                  |
| 15-Oct                          | \$11,680.50                | \$12,025.75                | \$12,381.00                | \$12,748.75                | \$15,307.65                |                  |                  |                  |
| 15-Dec                          | \$11,680.50                | \$12,025.75                | \$12,381.00                | \$12,748.75                | \$15,307.65                |                  |                  |                  |
| 15-Mar                          | \$11,680.50                | \$12,025.75                | \$12,381.00                | \$12,748.75                | \$15,307.65                |                  |                  |                  |
| 5-Jun                           | \$11,680.50                | \$12,025.75                | \$12,381.00                | \$12,748.75                | \$15,307.65                |                  |                  |                  |

All other provisions of the lease between the Parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this and three (3) duplicates, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

LEXINGTON SCHOOL COMMITTEE, by

\_\_\_\_\_  
[Name], its Chairperson hereunto duly authorized.

\_\_\_\_\_  
LESSEE

**BRIDGE SCHOOL EXTENDED DAY INC., d/b/a LEXTENDED DAY**

\_\_\_\_\_  
Individual or Corporate Name

BY: \_\_\_\_\_  
\_\_\_\_\_

This is to certify that this procurement was made on behalf of the Town of Lexington in accordance with the requirements of Mass. Gen. L. ch. 30B.

Procurement Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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From:  Kathryn DeCristofaro <Kathryn.Decristofaro@MassSchoolBuildings.org>  
Subject: MSBA/ Town of Lexington - Maria Hastings Elementary School Senio...  
To:  Mary Czajkowski  
Cc:  "pgoddard@lexingtonma.gov" <pgoddard@lexingtonma.gov>  
 Diane Sullivan <Diane.Sullivan@MassSchoolBuildings.or...>  
 Sarah Blache <Sarah.Blache@MassSchoolBuildings.org>

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Good afternoon, Dr. Czajkowski:

This e-mail will serve as confirmation that the MSBA will be visiting the **Maria Hastings Elementary School** in the Town of Lexington on **Tuesday, September 22, 2015 at 1:00pm** to conduct a Senior Study site visit.

Senior Studies examine both facility condition and programmatic issues that have been relayed through the SOI that has been submitted by the District. Senior Study visits are conducted by an MSBA staff member(s) and senior architects with extensive knowledge of building systems and educational programs. **A Senior Study is not an invitation to work with the MSBA, but is part of the due diligence review phase of the MSBA SOI process.** These visits are working meetings between MSBA staff, the superintendent/principal, a member of the District's facility team, and any other District official or staff member that the District feels should be in attendance. It would also be beneficial to have someone attend the meeting who could speak to the funding capabilities of the District. The meeting/tour should last approximately 2 hours.

Prior to the visit the MSBA requests that the District:

- Visit the following link: <http://www.massschoolbuildings.org/building/prerequisites> to review the MSBA's Eligibility Period;
- In a reply to this e-mail, please forward a copy of the floor plans of the facility. A copy of the school's emergency evacuation plan will be sufficient; and
- Please provide the best contact number that we may use the day of the visit to update the District if we are running late.

Before touring the school facility, the MSBA team will meet with the superintendent/principal, facilities manager, and other school personnel to discuss:

- The goals for and concerns about the facility;
- The school building deficiencies stated in the SOI;
- How the physical condition issues may adversely impact the delivery of the educational program; and
- The District's routine and capital maintenance programs.

While touring the facility, the MSBA team will:

- Evaluate the physical condition of the facility, including major building systems (it is important to have a member of your facilities team on the visit who has knowledge of the building systems);
- Evaluate capacity issues;
- Assess design factors such as the availability of natural light;
- Assess the ability of the facility to support the required educational program; and
- Examine the school District's maintenance of the facility.

Please confirm receipt of this message, and if you have any questions or comments please do not hesitate to contact me.

Sincerely,

Katie DeCristofaro  
617-960-3082

Kathryn DeCristofaro  
Capital Program Manager  
Mass School Building Authority  
617-720-4466  
[Kathryn.DeCristofaro@MassSchoolBuildings.org](mailto:Kathryn.DeCristofaro@MassSchoolBuildings.org)



## Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

# STATEMENTS OF INTEREST

The 2015 Statement of Interest (SOI) submission period, opened on January 9, 2015. The 2015 [Accelerated Repair Program](#)

<http://www.massschoolbuildings.org/programs/AcceleratedRepair> SOI submission process closed on February 13, 2015. The 2015 Core Program SOI submission process closed on April 10, 2015. The MSBA would like to thank the districts that submitted SOIs for expressing an interest in the MSBA's program for school building construction, addition/renovation, and repair grants.

During our 2015 submission process, we received a total of 158 SOIs: 61 SOIs, submitted by 29 districts, for consideration in the [Accelerated Repair Program](#)

<http://www.massschoolbuildings.org/programs/AcceleratedRepair> and 97 SOIs, submitted by 67 districts, for consideration in the Core Program. The charts shown on this page provide an overview of the SOI submissions for the Core Program by school and district type.

MSBA staff is currently reviewing the submitted SOIs and working to validate the issues identified by districts in their SOI submissions. During this process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs that have been received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

If the MSBA invites a district into the [Eligibility Period](#) (<http://www.massschoolbuildings.org/eligibilityprerequisites>), which requires a vote of the MSBA Board of Directors, the district and the MSBA work collaboratively to determine potential solutions to the issues identified in the SOI. The MSBA works to find solutions that are educationally-sound, fiscally-appropriate, and that fit within the MSBA's capital funding pipeline.

The MSBA's grant program is a non-entitlement, competitive program, and grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA. Submitting an SOI is not an invitation into the MSBA's Capital Pipeline; it is the first step in the MSBA's program. Moving forward in the MSBA's process requires further collaboration between the district and the MSBA.

If you have any questions about the SOI process, please contact [Diane Sullivan](#) (<mailto:Diane.Sullivan@MassSchoolBuildings.org?subject=Statement%20of%20Interest>). Diane can also be reached via telephone at 617-720-4466.

To view a list of SOIs submitted to the MSBA by district in 2015, please click here: [2015 SOIs](#) ([http://info.massschoolbuildings.org/SOI\\_List/ShowSOI.aspx?y=2015](http://info.massschoolbuildings.org/SOI_List/ShowSOI.aspx?y=2015))

## 2015 Statements of Interest Intake:

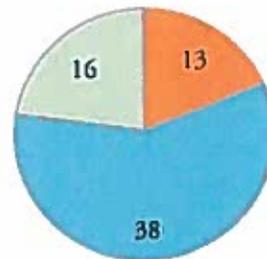
158 Total Submissions

### Core Program Overview

*(The data represented below excludes the Accelerated Repair Program)*

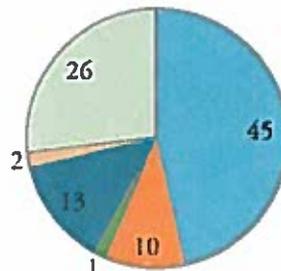
#### Intake by district type: 67

- Cities
- Towns
- Regionals



#### Intake by school type: 97

- Elementary
- Intermediate
- K-8
- Middle
- Other/Alternative
- High\*



\*1 High School with PreK-K programs



## Massachusetts School Building Authority

*Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities*

### Senior Study Site Visits

The MSBA is performing "Senior Study" site visits at some of the district identified priority schools for which a Statement of Interest ("SOI") has been submitted. Conducting a Senior Study is part of the due diligence phase of the MSBA's newly reformed school renovation and construction grant program. During the due diligence phase, the MSBA may perform several different types of assessments depending on the school building deficiencies that the district has identified in its SOI. The MSBA assessments typically include review of the SOI and documents submitted in support of the SOI, review of historical enrollment trends, review of educational programs, and/or site visits to the school facility.

A Senior Study is a site visit to the school facility which the district has identified as its priority SOI. During the Senior Study, a team from the MSBA, which includes architects and engineers with many years of school facility and educational programming experience, will tour the school facility. The Senior Study seeks to examine both the physical condition of the school facility as well as programmatic issues that affect the delivery of the required educational program. Before touring the school facility, the MSBA team will briefly interview the superintendent, principal, facilities manager, and other school personnel to:

- Identify goals for and concerns about the school facility
- Confirm information about school building deficiencies that were stated in the SOI
- Understand how any physical condition issues adversely impact the delivery of the educational program
- Learn about the school district's routine and capital maintenance programs and practices

While touring the facility, the MSBA team will:

- Evaluate the physical condition of the facility, including major building systems (e.g., building envelope, HVAC, electrical distribution, interior finishes)
- Assess overcrowding or capacity issues
- Assess the ability of the facility to support the required educational program
- Assess design factors such as availability of natural light which make a school's environment conducive to learning
- Examine site considerations
- Evaluate the school district's maintenance of the facility

The information acquired during the Senior Study will help the MSBA to determine the next steps in the process. The MSBA's goal is to collaborate with the district to find the right-sized, most fiscally responsible and educationally appropriate solution to the facility's problems. The Senior Study is not approval of a project. It is part of the due diligence phase of the MSBA's new process.

The MSBA's new program is a non-entitlement competitive grant program, and grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the community and validated by the MSBA. Funding for the program is capped at \$500M per year, with up to \$2.5 billion available for school construction and renovation projects over the next five years.

BOS April 29, 2015 meeting



**TOWN OF LEXINGTON**  
**Permanent Building Committee**

**Permanent Members**

Jon Himmel, Co-Chairman, Eric Brown, Co-Chairman  
Peter Johnson, Dick Perry, Carl Oldenburg, Philip Coleman, Charles Favazzo

**Project Specific Members**

*School Projects:* Lee Noel Chase

**To:** Carl Valente

**From:** Permanent Building Committee  
Public Facilities Staff

**Subject:** Recommended changes to / clarification of Roles & Responsibilities for the Permanent Building Committee with respect to Town Building Projects

**Purpose:** Codify the roles and responsibilities of DPF relative to the PBC by having DPF perform the specific day to day type tasks and make the PBC's role more strategic in nature.

**Background:** Since 1970 the Permanent Building Committee (PBC) has provided "general supervision over the design and construction of public structures, recreational facilities, and buildings." Prior to 2007, consultants were hired by the Town and managed by the PBC to perform the day to day management on projects such as the combined DPW/DPF facility, the library, and school projects. In 2007, the Department of Public Facilities (DPF) was created, and DPF has been providing professional staff on Town projects to administer the various contracts for designing and constructing such projects as the renovation of the Bridge and Bowman Schools, and construction of a new Estabrook School.

PBC members and DPF staff have worked collaboratively over the last seven years and delivered quality building projects, on time and on budget. Through this process there has been discussion on how best to utilize the skills, knowledge, and experience of the PBC volunteers and the fulltime DPF professional staff, particularly with the increasing number of projects already in process (Cary Memorial Building, Community Center, LHS Modular Building Phase 1) and in the near future (LHS Modular Building Phase 2, Fire Station, Hastings School and numerous other school projects)

**Recommendations:**

Any high visibility project or a project with estimated total cost exceeding \$3 million, which will require the services of an Architect, will be discussed at a meeting of the PBC to discuss how to best utilize the PBC as a resource on the project. Unless otherwise directed by the Town Manager, this discussion will result selecting one of the following three options: to not utilize the PBC, to utilize the PBC in a strategic, consulting role or PBC will be actively engaged as follows:

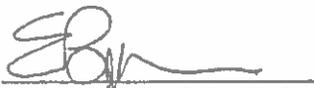
1. **Project Definition Stage:** When a need is identified by the Town Administration, the DPF and the PBC will collaborate with the Administration and the user group as to how best pursue solving the need. The PBC will review, comment and recommend approval of Project Scope.
2. If the next step is to hire an outside consultant to provide programming and / or planning services and / or feasibility study, and it is determined that the PBC will be involved on this project, the PBC will be party to the selection of the consultant. The PBC may assist with the RPF/Q and review the accompanying, draft contract.
3. As the consultant engages the town in the process, the DPF will manage the process on a day by day basis while the PBC will be involved to guide and help direct the process. The DPF and PBC will review the consultant's recommendations, provide feedback for updating of report, and provide the

report with appropriate recommendations to the user group. The user group will also provide feedback, the report may require updating, and then a final report will be prepared for approval as the basis of design.

The approved, fully delineated consultant recommendations including costs will serve as the basis for proceeding with and evaluating the next phases of work. The user group, DPF, and the PBC will evaluate the consultant's performance prior to authorizing that consultant to proceed with the next phase.

4. If the next step is to hire a different outside consultant to engage in the subsequent design process, the PBC will be involved in the selection of the consultant including the review of the RFP/Q etc.
5. When a project proceeds with the full design process (Schematic Design, Design Development, Construction Documents), the PBC will continue to guide and strategically direct the process. The approved, fully delineated consultant recommendations from the programming/planning phase [plus any approved amendments] will serve as the basis for the full design process. If the Scope of work changes or needs to change because of estimated cost overrun, the PBC will be alerted. If value engineering is needed, the recommendations will be brought to the PBC for review, discussion and refinement and then PBC recommendations provided to the user group. The PBC has an expressed interest in being involved in the design review, adherence to program, phasing, schedule, cost control, procurement approach [chapter 149 or 149A] and bidding strategies including bid alternates and unit prices. The DPF will review the documentation in detail and the PBC will review the documentation more globally and recommend that the project proceed to the bidding phase.
6. Upon completion of the design process, the DPF will conduct the bidding / contractor selection process with PBC oversight.
7. During the construction phase, the DPF will report the progress of the job to the PBC at its monthly meetings consistent with what OPMs provide. In general, the PBC will no longer be responsible for approving change orders, payment requisitions, and consultant invoices. These day to day tasks will be performed by the DPF. The DPF in its report will make this financial information available for review and comment by the PBC, including any changes in scope. Any changes in the scope of work exceeding 25k shall be brought to PBC for prior approval. The PBC will remain informed in overall performance of the contractor and the project with particular attention to schedule progress, quality of work, adherence to scope, any and all issues of significance, and cost control.
8. DPF will be primarily responsible for project closeout, follow-up warrantee work, and scheduling final Commissioning Agent reviews prior to the expiration of the project warrantees.

We also expect that this overall strategy may need adjustment from time to time as PBC members and DPF staff transition. Implementation of these recommendations may require changes to the by-laws and Town policies and procedures.

  
Eric Brown, PBC Co-Chair

  
Jon Himmel, PBC Co-Chair

  
Pat Goddard, DPF Director

Chapter 29: COMMITTEES

## **Article VI: Permanent Building Committee**

[Added 3-30-1970 ATM by Art. 109; amended 4-24-1974 ATM by Art. 89]

### **§ 29-21 Membership; terms of office.**

[Amended 4-4-1973 ATM by Art. 83; 4-8-1974 ATM by Art. 70; 5-3-1982 ATM by Art. 48; 3-21-2011 ATM by Art. 29]

The Town shall have a Permanent Building Committee consisting of seven full members and two associate members, who shall be registered voters of the Town appointed for terms of three years each, the terms of no more than three of which shall expire in any one year. No full or associate member of the Committee shall be a Town officer or Town employee. The Chairman shall designate an associate member to sit on the Committee for specific projects, in case of the absence, inability to act, conflict of interest, or at the request of a full member. When designated by the Chair to sit on the Committee for a specific project, the associate member shall have the same voting rights as a full member.

- A. On or before the first day of July in each year the Town Manager shall appoint to the Committee two full members and one associate member, or three full members (as the case may be) to serve until June 30 in the third year thereafter and until his successor is appointed and qualified. The adoption of this by-law shall not affect the term of any member of the Permanent Building Committee as constituted and existing on the effective date of this by-law. Any vacancy in the Committee shall be filled by appointment by the manager and the member so appointed shall serve for the unexpired term of his predecessor. If any regular member of the Committee ceases to be a resident of the Town, or accepts any position that would have made him ineligible for appointment to the Committee, he shall forthwith cease to be a member of the Committee. The Committee shall choose its own officers.
- B. The board or committee for which a structure, recreational facility, or building is being planned or constructed shall appoint not more than two representatives to the Committee who shall be entitled to participate in the activities of the Committee and vote on matters affecting the particular project for which they are so appointed. Such appointed members shall be voters of the Town and shall serve only for the time during which the Committee is exercising its function with respect to such project. No such appointed member of the Committee shall be a Town employee.

### **§ 29-22 Powers and duties.**

When authorized by the Town, the Permanent Building Committee shall have general supervision over the design and construction of public structures, recreational facilities and buildings including the authority to employ professional assistants, to obtain bids, and to enter into contracts on behalf of the Town for preparation of plans and specifications, and for the construction, remodeling, alteration or renovation, including equipping and furnishing, of buildings and other structures and recreational facilities. The plans and specifications for all such construction, equipping and furnishing shall in each instance be subject to the approval of the board or committee for which such building or recreational facility is being planned or constructed. The Committee may make recommendations and reports to the Town from time to time and shall make an annual report of its activities and recommendations to be published in the Annual Town Report.

Selectmen's Meeting – April 29, 2015 approved minutes

Mr. Goddard, Director of Public Facilities updated the Board on the progress of the school facilities capital projects since Town Meeting voted on March 23, 2015. The Permanent Building Committee and the Department of Public Facilities have selected DiNisco Design Partnership as the firm which the Town would contract for the next phase of the project, as laid out in the Consensus Plan, and based on information provided in the Lexington Public Schools Master Plan by Symmes Maini & McKee Associates. Hill International has been contracted to provide project management services and is developing a project website, which Mr. Goddard hopes will be available early next week. The project team quickly mobilized to present an overview to the Town of Lexington Design Review Team (Planning, Recreation, Building Department, Police, Fire, and Conservation) and to the Superintendent's Administration Council on April 7. School based meetings have been conducted and the design team consultants are examining and verifying the buildings and grounds conditions at each site. The project team is scheduling public forums in May to seek input from the school communities and provide information on the project. Also scheduled are presentations to the School Committee in May and monthly project reviews at the Permanent Building Committee meetings. As the project work continues, more staff level meetings will be conducted with the schools.

The second appropriation at the Special Town Meeting on March 23 was a supplemental appropriation for the Lexington High School prefabricated building. The general contractor has mobilized at the High School and has begun demolition and excavation for creating the foundation for the modular building.

Mr. Kelley would like to see information as it is available to keep up to date on all the options and alternatives so that the Town is not spending money where we don't necessarily need to. Mr. Goddard pointed out that details would be reviewed on a monthly basis at the Permanent Building Committee meetings and Mr. Pato reminded the Board that this would be a standing item at every Selectmen's meeting. Ms. Ciccolo suggested that the Town set up a listserv like was done with the Community Center so that residents can be made aware of information as it becomes available. Mr. Cohen wanted to note that although the School Committee has certain jurisdiction over school buildings, there is going to have to be a debt exclusion vote and 4 of 5 Selectmen have to be convinced, so it is very important to keep the Board informed.

Review Draft – Roles and Responsibilities of Permanent Building Committee



Mr. Himmel, chair of the Permanent Building Committee joined Mr. Goddard to review recommended changes to and clarification of Roles & Responsibilities for the Permanent Building Committee (PBC) with respect to Town Building Projects. The Town's bylaw establishing the PBC provides limited detail on which construction/renovation/rehabilitation projects will be overseen by the PBC. Further, the Town established the Facilities Department in 2007, after the PBC bylaw was created. Projects that are new construction, additions or renovations tend to be under the jurisdiction of the PBC. Projects that are rehabilitation (system upgrades such as the Cary Memorial Building project) tend to be under the jurisdiction of the Facilities Department. This division of project management has been by practice rather than a result of an agreed upon guideline. This approach has also helped to balance the workload of the

Selectmen's Meeting – April 29, 2015

PBC. The PBC has drafted a document to clarify their roles and responsibilities. Once the Board of Selectmen has provided its input on this draft document, the PBC will make any revisions and discuss it with the School Committee before finalizing it.

Ms. Ciccolo suggested that as the PBC finalizes this they look at streamlining the review process with all of our committees. Mr. Himmel has prepared a document that addresses that process and will present it at some point in the future. Mr. Cohen suggested reviewing whether the process as outlined fits within the existing bylaw. Ms. Barry also wondered if this would require a bylaw change and would suggest some edits to the word choices in the document.

Ms. McKenna, 9 Hancock Street, is concerned about the threshold of \$3 million. She would not want the visitor center project to be taken out of the PBC process. She suggested keeping in mind the importance of the citizen connection in the building process.

Mr. Pato would like to take time away from the meeting to consider whether a bylaw change would be needed, check with town counsel and bring it back for an agenda item should it need bylaw discussion. Ms. Ciccolo would like to see this document one more time before it goes to the School Committee unless it is clear that when it goes to the School Committee that it is still a work in progress.

#### PILOP (Payment in Lieu of Parking) Framework

Ms. Tintocalis, Economic Development Director, explained that during the discussion of the 21 Muzzey Street special permit application, the Board of Selectmen proposed that Center redevelopment projects that cannot meet the Zoning bylaw parking requirement have, as an alternative, the option of making a payment in lieu of parking (PILOP) to the Town, with such funds to be used by the Town to manage the Center parking and create additional Center parking. Staff has begun to draft a PILOP policy and/or bylaw and has prepared a general framework for this policy/bylaw. Prior to discussing this framework with the Planning Board and Center Committee, staff would like input from the Board of Selectmen.

Mr. Pato pointed out that this is a framework. The question to the Board is, does this cover everything we are interested in; it is not to weigh in on the actual policy. This will go back to the parking management working group and the Planning Board and then come back to the Selectmen with a real proposal to discuss.

Mr. Cohen referred to a memorandum by attorney John Farrington which raises the issue of whether the zoning bylaw would need to be revised. Mr. Farrington pointed out first, that the MAPC devoted an entire day seminar to parking mitigation and there is a wealth of material available in their archives. Second, the discussion of 21 Muzzey Street and Memorandum of Understanding, throws into uncertainty the rebuilding of a building and the insuring of a building. Finally, he would suggest that the zoning bylaw and its standards be relooked at. Mr. Fenn 15 Shade Street, is thinking of other buildings in the CB district for mixed use, and wondered if this policy would apply to someone wanting to develop something like Lexington

Lexington School Committee Norms – Draft Discussed at August 20, 2015 Retreat

The Lexington School Committee promotes the academic, social and emotional success of all students in our district. In our role as advocates for the Lexington Public Schools, we share these common values:

- An open and transparent process that engages our community and the stakeholders in our public schools.
- An ongoing effort to earn the community's trust and enlist its support for our schools.
- Strong collaboration with each other and the Superintendent, with staff, elected officials and town departments and the broader community to further our common goals.

We will collaborate in the creation of an annual District Improvement plan, approve and monitor a budget that supports the implementation of district goals, supervise and evaluate the Superintendent and set School Committee policies and goals that foster continuous improvement.

We strive to treat one another and our community respectfully at all times, to practice engaged and attentive listening and to ask reflective questions to further understanding.

We will debate issues, not one another. All members should feel free to express their viewpoints. Discussions will be open, encourage candor and assume positive intent.

We will make a strong effort to be well-informed and to share information with other members. Members will inform the Superintendent and other members of questions and concerns they receive from the community.

We understand and respect the chain of communication and will channel requests for information through the superintendent and committee chair rather than directly to staff. The Superintendent will ensure that all members have access to the same information on all topics in a timely manner.

We acknowledge that a school committee meeting is a meeting of the school committee that is held in public, not a public meeting. Discussion will be focused on the agenda, with a sincere effort to adhere to the agenda topics and allotted times.

We will contact the chair prior to a meeting if we have questions and concerns on the agenda. Members may request items be added to a future agenda by contacting the superintendent or chair. Once an agenda is posted, new items will not be added unless timeliness is a concern.

We will all share in committee tasks and assignments. In the event a member cannot fulfill any responsibility, s/he will inform the chair and help find someone to serve as a substitute.

Members will inform the chair if they must be absent from a meeting. If a member wishes to make his/her views known, he/she may provide a written statement to the chair to be read at the missed meeting.

Official positions of the school committee will be communicated through the chair unless the responsibility is delegated to another member. Personal opinions of members will be clearly noted as such.

We recognize the importance of honoring our agreed-upon operating principles and we agree to take responsibility for reminding one another when we get off track.

We are committed to focusing our work on student learning. If disagreements between members make it difficult to do our work constructively or be respectful to one another in meetings, we commit to resolve conflicts through direct communication outside meetings. If this is not effective in building a bridge, we agree to seek outside support as needed, either through the chair or an outside facilitator.

We will perform an annual self-evaluation. The focus will be on teaching and learning and whether our actions have improved student achievement, as well as evaluation of meeting structure. We will use the results to determine appropriate school committee goals for the future.

Appointments: The Chair will make recommendations for appointments to the full committee as appropriate. Deliberations on appointments will be conducted in a respectful manner to honor the committee members and community members who volunteer to serve.

DRAFT