

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, September 30, 2014
Jonas Clarke Middle School, Auditorium
17 Stedman Road

- 6:00 p.m.** **Call to Order** (Clarke Room 137):
- 6:01 p.m.** **Executive Session:**
Exemption 3 – To Discuss Strategy with Respect to Collective Bargaining
Regarding All Bargaining Units
- 7:30 p.m.** **Return to Public Session and Welcome** (Clarke Auditorium):
Public Comment – (Written comments to be presented to the School Committee;
oral presentations not to exceed three minutes.)
- 7:40 p.m.** **Superintendent’s Announcements:**
1. Estabrook Ribbon Cutting Ceremony on October 6
 2. November 4 Professional Learning Day
- 7:50 p.m.** **School Committee Member Announcements:**
- 8:00 p.m.** **Agenda:**
1. Overview of School and District Data Needs (30 minutes)
 2. PTA/O Presidents Council (PPC) Budget Presentation (10 minutes)
 3. Discussion of School Capacity and Enrollment Projections (45 minutes)
 4. Vote on Superintendent Search Committee Criteria (30 minutes)
- 9:55 p.m.** **Consent Agenda (5 minutes):**
1. Vote to Approve School Committee Minutes of May 27, 2014
 2. Vote to Approve School Committee Minutes of June 10, 2014
 3. Vote to Approve School Committee Minutes of June 17, 2014
 4. Vote to Approve School Committee Minutes of July 21, 2014
 5. Vote to Release Approved School Committee Executive Session Minutes
of April 9, 2012
 6. Vote to Approve and Not Release School Committee Executive Session
Minutes of September 17, 2014
- 10:00 p.m.** **Adjourn:**

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

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



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Maureen Kavanaugh
Director of Planning and Assessment

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fax: (781) 863-5829

To: Paul B. Ash, Ph.D.
Superintendent of Schools

From: Maureen Kavanaugh
Director of Planning and Assessment

Re: Data and Assessment Use in LPS

Date: September 26, 2014

In 2014, the Lexington Public Schools created the position of Director of Planning and Assessment to gather, analyze, and turn data into information that educators will be able to use to improve student learning and to plan more effectively. Thank you for providing me the opportunity on Tuesday evening to share with the School Committee and community some of the key findings I learned when I met with administrators and staff members over the summer.

To better understand current district needs, during the summer of 2014 I performed an initial review of district-wide use of data and student assessments. During this review, I had the pleasure of meeting with administrators, principals, and other leaders from each school and several departments. I studied key district and school documents, commonly used reports, and district data systems to explore about the following:

- What data we regularly collect
- How data is analyzed and reported to stakeholders
- How data is used in decision-making and planning
- What is our current capacity to collect/store/analyze data, and
- What are some of our short- and long-range data and planning needs.

At the School Committee meeting on September 30, I will share some of my initial observations and ideas for next steps. For example, I am very much interested in learning more about how LPS educators and staff use data to meet classroom, school, and district goals. Some of the questions and issues I plan to explore further include:

- Do teachers have access to the data they need?
- To what extent do they have access to high quality measures aligned to our standards, values, and priorities?
- Are we using student assessment as a means not an end?
- How do we use data to create a dialogue with students and families?
- What support can we provide to our staff to increase efficiency and effectiveness in our handling and use of data?

I look forward to working with our school staff throughout the upcoming year.

September 23, 2014

Dear Members of the Lexington School Committee,

Over the past few months the PTA/O Presidents Council (PPC) has engaged in a discussion of how the Lexington PTAs and PTOs should best spend the dollars they raise from their school communities. As parents and families become increasingly busy, PTA/Os have been faced with the need to raise money with fewer volunteers.

Consistent with our mission statements, the PTAs and PTOs believe that their volunteer hours and money raised are best spent in the following ways:

- academic enrichment (ACT, BBY materials, Science Fairs, etc.)
- innovative teaching methodologies (through the funding of mini-grants, discretionary funds, etc.)
- community-building activities (Talent Shows, Spring Fairs, Welcome picnics, etc.)
- staff appreciation (teacher luncheons, coffees, etc.)

We thank the Lexington School Committee for the PPE increase of \$5.51 for 2014-2015. We request that, as the School Committee and LPS develop the 2015-2016 budget, they strive to cover the expenses for the following types of items, many of which have been covered by PTA/Os in the past (either directly or via discretionary funds provided to staff) and/or requested from parents by individual teachers/teams:

- standard classroom supplies (folders, bins, frames, pencils, crayons, etc.)
- standard cleaning supplies (tissues, paper towels, wipes, etc.)
- furniture (shelving, desks, etc.)
- standard equipment (recess/playground, safety, technology, headphones, lanyards, etc.)
- books (classroom and library)
- field trips and other financial aid
- landscaping & grounds maintenance (mulch, plantings, labor, etc.)

The attached table provides a quick overview of what representative schools in the LPS district paid for the items above during the 2013-2014 school year.

We want to reassure you that by sending this letter, the PTAs and PTOs are not indicating that we plan to limit our support of the schools. In fact, we are committed more than ever to work with administrators, teachers, and staff members to enhance the education and welfare of all Lexington students. We also understand the need for flexibility going forward since both the current fiscal climate and the needs of our schools may change over time.

Thank you for your consideration of this request. Please contact Bettina McGimsey at ppcchair@gmail.com, should you have any questions about this.

Christina Lin & Patricia Valda
Co-Presidents, Bowman ES

Lin Jensen & Sharon Musto
Co-Presidents, Hastings ES

Stephanie Mitzenmacher & Cathy Smith
Co-Presidents, Bridge ES

Kathlene McGrail & Tina Weber
Co-Presidents, Diamond MS

Diane Pursley & Karen Griffiths
Co-Presidents, Estabrook ES

Diane Abe & Alison Arshad
Co-Presidents, Clarke MS

Katheen Cardona & Jeanine Ferrick
Co-Presidents, Fiske ES

Kara Brandes & Jen Vogelzang
Co-Presidents, Lexington HS

Julie Fuhrer & Jennifer Gerfen
Co-Presidents, Harrington ES

Bettina McGimsey
Chair, PTA/O Presidents Council

Representative School Expenses

	<i>School One</i>	<i>School Two</i>	<i>School Three</i>	<i>School Four</i>	<i>School Five</i>	<i>School Six</i>	<i>School Seven</i>
Supplies (both classroom and cleaning)	\$1,464	\$1,079	\$0	\$5,100	\$5,478	\$1,700	\$0
Furniture	\$1,200	\$4,780	\$4,170	\$0	\$936	\$0	\$0
Equipment	\$1,300	\$2,887	\$2,012	\$0	\$1,200	\$2,599	\$0
Recess equipment	\$250	\$93	\$0	\$0	\$0	\$117	\$0
Books	\$4,200	\$3,327	\$3,586	\$0	\$3,491	\$8,800	\$0
Field trips & Financial Aid	\$336	\$484	\$2,983	\$1,300	\$3,703	\$550	\$515
Discretionary dollars given to principals, teachers, and/or specialists*	\$11,450	\$2,827	\$14,500	\$10,950	\$3,598	\$2,500	\$5,719
Landscaping & grounds maintenance (mulch, plantings)**	\$500	\$150	\$780	\$0	\$500	\$0	\$1,500
Total with discretionary dollars*	\$20,700	\$15,627	\$28,030	\$17,350	\$18,906	\$16,266	\$7,734
Total without discretionary dollars*	\$9,250	\$12,800	\$13,530	\$6,400	\$15,308	\$13,766	\$2,015

Notes:

*Discretionary dollars are presumed to be used mostly for supplies/equipment. We know that this is not always the case which is why we have shown the two totals (one with discretionary dollars included, the other without).

**Landscaping/grounds maintenance does not include number of labor hours donated by PTA/O volunteers to maintain grounds at various schools.



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Paul B. Ash, Ph.D.
Superintendent of Schools

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fax: (781) 863-5829

To: School Committee
From: Paul B. Ash, Ph.D.
Superintendent of Schools
Re: Discussion of Elementary Overcrowding
Date: September 26, 2014

Now that we have received the report of the Enrollment Working Group and the SMMA report on school capacity, time has been set aside on Tuesday evening for the School Committee to discuss the implications of these reports for 2015-2016 and beyond. In order to assist the committee with this discussion on September 30, I have attached to this memorandum three documents that show the potential scope of K-5 space problems for 2015-2016. In addition, I have suggested below some questions you may choose to consider to identify options and next steps.

K-5 School Class Size Projections for Each School (2015-2016)

- a. 2014-2015 Class Sizes and Number of Sections (current class sizes – see attachment 1)
- b. 2015-2016 Class Sizes and Number of Sections (forecasted scenario – see attachment 2) – This document shows two additional sections next year (140 to 142 sections). Based on School Committee class size guidelines and forecasted numbers, we will likely require an extra class section at Bowman School and an extra class section at the Fiske School.
- c. 2015-2016 Class Sizes and Number of Sections (worst case scenario – see attachment 3) This document shows that seven additional sections might be needed, if all classes at the top of the class guidelines increase further. Please note that none of the classes that were predicted in October 2013 to be at the top of the class size range grew in size and needed an extra section (Bowman, grade 5; Bridge, grade 4; and Estabrook, grade 4). Two classes predicted to be below guidelines needed more sections (Bridge, grade 3; and Harrington, grade 1). Four classes below class size guidelines lost students and sections were reduced (Bridge, grade 1; Estabrook, grade 1; and Fiske, grades 1 and 3).

Next Steps: Some Questions You May Want to Consider

1. Art and Music Rooms – Should we set aside dedicated art and music rooms for all students? Based on current numbers, Bowman will need one more room (a shared Art/Music room for the overflow). Bridge School currently has a second room that is used for both Art and Music instruction.
2. If we continue current our practice of one Art and Music room per school (except Estabrook), what are the implications?

3. Do we need a Special Town Meeting to add modular classrooms for the fall of 2015? If so, where? Should we contract SMMA to begin planning additional classrooms so we can prepare for a Special Town Meeting? If so, where should we plan to add classrooms?
4. What should be the role of SMMA and the Master Planning Committee to prepare for the Annual Town Meeting?

Timeline

If the School Committee decides to add modular classrooms to some K-5 schools before school opens next fall, Department of Public Facilities has been told that funding must be available no later than the first week of January.

Lexington Public Schools
2014-2015 Enrollment as of September 23, 2014

Attachment 1

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	22	18	16	18	20	20	430
	22	18	17	18	20	18	
	21	18	16	18	20	20	
	21	18	16	17			
		18					
1	20	22	19	22	20	22	487
	20	22	22	22	20	22	
	21	22	21	22	21	22	
	22	22	20	22	19		
2	21	25	19	21	23	20	516
	23	24	19	20	23	20	
	22	25	19	21	23	19	
	22	24	19	22		20	
	22						
3	19	25	20	23	25	23	485
	19	24	19	23	25	20	
	20	25	19	23	25	23	
	20	25	20				
	20						
4	23	25	25	25	21	20	552
	23	25	25	24	20	20	
	23	26	25	24	20	19	
	23	25	26	24	20	21	
5	25	23	24	29	21	19	555
	26	23	23	28	20	20	
	26	22	24	27	20	19	
	26	22	24		21	20	
			23				
Total Enrollment	572	589	497	493	447	427	3025
Total Sections	26	26	24	22	21	21	140

**Lexington Public Schools
2015-2016 Projected Enrollment**

Attachment 2

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	19	21	19	19	17	18	424
	19	21	20	19	17	18	
	19	22	20	20	18	19	
	19	22		20	18		
1	19	20	18	19	22	22	482
	19	20	18	20	22	22	
	19	20	18	20	22	22	
	20	21	18	20			
	20	21					
2	22	23	22	23	21	17	521
	22	23	22	23	21	17	
	23	24	22	23	22	18	
	23	24	23	23	22	18	
3	23	25	20	22	24	20	541
	23	25	20	22	24	21	
	23	26	20	22	24	21	
	23	26	20	22		21	
	24						
4	20	25	20	23	26	23	504
	20	26	20	24	26	23	
	21	26	20	24	26	23	
	21	26	20				
	21						
5	24	20	21	25	21	20	577
	24	21	21	25	21	21	
	24	21	22	25	21	21	
	24	21	22	26	22	21	
		21	22				
Total Enrollment	578	591	488	509	457	426	3049
Sections	27	26	24	23	21	21	142
Projected Change from 2014-2015	+1	0	0	+1	0	0	+2

**Lexington Public Schools
2015-2016 Projected Enrollment**

Attachment 3

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	19	17	19	19	17	18	424
	19	17	20	19	17	18	
	19	17	20	20	18	19	
	19	17		20	18		
		18					
1	19	20	18	19	22	22	482
	19	20	18	20	22	22	
	19	20	18	20	22	22	
	20	21	18	20			
	20	21					
2	22	23	22	23	21	17	521
	22	23	22	23	21	17	
	23	24	22	23	22	18	
	23	24	23	23	22	18	
3	23	25	20	22	24	20	541
	23	25	20	22	24	21	
	23	26	20	22	24	21	
	23	26	20	22		21	
	24						
4	20	25	20	23	26	23	504
	20	26	20	24	26	23	
	21	26	20	24	26	23	
	21	26	20				
	21						
5	24	26	21	25	21	20	577
	24	26	21	25	21	21	
	24	26	22	25	21	21	
	24	26	22	26	22	21	
			22				
Total Enrollment	578	591	488	509	457	426	3049
Sections	27	26	24	23	21	21	142
Projected Change from 2014-2015	+1	0	0	+1	0	0	+2
Potential Further Increases	0	+3	0	+1	+1	0	+5
TOTAL	+1	+3	0	+2	+1	0	+7

Patrick Goddard

To: Poinelli, Phil
Subject: RE: Old Harrington, PNUM:14043

of Public Facilities

Phil and Joel,

The AhSMPC met this morning and developed a scope of work for Phase II of the Master Planning process. They would like to know the following:

- 1) Project cost to relocate one educational space from the new Harrington Pre-K space to the old Harrington lower level and the impact on the educational program. This would be a short term option.
- 2) A. Project cost to relocate the entire Harrington Pre-K program into the old Harrington School. This would be a long term solution that includes updating the building to code requirements and adding features to the building to meet the educational program requirements. The capacity of the relocated space will need to be answered from input from Liz Billings-Fouhy and Dr. Ash. In addition, the entire program will not fit into the old Harrington without displacing some existing functions. This may result in two options on cost, one could be to add permanent modular classrooms to meet the need of the program and the second could be to displace some professional development requirements to another location in the district (to be determined in the evaluation).
B. Project costs to re-purpose the Pre-K space in Harrington to general education use and the impact on alleviating overcrowding. This will require input from Principal Mead and Dr. Ash.

3) Project costs to add two modular classrooms at both the Bowman and Bridge schools. This would be a short term option until

additional capacity is constructed at other locations from the long term plan.

The School Committee will be wanting to meet on this Phase II scope as soon as it is available. With your proposal please provide a delivery date for this work.

We also want to receive a proposal for Phase III, which is the completion of the Master Plan for the Lexington Public Schools, so we can get that contracted as well.

Let me know if you have any questions.

Pat

Patrick W. Goddard
Director of Public Facilities

Town of Lexington