

**LEXINGTON SCHOOL COMMITTEE MEETING**  
**Wednesday, April 16, 2014**  
**Cary Memorial Building, Estabrook Room**  
**1605 Massachusetts Avenue**

**6:30 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.)

**6:35 p.m. School Committee Member Announcements:**

**6:40 p.m. Agenda:**

1. Ad Hoc Committee for Youth at Risk Interim Report
2. Vote to Approve 2014-2015 District Improvement Plan
3. Vote to Request the Board of Selectmen Call a June Special Town Meeting to Appropriate Funds for a PreK-12 Master Planning Process

**7:30 p.m.** The School Committee will recess to Town Meeting floor and reconvene after Town Meeting is dissolved for the following agenda items:

- Time TBD**
4. School Committee Liaison Assignments
  5. Vote to Establish a Subcommittee to Examine School Holiday Recognition

**Consent Agenda:**

1. Vote to Approve School Committee Minutes of January 28, 2014
2. Vote to Approve School Committee Minutes of February 1, 2014
3. Vote to Approve School Committee Minutes of February 11, 2014
4. Vote to Approve and Not Release School Committee Executive Session Minutes of March 25, 2014
5. Vote to Approve and Not Release School Committee Executive Session Minutes of April 4, 2014

**10:00 p.m. Adjourn:**

The next meeting of the School Committee is scheduled for Tuesday, April 29, 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.*

## **Ad Hoc Committee for Youth at Risk**

To: Lexington School Committee

From: Bill Blout and BJ Rudman, Co-Chairs

Subject: Interim Report on Activities to Date

Date: March 1, 2014

In accordance with the terms of our charter, we are hereby submitting an interim report on our activities to date.

We had our first meeting on November 20, 2013 and have had a total of four meetings to date, meeting essentially on a monthly basis. We plan to meet monthly going forward.

As an initial step, we decided to gather information on current programs and activities for Lexington youth at risk being provided in the schools, by the town and more generally in the community.

For the schools, we developed a questionnaire to be completed by the principal of each school using the "Survey Monkey" online tool. The principals were asked to both describe all of the current efforts in their schools to prevent and reduce unhealthy stress and build resiliency as well as to offer any ideas and suggestions they might have on additional steps that should be taken. Some principals have completed the survey and we expect the rest to be submitted by March 12. We will compile this information, which as a description of activities and programs district-wide will be very useful in itself. We also plan to have follow up meetings with some of the principals as well as with teachers and staff to explore some of these questions in more detail. This information will enable us to identify gaps in service that need to be filled and to develop our recommendations.

We are using a similar approach, although not the online tool, to learn about activities and programs in the community. Questionnaires have been given or sent to various town and community entities. We also met with Charlotte Rogers, Emily Lavine and Matt Ryan in the town Department of Human Services as well as with the Youth Services Council and the Human Services Committee.

In terms of gathering information and ideas, we also hope to learn from what is being done in comparable communities such as Needham, and Newton (both of which have had to deal with student suicides) and Bedford.

We have also begun to discuss our ideas on what should be done in Lexington to reduce unhealthy stress and build resiliency.

We expect to meet our September 30, 2014 deadline for our final report to you. Please let us know if you need any additional information. We appreciate your ongoing support

# **Recommended 2014-2015 District Improvement Plan**

(Revised April 10, 2014)

*In order to ensure and sustain high academic achievement and pro-social skills for all students, accomplished in the spirit of collaboration, continuous improvement, and respectful and caring relationships, the district is committed to the following goals in 2014-2015:*

## **Goal 1 – Improve Academic Performance for All Students**

### **1. Supervision and Evaluation**

- Implement the second phase of the new supervision and evaluation system for professional staff members designed to continuously improve professional practice and focus on measurable outcomes for student achievement.
- Provide on-going professional support for all administrators and teachers in the implementation of the state's new educator evaluation system.
- Monitor the collaborative implementation process and recommend refinements to the Lexington Education Association and School Committee.

### **2. Curriculum, Instruction, and Assessment**

- Complete Year 3 of the Social Studies Curriculum review.
- Continue with Year 2 of Guidance program review.
- Assure that the Lexington Public Schools is compliant with the newly edited Massachusetts Framework that meets the Common Core standards in preparation for PARCC administration in 2015.
- Further design and refine targeted student interventions to ensure more consistent and coherent district-wide protocols for all tiers of RtI, both academic and pro-social.
- Begin to develop intervention supports for students who enter the Lexington Public Schools from other school districts.
- Deepen the systemic use of data-driven decision-making and research-based accountability measures in the selection and evaluation of programs and services in order to bring about the continuous improvement of student, school, and district outcomes.
- Support teachers, principals, and district staff in strategic planning, interdepartmental communication, and to promote a culture of accountability for outcomes.
- In view of the time demands required to successfully implement new State mandates and the district's learning goals centered on continuous improvement, the administration will establish a collaborative process to increase efficiency and effectiveness and eliminate low-leverage strategies.

### **3. Professional Learning**

- Continue to provide high quality, research-based, job-embedded professional learning that expands a teacher's repertoire of assessment strategies, responsive instructional skills, and content knowledge to increase student academic and pro-social learning.
- Further develop and implement a new administrator induction program as part of a long-range plan to provide professional learning opportunities for all school leaders.
- Expand the scope of the Wellness program for all employees.

### **4. Technology**

- Develop and implement additional strategies to address the needs of today's learners for mobile learning, socially interactive instructional opportunities, and digitally-rich learning environments.
- Address the policy and infrastructure issues required to expand our capacity to more effectively use mobile devices.
- Build the capacity of the school district to use technology for student assessments and the means for educators to utilize and analyze this information.
- Continue to support the utilization of technology in the implementation of the state's new educator evaluation system.

## **Goal 2 – Improve Social and Emotional Program Supports for All Students**

- Continue to provide increased supports for students with social, emotional, and behavioral needs and for all students, to decrease unhealthy student stress and promote greater resilience.
- Support the expansion of the elementary and middle school Therapeutic Learning Programs and establish consistency among the programs across the district.
- Implement the first phase of the expanded Intensive Learning Program at the high school and collaboratively plan the second phase scheduled for 2015-2016.
- Continue to develop school programs that support students with significant emotional needs in collaboration with families and outside mental health organizations.

### **Goal 3 – Improve Safety for All Students and Staff**

- Continue to improve the security of buildings through physical infrastructure changes, modifications, and updating procedures.
- Implement further steps in all school buildings to increase safety if there is a potentially dangerous intruder or major hazardous event.
- Adopt and implement the School Traffic and Mitigation Policy and continue district-wide traffic design and infrastructure improvements.

### **Goal 4 - Improve the District's Capacity to Respond to Enrollment Increases**

- Continue the work of the Citizens' Working Group on K-12 Enrollment to further identify the drivers of enrollment growth and develop a more reliable model to forecast future enrollment.
- In collaboration with the community, School Committee, and outside organizations, develop multiple options for addressing space issues related to enrollment growth in all schools.
- Hire an architectural firm who will work with the K-12 Facilities Master Planning Committee and the Enrollment Working Group to determine student capacity and space needs for all nine schools, based on various enrollment projection scenarios.

April 10, 2014



# Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

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

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**To:** School Committee  
**From:** Paul B. Ash, Ph.D.  
Superintendent of Schools  
**Re:** PreK-12 Master Planning Process  
**Date:** April 11, 2014

On April 16, I will recommend that the School Committee vote to request the Board of Selectmen call a June Special Town Meeting to appropriate funds for a preK-12 master planning process. I have attached to this memorandum a one-page description of the three phases of the master planning process.

At the April 29, Pat Goddard and I will ask the School Committee to establish the specific level of funding needed. While the current estimate is approximately \$250,000, that budget estimate will be further reviewed by Pat Goddard and discussed with Jon Himmel who is the Chair of the Permanent Building Committee. On the 29<sup>th</sup>, Pat will present the School Committee with written backup for the final budget recommendation and will be present at the meeting to answer any Committee member questions.



# LPS Master Plan Update

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**June 2014: At a Special Town Meeting –**

- 1. request funds for a multiphase LPS Master Plan Update**
- 2. include funds (Phase 2) to evaluate options for adding capacity at Fiske School**

**Phase 1: Capacity analysis of ten school buildings based on current educational programs and delivery processes. Provide low-cost modifications for short-term solutions responding to the immediate enrollment growth. September Final Report of Phase 1.**

**Phase 2: Under the direction of the School Committee, begin the process to add capacity to a specific school (modular or conventional construction) that will require an appropriation at a November 2014 Special Town Meeting.**

**Phase 3: Specific options to accommodate long-term population projections that includes flexible strategies and meets the demands of 21<sup>st</sup> Century education. February 2015 Final Report of Phase 3.**

## Proposed School Committee Liaison Assignments — March 2014 (DRAFT)

Organization	Liaison Member
Appropriation Committee	Margaret Coppe
Board of Selectmen	Margaret Coppe
Capital Expenditures Committee	Margaret Coppe
Chamber of Commerce	Jessie Steigerwald
Ad Hoc Community Center Task Force	Alessandro Alessandrini
Council on Aging / Human Services	Alessandro Alessandrini
Diversity Task Force	
EDCO	Jessie Steigerwald
Estabrook Advisory Council	Alessandro Alessandrini
Family and Community Engagement Subcommittee	Mary Ann Stewart and Alessandro Alessandrini
Health Benefits Committee	Mary Ann Stewart and Margaret Coppe
Human Rights Committee	
Legislation	Mary Ann Stewart
Lexington Education Foundation (LEF)	Margaret Coppe
Lexington High School Representative	
Library Executive Trustees (Appointed by Board)	Mary Ann Stewart
Mass Association of School Committees (MASC)	Jessie Steigerwald
Permanent Building Committee	Margaret Coppe and Mary Ann Stewart
Planning Board	
Policy Subcommittee	Margaret Coppe and
PTA/PTO Presidents' Council	Jessie Steigerwald and
School Council Roundtable	Jessie Steigerwald
School Health Advisory Council (SHAC)	Alessandro Alessandrini
School Transportation and Safety Study Committee	Jessie Steigerwald
Special Education Parent Advisory Council (SEPAC)	Alessandro Alessandrini
TMMA Executive Board	Mary Ann Stewart and
2020 Vision Committee	Margaret Coppe
Ad Hoc Committee for Youth at Risk	Margaret Coppe and Alessandro Alessandrini
Youth Services Council	Jessie Steigerwald
Appointed Positions	
LexMedia Board of Directors	Jeffrey Leonard
Monroe Center for the Arts	Thomas Griffiths
Town Facilities Master Planning Committee (ad hoc)	Jessie Steigerwald
Unions	School Committee Liaison
Association of Lexington Administrators (ALA)	
Custodians and Maintenance (SEIU)	Alessandro Alessandrini
Lexington Education Association Unit A (LEA-A)	Mary Ann Stewart
Lexington Education Association Unit C (LEA-C)	Margaret Coppe
Lexington Education Association Technology Unit	
Lexington Education Secretaries Association (LEA-D)	Jessie Steigerwald

Memo: Proposal for a Sub-Committee on LPS & Holiday Recognition  
Date: April 8, 2014  
From: Jessie Steigerwald

Attached is a draft charge for a School Committee sub-committee on Holiday Recognition. It is written to focus on gathering community input about holidays rather than the complete school calendar. (However, the community indicated there is interest in many aspects of the school calendar. The charge could be expanded to include the whole calendar. I recommend breaking out the holiday recognition component first, and then re-evaluating the next step based on the recommendation generated by the first step.)

Having a focused sub-committee provides the community with a formal and transparent process with posted agendas, minutes and a final report presented to the School Committee.

I look forward to receiving your feedback & can try to incorporate it into a second draft - or we can simply discuss it. I think creating a sub-committee really needs to be posted on an agenda, so I'm not sure that we can get to discuss this as a group until it is posted.

I listed 1 (or 2) administrators as members - though they could just as easily be liaisons if that is less stressful, given all of the other initiatives now in progress. Paul or Carol might speak to this.

To keep the group smaller, more people could be listed as liaisons instead of members. However, we do need to recognize that while CAAL and IAL are official & organized groups who have reached out about specific holidays, there are many different cultures represented in the Lexington community – consider just the Greek Orthodox community, Japanese and Korean communities, to name a few. Keeping an open invitation to liaisons from other cultural groups could be respectful, while also allowing the sub-committee to have a definite roster so it can begin work.

In terms of LICA - my suggestion is to reach out to LICA to invite them to consider whether 1 or 2 liaisons best represents their group. As a citizen pointed out, it is important to be mindful of the separation of church & state. However, as we already received feedback regarding the religious holidays we do recognize, I suggest including LICA as liaisons. I think the most respectful approach is to see who they would self-select to represent the various faith communities in town. Having the formal town-wide group speak to this makes more sense to me than relying on any single individual resident to represent any specific religion.

Since the meeting would be posted and public, we are not excluding anyone from the conversations - and, instead, are welcoming anyone who wants to follow the discussion.

## 4-8-14 Draft - Holiday Recognition Subcommittee

### Background:

LPS currently recognizes State and Federal holidays, as well as Rosh Hashanah, Yom Kippur and Good Friday. The School Committee has received feedback from community members who would like to see this policy revised – either to recognize more holidays in recognition of Lexington’s demographic and cultural diversity, or to eliminate some holidays to either decrease the number of days off from school or to separate religious holidays from the public school calendar.

### Charge:

To invite input from the community regarding Lexington Public Schools’ recognition of holidays, ideally through a school-wide survey, and to make a recommendation regarding future holiday recognition for consideration in designing the academic calendar for Lexington Public Schools.

“Community” includes Lexington families with children enrolled in the public schools, and staff who work in Lexington’s public schools. Feedback may also be gathered from families that are expected to enter Lexington public schools through LexFun!

### 7-9 Members to represent the following:

- 1 (or 2) School Committee representatives
- 2 representatives from the PTA/PTO Presidents’ Council (members include representatives from SEPAC, METCO and LexFun)
- 1 representative from Lexington Education Association (union representative)
- 1 high school student (selected by Student-Faculty Senate)
- 1 representative from Chinese American Association of Lexington
- 1 representative from the Indian Americans of Lexington

1 (or 2) administrators selected by Superintendent

### Liaisons:

- 1 (or 2) representatives from Lexington Interfaith Clergy Association
- Invite any other organized cultural group (Korean, Japanese, other)