LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, February 26, 2013
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

7:00 p.m. **Call to Order:**

7:01 p.m. **Executive Session:**
Exemption 3 – Collective Bargaining

7:30 p.m. **Return to Public Session and Welcome:**
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:**

7:45 p.m. **Members' Reports / Members' Concerns:**

8:00 p.m. **Agenda:**

1. Update from School Transportation and Safety Study Committee (75 minutes)
   a. School Signage and Traffic Patterns
   b. Update on REMS
   c. School Safety Improvements
   d. Ad Hoc School Transportation and Safety Study (STS)
2. Lexington Parent Presentation on Student Stress (15 minutes)
3. School Committee Input for the Master Planning Process (30 minutes)
4. Vote to Accept a $500.00 Donation from Burwen Technology, Inc., in Support of the 2013 LHS Science and Engineering Fair (2 minutes)
5. Vote to Approve School Committee Minutes of December 18, 2012 (2 minutes)
6. Vote to Approve School Committee Minutes of January 8, 2013 (2 minutes)

10:00 p.m. **Executive Session:**
Exemption 3 – Collective Bargaining

The next meeting of the School Committee is scheduled for Tuesday, March 12, 2013, at 7:30 p.m. in the Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue.

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

Traffic & Transportation Safety Update

Mary Ellen Dunn
Asst. Supt. Finance and Business Operations
Liaison,Traffic Safety Advisory Board and School Transportation & Safety Study

Judy Crocker
Chair, School Transportation & Safety Study and Sidewalk Committees
Coordinator, Safe Routes To Schools

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

Tel: (781) 861-2563
Fax: (781) 863-5829
mdunn@sch.ci.lexington.ma.us

To: Paul Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Date: February 15, 2013
Re: Update on School Traffic, Transportation, and Signage Around our Schools

During the past year, while involved with community efforts to improve transportation and traffic safety around our schools, a recurring omission of information has come to light. Part of the solution to solving traffic issues around our schools is for the School Committee to formally adopt and maintain traffic policies as the property owner. Currently traffic procedures are the responsibility of the Principal. However, it is important to note that the only enforcement strategies available to Principals, or their staff members, are their power of persuasion. Under current conditions, and for the safety of our staff, we can no longer support this model.

In order to provide a solution to the traffic issues around our schools, the school department must codify the current practice and policies of the Principals, implement compliance with MUTCD standards, consider allowing defined police enforcement authority on School Committee property, and provide a more formal review process for changes to traffic flow on school property in the future.

Attached for your information is a memorandum citing the back log of traffic mitigation efforts that need to be addressed formally by the School Committee. As a means of coordinating various interests, I recommend the district make two presentations. The first, on February 26, will be to provide an overview of current state. The second, in September, will present all school traffic plans for formal enforcement "codification"; how to use Traffic Safety Advisory Committee (TSAC) for updates and changes; and a DPF maintenance plan and budget requirements for sustainability. The goal is to establish policy on School Committee property for standards of behavior and compliance for vehicular traffic, parking, idling, and emergency access.

In the interim, the School Committee is being requested to take immediate action on three recommendations from TSAC at three of our elementary schools. The recommendations are as follows:

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need a vote of the School Committee to be able to assist us in enforcement on school property
    a. For the Board of Selectmen: Recommendation to add no parking signs along Middleby Road between two cross walks and the entrance and exit of the school (final location in front of school to be determined).
    b. For School Committee: Recommendation to add no parking signs for 25 feet along the entrance and exit driveways intersecting with Middleby Road, with Police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

2. **Bowman School:** Buses and Emergency Vehicles access Bowman School via Worthen Road and the driveway extension. Allowing contractors and/or other employee parking jeopardizes life safety for the building and bus access. The crossing guard is not a traffic enforcement agent. The crossing guard is there to cross pedestrians and direct traffic.
    a. For the Board of Selectmen: Recommendation to install no parking signs at the end of Worthen Road.
    b. For School Committee: Recommendation to install no parking signs with police enforcement privileges/rights on the curve of drive way. DPW is responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

3. **Hastings Elementary School:** Parents cue on one side of the street closest to the school. The balance of the road needs to be left accessible for emergency vehicles and passing traffic. Cars are and have been parking on both sides, resulting in grid lock at arrival, dismissal, and parent events. This request has been in the cue for DPF to implement. Capital Funds should be requested to implement this traffic safety measure.
    a. For the Board of Selectmen: No action
    b. For School Committee: Recommendation to install no parking signs on Crosby Road (school property only) as previously recommended by TSAC as part of a traffic mitigation plan, with police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

Ongoing resources from the committees below are available to the district employees directly or through the school department liaisons:

- Traffic Safety Advisory Committee: http://www.lexingtonma.gov/committees/tsac.cfm
    - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- School Transportation Safety Study Committee: http://www.lexingtonma.gov/schooltransportationcommittee.cfm
    - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- Safe Routes to Schools (sub-committee of Sidewalk Committee): http://www.lexingtonma.gov/committees/sidewalk/saferoutes.cfm
- Lexington Sidewalk Committee: http://www.lexingtonma.gov/committees/sidewalk.cfm
    - Liaison: Elaine Celi, Transportation Coordinator
- Bicycle Advisory Committee: http://www.lexingtonma.gov/committees/bicycleadvisory.cfm

These committees and their members are very interested in working with members of the school community to support improvements around multimodal ways of students accessing our schools.

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

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mdunn@sch.ci.lexington.ma.us

To: Principals

From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business, and TSAC Liaison

CC: Paul Ash, Superintendent
Pat Goddard, Director of Public Facilities
School Committee

Date: January 15, 2013

Re: Traffic Safety Advisory Committee (TSAC) Liaison Report

The Traffic Safety Advisory Committee (TSAC) is forwarding recommendations that require School Committee action to address traffic mitigation and life safety concerns on or around School Committee property. While reflecting on the recommendations, please note that they highlight the need for the School Department to address four proactive priorities for the management of traffic and safety on school property. The four priorities are the

1. Adoption of formally published rules and regulations for traffic management on school property;

2. Installation and maintenance of signage, pavement markings, and roadway improvements in accordance with MUTCD[1];

3. Communication, education, and training of traffic rules and regulations including OSHA regulations for
   a. School Committee, Administration, and employees; and
   b. Community members, parents, and students;

4. Enforcement policies or procedures of traffic management on school property.

The next steps after reviewing the TSAC recommendations include but are not limited to the following:

1. Principals review attached and provide feedback or adopt the TSAC recommendations to resolve site specific concerns and provide site specific traffic plans/requests to TSAC Liaison by **February 15** ;

2. TSAC liaison collect and review Traffic Management Rules and Regulations from each school and prepare document ready for formal adoption and publication by the School Committee;

3. TSAC liaison requests a Town GIS mapping layer to codify signage, pavement markings, and other devices from Principal directed Traffic Management Rules and Regulations to provide for easy inventory and maintenance by DPF; and

4. DPF review cost impact for installation and maintenance of signage, pavement markings, and other devices that are approved and codified on the GIS mapping layer with assistance and coordination with DPW.

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[1] Manual on Uniform Traffic Control Devices (MUTCD) - **FHWA**, **mutcd**.fhwa.dot.gov/

Provided for you is a summary of the items that have been reviewed by the Committee and action steps required from the committee.

TSAC Recommendations

Policing For Traffic Calming On School Property

Action Requested: School Committee establish traffic control and mitigation policy and protocol that mirrors the Board of Selectmen using TSAC as the same filter for review.

Action Requested: site specific recommendations

The following have been submitted to TSAC from the Police Department to assist in mitigating traffic and parking issues around some of our schools.

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need the vote of the School Committee to be able to assist us in enforcement on school property

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4. **Estabrook School:** There are ongoing issues of visibility for buses and emergency vehicle access that is currently compromised by parents parking and waking their students to school. Moving parking access back 50 feet from the intersection will improve site lines for pedestrians and drivers.

    a. For Board of Selectmen: At Grove Street and Eldred Street, 50 feet of Eldred Street will be designated as No Parking. DPW responsible for installing signs on public roadways.
    b. For School Committee: No Action

Safe Routes to Schools TSAC Submissions and Recommendations

Safe Routes to Schools is a sub-committee of the Lexington Sidewalk Committee. Traffic signs and pavement markings prior to 2008 were funded by either the School Department facilities budget or grant funds.

Action Requested: School Committee establish traffic control and mitigation code for all school property with dedicated funding for signage, paint, maintenance and repair. The Codification would also require the establishment a GIS layer for easy inventory and replacement in future years by the Department of Public Facilities. All traffic control and mitigation will be compliance with National Standards for Traffic Control Devices; the Manual on Uniform Traffic Control Devices for Streets and Highways from the Federal Highway Administration (FHWA)[2]

1. ***No Idling Signs Re-installed at schools*** - No idling signs were installed at all school with the passage of Lexington's local No Idling ordinance with grant money provided by the state and private sources. Since that time, many signs have been removed and need to be replaced. School Committee needs to request that the Department of Public Facilities replace school traffic signs on school property. If the existing inventory from the Board of Health signage is utilized, then additional overlay stickers will also have to be purchased in order to correct their wordage (i.e. changing the term "zone" to "community"). This inventory is in the procession of the Department of Public Facilities.

2. ***Crosswalks on School Property*** – The School Department needs to review, update, and formalize all crosswalks on school property. The following are particular areas of concern:
   a) Adoption: recommendation that traffic safety measures on school property follow a similar protocol and approval process as exercised by the Board of Selectmen including formal adoption and codification meeting federal, state, and local requirements.
   b) Maintenance: Ensure that DPF fund and maintain pavement markings and signage annually on all school property using the codified adoption procedures.

3. ***Curbing*** – Maintenance of curbing on school driveways is essential to direct water runoff and to indicate roadway versus pedestrian boundaries. DPF is responsible for the maintenance of all school driveways including curbing, sidewalks, and signage on School Committee Property.

4) ***No Parking and Other Traffic Management Signage***– School Administrators and the Police have expressed frustration in not being able to enforce posted school property traffic signage. The Police do not have the same jurisdiction on school property as they have on public roadways and there exists no mechanism for the enforcement of traffic rules on school property for either party. In order for both parties to have enforcement authority, the School Committee must grant such through a codification procedure. Signage such as that designating "No Parking" on school property would need to be formally adopted and codified in order to become enforceable. Enforcement should be clearly stated on the sign as to jurisdiction. Examples of traffic management signage may include but is not limited to No Parking, Bus Lane Only, Crosswalk obstruction and right-of-way, and Keep Right. Approved signs need to be installed, replaced and maintained by DPF.

5) ***Update GIS Mapping Layer for Town Engineering, DPW, and DPF*** – Once codification takes place, Safe Routes to Schools recommends adding a GIS mapping layer to GIS for easy dissemination of information and data to DPF, DPW, Police, and school personnel.

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[2] MassHighway Supplemental Sign Policy under 23 Code of Federal Regulations (CFR), Part 655, Subpart F
http://www.mhd.state.ma.us/default.asp?pgid=content/traffic/signPolicy&sid=about

Other Traffic Mitigation Proposals
reviewed by TSAC, Sidewalk Committee, DPW, and other interested citizens

1. **School Zone Signs Project:** DPW and Safe Routes to Schools are applying for Metropolitan Area Planning Council grants funds for a study focusing on the evaluation and subsequent recommendations of Lexington school zones. It proposes to use an independent transportation engineer to complete an evaluation and inventory of existing school zones, signage, crosswalks, and pavement markings and to recommend uniform traffic devices meeting Massachusetts requirements. This ongoing effort is coordinated with the above Police recommendations. Existing school zone signage and pavement markings are dated, inconsistent, and are either under or over represented, depending on the location.

   Action Requested: School Committee submit a letter of support for grant funds upon request. {January 8, 2013 SC meeting}

2. **Clarke Bus Loop - FY14 Capital Request:**

   Clarke Middle School will more than likely have 14 buses by the end of the school year (12 district, 2 METCO). The stress between buses and cars is growing rather than reducing with more buses. This is the highest number they have had in my six years in Lexington.

   The long term problem we need to solve for this school is how to separate car and bus traffic. We have requested $35,000 for design services to review the following long term design concept:

   - an 18ft wide oblong bus loop starting at the end of the existing parking lot, running along the side of the building with a three to four foot green space (existing hill) and curved back to the fire access/Stedman Road. (Losing one dying tree in the process)
   - Move and protect the existing memorial classroom space by moving it closer to the existing trees and possibly improving the design and layout. Replace tree and bushes at the front edging of the classroom space.
   - Add parking spaces along Stedman Road side of the perimeter replacing the two to three lost in the driveway construction.
   - Consultation with Fire Department to ensure compliance and feasibility for emergency response to the school
   - Placeholder of $300,000 for FY15 Capital Budget for anticipated construction cost.
   - Review parking regulations on Stedman Road along with installing sidewalks.

   The Short Term (October 2012 to construction completion of a bus/car loop):

   - Open existing Gate for buses to come from Stedman Road and exit to the circle and out Brookside Road
   - Need to fill in next to the curbing to slant from driveway up to level with fire lane.
   - Temporarily to be used in the AM only for 5-6 buses heading North on Waltham Street

Staff Safety Notice from Police for traffic management on school property.

Action Requested: School Committee continues support of emergency response materials and supplies

MEMORANDUM

TO: All Staff

FROM: Captain Manuel Ferro Lexington Police Department

SUBJECT: Reflective Vests / Arrival Dismissal Process.

DATE: August 27, 2012

For the safety and visibility of all LPS faculty/staff who are involved in the active school arrival/dismissal process and where these individuals are in crosswalks, roadways, or the like, O.S.H.A regulations require reflective vests to be worn. The vests are located in the Safety Transportation Kit which will be distributed by MaryEllen Dunn, Asst Superintendent of Business and Finance.

Thank you for your support and have a safe and exciting School Year.

Lexington Police Department
1575 Massachusetts Avenue, Lexington, MA 02420

Tel: (781) 862-1212
Fax: (781) 863-1291

Traffic & Transportation Safety Update

Mary Ellen Dunn
Asst. Supt. Finance and Business Operations
Liaison,Traffic Safety Advisory Board and School Transportation & Safety Study

Judy Crocker
Chair, School Transportation & Safety Study and Sidewalk Committees
Coordinator, Safe Routes To Schools

Overview

- Traffic Safety on School Property
- Upgrading Traffic Safety
- Resources & Recommendations from Town Partners
- Action Steps

Traffic Safety on School Property

- School Property features include
  - roadways,
  - sidewalks,
  - signage,
  - crosswalks,
  - play structures,
  - public playing fields,
  - private residential access and
  - school building(s) access

Traffic Safety on School Property

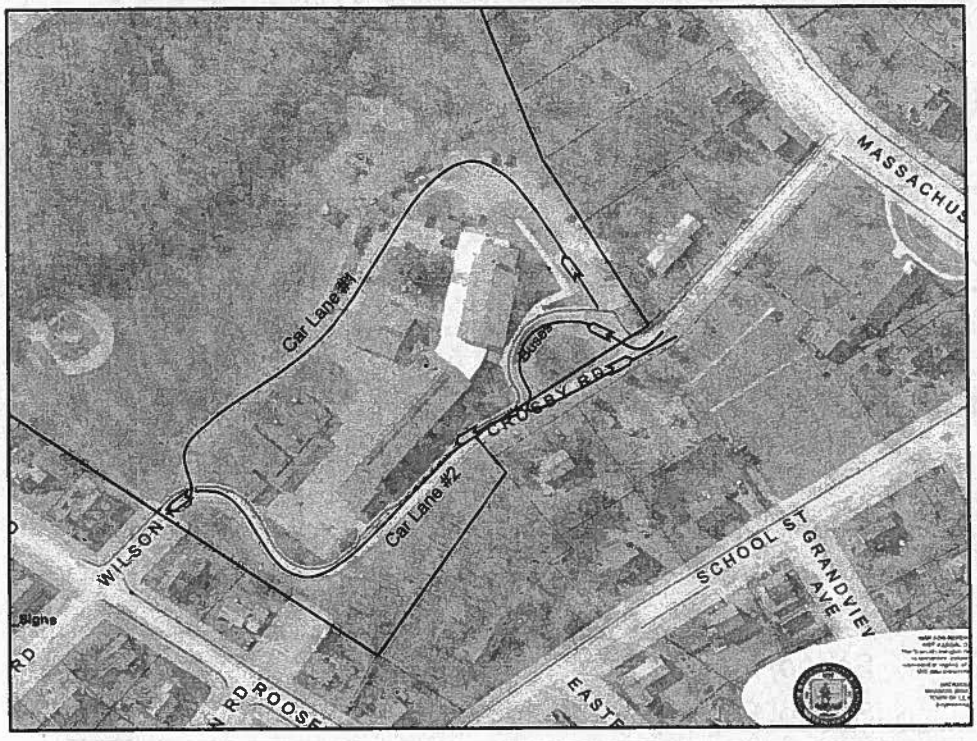
School Committee is the official property owner responsible for setting policy and usage controls, including access and egress.

Traffic Safety on School Property

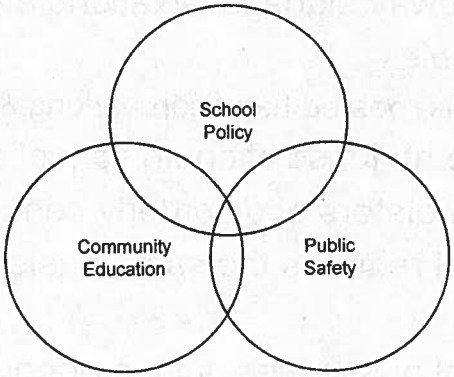
- Stakeholders:
  - pedestrians,
  - bicyclists,
  - school buses & special education vans,
  - private vehicles,
  - delivery trucks,
  - community traffic,
  - public safety vehicles,
  - abutters,
  - School employees, and
  - School Committee as the property owner

Traffic Safety on School Property

- Posted roadway signage violations are unenforceable
  - Exceptions: posted handicap parking & fire lane
- Police have no jurisdiction on school property except for violators of disorderly conduct
- Each school requires the same basic traffic rules
- Each school possesses unique geography & history



Upgrading Traffic Safety



Upgrading Traffic Safety

- Establish safety centers for traffic access and flow.
  - Should a School Bus have the same priority access as Ambulance or Fire Truck?
  - How can vehicular flow be sensible and safe?

Upgrading Traffic Safety

- Enforced & Enforceable Safety Rules
  - Staff (used as Traffic Monitors) must be able to manage arrival or dismissal with ease;
  - Orientation for staff, DPF, Police, Fire, and volunteers
  - Communication to parents and community

Upgrading Traffic Safety

- Change culture of rule enforcement
  - What uniform Traffic rules should be in place?
  - How will new signs & policy change behavior?
  - How will behavior expectations be uniformly communicated?
  - Should we create deterrents for car use and create incentives for bicycle, walkers, and bus riders?
  - What penalties should be set for those who fail to follow posted rules?

Resources

Who is here to help and already working on traffic safety?

- Traffic Safety Advisory Committee (TSAC)
  http://www.lexingtonma.gov/committees/tsac.cfm
- Safe Routes to Schools (SRTS)
  http://www.lexingtonma.gov/committees/sidewalk/saferoutes.cfm
- Ad Hoc School Transportation & Safety Study Committee (STS)
  http://www.lexingtonma.gov/schooltransportationcommittee.cfm

Traffic Safety Advisory Committee (TSAC)

- Charge
  - Meets monthly to study problems related to traffic safety
  - Makes recommendations to the Board of Selectmen and the Town Manager
- Membership
  - Lexington Transportation Coordinator
  - LPS administration
  - Planning Board
  - Police Department
  - DPW/Engineering
  - Board of Selectmen
  - Three at large members

TSAC Recommendations

Action Requested:

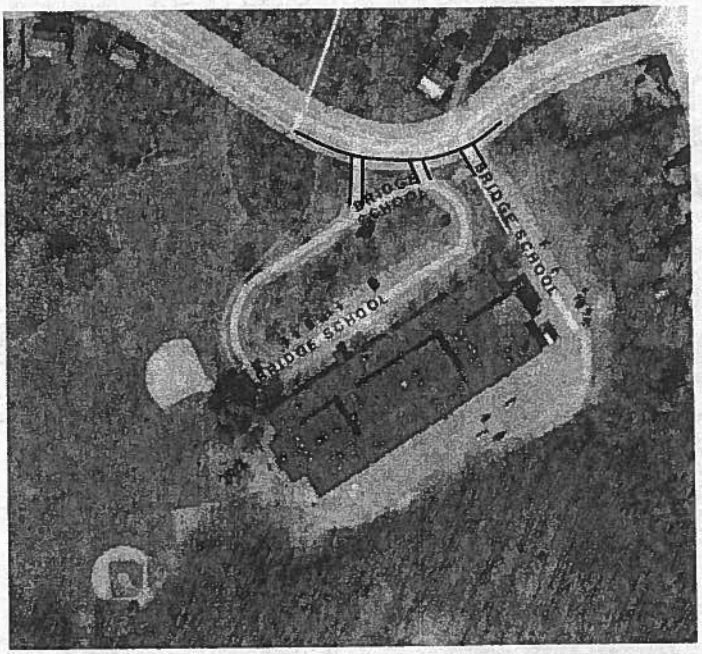
School Committee establish traffic control and mitigation policy and protocol that mirrors the Board of Selectmen using TSAC as the same filter for review.

TSAC Recommendations

- Immediate Recommendations
  - Bridge
  - Bowman
  - Hastings

Bridge School

Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need the vote of the School Committee to be able to assist us in enforcement on school property



Bowman School

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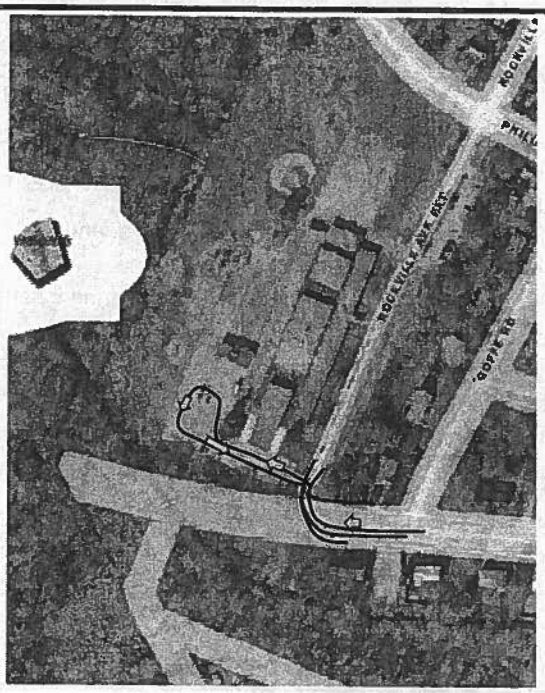
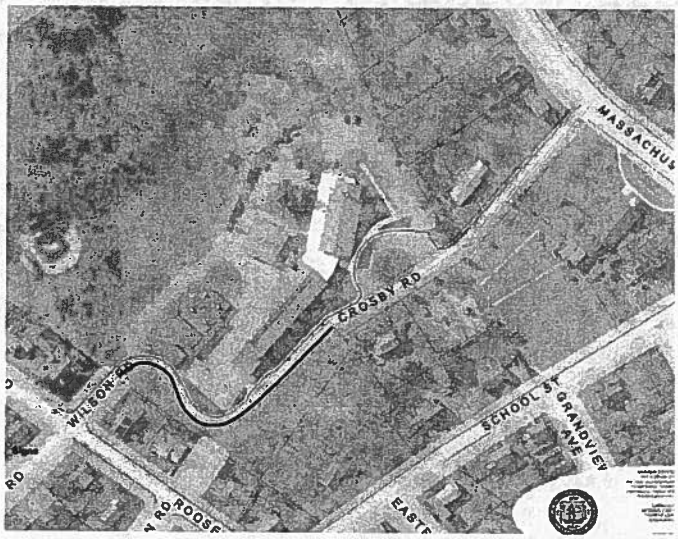


Hastings School

Parents cue on one side of the street closest to the school. The balance of the road needs to be left accessible for emergency vehicles and passing traffic. Cars are and have been parking on both sides, resulting in grid lock at arrival, dismissal, and parent events.



Safe Routes to Schools (SRTS)

- Charge
  - Promoting Lexington's sidewalks, pathways, and mass transit as alternative student transportation options
  - Focus on student safety, exercise, and fostering a sense of community
  - SRTS is modeled after national and international programs and in Massachusetts is parented thru the Massachusetts Dept of Transportation
- Members
  - PTA representatives from participating Partner schools
  - Town-wide Coordinator from Sidewalk Committee

Safe Routes to Schools (SRTS)

- Overview
- Communication Calendar
  - 2013-2014 School Year Planning
    - May 2013 program dates and goals are set;
    - June – September: approve bookmark, plan distribution, and request permission for listserv use
    - First day of school bookmarks distributed.
    - 1st Wednesday in October is International Walk to school day
    - Events follow monthly

Safe Routes to Schools (SRTS)

- Support January 15 Memo Recommendations for TSAC review
  - Reinstall No Idling Signage
  - School Property Crosswalks
  - School Property Curbing
  - No Parking & other Traffic Management Signage
  - Update GIS Mapping
- New Car Counts in March

Safe Routes to Schools (SRTS)

- School Zone Grant
- Bike Walk 'N Bus Week May 5-11
  - School Bus Tour & Parcourse Walk on May 9
  - LHS Bike Incentives Week

Lexington's Safe Routes To School 2012-13

1. What SRTS is and isn't:

   Neighborhood by neighborhood, SRTS has been successful in making our community's sidewalks and bikeways a safer, more attractive transportation option for our students. Focusing on safety, exercise, and fostering a sense of community, it has been effective in *increasing* the number of students who walk, bike, bus, or carpool and in *decreasing* the number of cars and idling at our schools.

   SRTS is modeled after national and international programs. More than one-third of the state's towns participate. SRTS in Massachusetts is parented thru the Massachusetts Dept of Transportation. As are the other local programs, Lexington's SRTS is sponsored by local PTAs, overseen by the Lexington Sidewalk Committee, and works closely with DPW, Engineering, LPS Transportation, Facilities, and the Planning Board. It is endorsed by the Selectmen, School Committee, Superintendent, and the Police. Historically, SRTS does not directly deal with vehicular traffic patterns.

2. 2012-13 Calendar and Safety Tips Bookmark
   - Distributed to all elementary schools during first week of school

3. Recent Accomplishments:
   - Completion of $445,000 Bowman Infrastructure MassDOT Grant 2011
   - Helped to coordinate Clarke and Diamond infrastructure improvements
   - Pedestrian and Bicycle safety classes at 4 schools
   - Coordinate with DPW, TSAC, and Facilities for small repairs in and around school grounds
   - Created, executed, and compiled School Transportation Survey Report 2011 and 2012 with LPS Transportation and Lexpress
   - Member of Estabrook Task Force & ad hoc School Transportation & Safety Study Committee (STS)
   - Held bus ridership art and slogan contest for LPS students 2012
   - Collected fourth award from DOT/EPA with 2012 "SRTS Leadership Award"

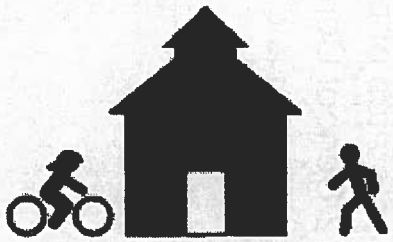
4. Looking ahead:
   - Working on suggested actions items contained in STS School Improvement Plan goals
   - LPS PE/Health and Wellness curriculum and expansion of the MassRides Pedestrian Safety program
   - Working with Greenway Committee, Conservation Stewards, and Lexington Transportation Task Force
   - Work with Sidewalk Committee concerning its Master Sidewalk List
   - Volunteer recruitment
   - Work towards increasing the number of LPS participating schools

5. *"SRTS is sponsored by your PTA/PTO"*

Lexington's
Safe Routes to School

2012-13 Walking Wednesday Dates*

October 10
November 14
December 12
January 9
February 13
March 13
April 10
May 8



Safe Routes to School

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*Check with your school's calendar and newsletter for more information.

SRTS is sponsored by your school's PTA.

Safe School Transportation

Pedestrians:

*Walk on the sidewalk. If none, walk facing traffic.
*Dress to be seen.
*Check carefully at driveways.
*Find a visible place to cross, such as at crosswalks or street corners.
*Be smart about using crosswalks.
*Stop at the curb before you cross.
*Wait for cars to stop.
*Look left, look right, look left again!

Bicyclists & Scooters:

*Wear helmets.
*Follow the same common sense rules as pedestrians.

Busers & Carpoolers:

*A busser's school day begins at the bus stop.
*Wear seat belts.
*Exit cars onto a sidewalk, not a road.
*Idling for > 5 minutes is illegal.
*Queuing on public roadways is strongly discouraged.

Ad Hoc School Transportation & Safety Study Committee (STS) Update

- Charge
  - Identifying proposals to reduce cost of school bus service
  - Identifying ways to increase school bus timeliness
  - Proposing initiatives to promote school bus ridership
  - Proposing approaches to address traffic and pedestrian safety concerns in and around our schools
- Members
  - Sidewalk Committee/Safe Routes to School
  - LPS administration
  - LPS Transportation Coordinator
  - Transportation Advisory Committee
  - Police Department
  - Two at large members

STS Update

- Local STS article hit a national trade publication
- Safety Greeter Kits distributed to schools
- Continue to address Bus Discipline
  - Bus Camera Installation
  - Improved reporting system by C&W Transportation
- Update on status of bylaw proposal
- March 12 School Committee meeting
  - Bus Registration and Marketing Update

STS Recommendations

- Need to embrace collaborative change among all stakeholders through
  - working dialogues,
  - fostering common long-term goals, priorities, and values, and
  - shared responsibility and expectations.

STS Recommendations

- Communicate school hours to parents
  - When will uniform Middle School hours be announced?
  - What are the Elementary School Hours?
  - What are the High School Hours?

STS Recommendations

- Evaluate Arrival/Dismissal Procedures
  - Streamline use of staff;
  - Examine student earliness/tardy rules;
  - Use of playgrounds before/after school with or without supervision;
  - Review reasons for shortened afternoon instructional time in order to prepare students for dismissal;
  - Dismissal wait time proportionate to bus discipline issues; and
  - What support do the Principals need?

STS Recommendations

- Uniform Drop-off & Pick Up Procedures & Penalties
- Communication and Reinforcement

Action Items

1. Approve TSAC Recommendations for Bowman, Bridge, and Hastings

2. Approve school district to move forward with work necessary to achieve traffic codification on school property by the opening of school 2013.

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

Tel: (781) 861-2563
Fax: (781) 863-5829
mdunn@sch.ci.lexington.ma.us

To: Paul Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Date: February 15, 2013
Re: Update on School Traffic, Transportation, and Signage Around our Schools

---

During the past year, while involved with community efforts to improve transportation and traffic safety around our schools, a recurring omission of information has come to light. Part of the solution to solving traffic issues around our schools is for the School Committee to formally adopt and maintain traffic policies as the property owner. Currently traffic procedures are the responsibility of the Principal. However, it is important to note that the only enforcement strategies available to Principals, or their staff members, are their power of persuasion. Under current conditions, and for the safety of our staff, we can no longer support this model.

In order to provide a solution to the traffic issues around our schools, the school department must codify the current practice and policies of the Principals, implement compliance with MUTCD standards, consider allowing defined police enforcement authority on School Committee property, and provide a more formal review process for changes to traffic flow on school property in the future.

Attached for your information is a memorandum citing the back log of traffic mitigation efforts that need to be addressed formally by the School Committee. As a means of coordinating various interests, I recommend the district make two presentations. The first, on February 26, will be to provide an overview of current state. The second, in September, will present all school traffic plans for formal enforcement "codification"; how to use Traffic Safety Advisory Committee (TSAC) for updates and changes; and a DPF maintenance plan and budget requirements for sustainability. The goal is to establish policy on School Committee property for standards of behavior and compliance for vehicular traffic, parking, idling, and emergency access.

In the interim, the School Committee is being requested to take immediate action on three recommendations from TSAC at three of our elementary schools. The recommendations are as follows:

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need a vote of the School Committee to be able to assist us in enforcement on school property
    a. For the Board of Selectmen: Recommendation to add no parking signs along Middleby Road between two cross walks and the entrance and exit of the school (final location in front of school to be determined).
    b. For School Committee: Recommendation to add no parking signs for 25 feet along the entrance and exit driveways intersecting with Middleby Road, with Police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

2. **Bowman School:** Buses and Emergency Vehicles access Bowman School via Worthen Road and the driveway extension. Allowing contractors and/or other employee parking jeopardizes life safety for the building and bus access. The crossing guard is not a traffic enforcement agent. The crossing guard is there to cross pedestrians and direct traffic.
    a. For the Board of Selectmen: Recommendation to install no parking signs at the end of Worthen Road.
    b. For School Committee: Recommendation to install no parking signs with police enforcement privileges/rights on the curve of drive way. DPW is responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

3. **Hastings Elementary School:** Parents cue on one side of the street closest to the school. The balance of the road needs to be left accessible for emergency vehicles and passing traffic. Cars are and have been parking on both sides, resulting in grid lock at arrival, dismissal, and parent events. This request has been in the cue for DPF to implement. Capital Funds should be requested to implement this traffic safety measure.
    a. For the Board of Selectmen: No action
    b. For School Committee: Recommendation to install no parking signs on Crosby Road (school property only) as previously recommended by TSAC as part of a traffic mitigation plan, with police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

Ongoing resources from the committees below are available to the district employees directly or through the school department liaisons:

- Traffic Safety Advisory Committee: http://www.lexingtonma.gov/committees/tsac.cfm
    - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- School Transportation Safety Study Committee: http://www.lexingtonma.gov/schooltransportationcommittee.cfm
    - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- Safe Routes to Schools (sub-committee of Sidewalk Committee): http://www.lexingtonma.gov/committees/sidewalk/saferoutes.cfm
- Lexington Sidewalk Committee: http://www.lexingtonma.gov/committees/sidewalk.cfm
    - Liaison: Elaine Celi, Transportation Coordinator
- Bicycle Advisory Committee: http://www.lexingtonma.gov/committees/bicycleadvisory.cfm

These committees and their members are very interested in working with members of the school community to support improvements around multimodal ways of students accessing our schools.

Lexington Public Schools

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Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

Tel: (781) 861-2563
Fax: (781) 863-5829
mdunn@sch.ci.lexington.ma.us

To: Principals

From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business, and TSAC Liaison

CC: Paul Ash, Superintendent
Pat Goddard, Director of Public Facilities
School Committee

Date: January 15, 2013

Re: Traffic Safety Advisory Committee (TSAC) Liaison Report

The Traffic Safety Advisory Committee (TSAC) is forwarding recommendations that require School Committee action to address traffic mitigation and life safety concerns on or around School Committee property. While reflecting on the recommendations, please note that they highlight the need for the School Department to address four proactive priorities for the management of traffic and safety on school property. The four priorities are the

1. Adoption of formally published rules and regulations for traffic management on school property;

2. Installation and maintenance of signage, pavement markings, and roadway improvements in accordance with MUTCD[1];

3. Communication, education, and training of traffic rules and regulations including OSHA regulations for
   a. School Committee, Administration, and employees; and
   b. Community members, parents, and students;

4. Enforcement policies or procedures of traffic management on school property.

The next steps after reviewing the TSAC recommendations include but are not limited to the following:

1. Principals review attached and provide feedback or adopt the TSAC recommendations to resolve site specific concerns and provide site specific traffic plans/requests to TSAC Liaison by **February 15** ;

2. TSAC liaison collect and review Traffic Management Rules and Regulations from each school and prepare document ready for formal adoption and publication by the School Committee;

3. TSAC liaison requests a Town GIS mapping layer to codify signage, pavement markings, and other devices from Principal directed Traffic Management Rules and Regulations to provide for easy inventory and maintenance by DPF; and

4. DPF review cost impact for installation and maintenance of signage, pavement markings, and other devices that are approved and codified on the GIS mapping layer with assistance and coordination with DPW.

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[1] Manual on Uniform Traffic Control Devices (MUTCD) - **FHWA**, **mutcd**.fhwa.dot.gov/

Provided for you is a summary of the items that have been reviewed by the Committee and action steps required from the committee.

TSAC Recommendations

Policing For Traffic Calming On School Property

Action Requested: School Committee establish traffic control and mitigation policy and protocol that mirrors the Board of Selectmen using TSAC as the same filter for review.

Action Requested: site specific recommendations

The following have been submitted to TSAC from the Police Department to assist in mitigating traffic and parking issues around some of our schools.

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need the vote of the School Committee to be able to assist us in enforcement on school property

    a. For the Board of Selectmen: Recommendation to add no parking signs along Middleby Road between two cross walks and the entrance and exit of the school (final location in front of school to be determined).
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4. **Estabrook School:** There are ongoing issues of visibility for buses and emergency vehicle access that is currently compromised by parents parking and waking their students to school. Moving parking access back 50 feet from the intersection will improve site lines for pedestrians and drivers.

    a. For Board of Selectmen: At Grove Street and Eldred Street, 50 feet of Eldred Street will be designated as No Parking. DPW responsible for installing signs on public roadways.
    b. For School Committee: No Action

Safe Routes to Schools TSAC Submissions and Recommendations

Safe Routes to Schools is a sub-committee of the Lexington Sidewalk Committee. Traffic signs and pavement markings prior to 2008 were funded by either the School Department facilities budget or grant funds.

Action Requested: School Committee establish traffic control and mitigation code for all school property with dedicated funding for signage, paint, maintenance and repair. The Codification would also require the establishment a GIS layer for easy inventory and replacement in future years by the Department of Public Facilities. All traffic control and mitigation will be compliance with National Standards for Traffic Control Devices; the Manual on Uniform Traffic Control Devices for Streets and Highways from the Federal Highway Administration (FHWA)[2]

1. ***No Idling Signs Re-installed at schools*** - No idling signs were installed at all school with the passage of Lexington's local No Idling ordinance with grant money provided by the state and private sources. Since that time, many signs have been removed and need to be replaced. School Committee needs to request that the Department of Public Facilities replace school traffic signs on school property. If the existing inventory from the Board of Health signage is utilized, then additional overlay stickers will also have to be purchased in order to correct their wordage (i.e. changing the term "zone" to "community"). This inventory is in the procession of the Department of Public Facilities.

2. ***Crosswalks on School Property*** – The School Department needs to review, update, and formalize all crosswalks on school property. The following are particular areas of concern:
   a) Adoption: recommendation that traffic safety measures on school property follow a similar protocol and approval process as exercised by the Board of Selectmen including formal adoption and codification meeting federal, state, and local requirements.
   b) Maintenance: Ensure that DPF fund and maintain pavement markings and signage annually on all school property using the codified adoption procedures.

3. ***Curbing*** – Maintenance of curbing on school driveways is essential to direct water runoff and to indicate roadway versus pedestrian boundaries. DPF is responsible for the maintenance of all school driveways including curbing, sidewalks, and signage on School Committee Property.

4) ***No Parking and Other Traffic Management Signage***– School Administrators and the Police have expressed frustration in not being able to enforce posted school property traffic signage. The Police do not have the same jurisdiction on school property as they have on public roadways and there exists no mechanism for the enforcement of traffic rules on school property for either party. In order for both parties to have enforcement authority, the School Committee must grant such through a codification procedure. Signage such as that designating "No Parking" on school property would need to be formally adopted and codified in order to become enforceable. Enforcement should be clearly stated on the sign as to jurisdiction. Examples of traffic management signage may include but is not limited to No Parking, Bus Lane Only, Crosswalk obstruction and right-of-way, and Keep Right. Approved signs need to be installed, replaced and maintained by DPF.

5) ***Update GIS Mapping Layer for Town Engineering, DPW, and DPF*** – Once codification takes place, Safe Routes to Schools recommends adding a GIS mapping layer to GIS for easy dissemination of information and data to DPF, DPW, Police, and school personnel.

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[2] MassHighway Supplemental Sign Policy under 23 Code of Federal Regulations (CFR), Part 655, Subpart F
http://www.mhd.state.ma.us/default.asp?pgid=content/traffic/signPolicy&sid=about

Other Traffic Mitigation Proposals
reviewed by TSAC, Sidewalk Committee, DPW, and other interested citizens

1. **School Zone Signs Project:** DPW and Safe Routes to Schools are applying for Metropolitan Area Planning Council grants funds for a study focusing on the evaluation and subsequent recommendations of Lexington school zones. It proposes to use an independent transportation engineer to complete an evaluation and inventory of existing school zones, signage, crosswalks, and pavement markings and to recommend uniform traffic devices meeting Massachusetts requirements. This ongoing effort is coordinated with the above Police recommendations. Existing school zone signage and pavement markings are dated, inconsistent, and are either under or over represented, depending on the location.

   Action Requested: School Committee submit a letter of support for grant funds upon request. {January 8, 2013 SC meeting}

2. **Clarke Bus Loop - FY14 Capital Request:**

   Clarke Middle School will more than likely have 14 buses by the end of the school year (12 district, 2 METCO). The stress between buses and cars is growing rather than reducing with more buses. This is the highest number they have had in my six years in Lexington.

   The long term problem we need to solve for this school is how to separate car and bus traffic. We have requested $35,000 for design services to review the following long term design concept:

   - an 18ft wide oblong bus loop starting at the end of the existing parking lot, running along the side of the building with a three to four foot green space (existing hill) and curved back to the fire access/Stedman Road. (Losing one dying tree in the process)
   - Move and protect the existing memorial classroom space by moving it closer to the existing trees and possibly improving the design and layout. Replace tree and bushes at the front edging of the classroom space.
   - Add parking spaces along Stedman Road side of the perimeter replacing the two to three lost in the driveway construction.
   - Consultation with Fire Department to ensure compliance and feasibility for emergency response to the school
   - Placeholder of $300,000 for FY15 Capital Budget for anticipated construction cost.
   - Review parking regulations on Stedman Road along with installing sidewalks.

   The Short Term (October 2012 to construction completion of a bus/car loop):

   - Open existing Gate for buses to come from Stedman Road and exit to the circle and out Brookside Road
   - Need to fill in next to the curbing to slant from driveway up to level with fire lane.
   - Temporarily to be used in the AM only for 5-6 buses heading North on Waltham Street

Staff Safety Notice from Police for traffic management on school property.

Action Requested: School Committee continues support of emergency response materials and supplies

MEMORANDUM

TO: All Staff

FROM: Captain Manuel Ferro Lexington Police Department

SUBJECT: Reflective Vests / Arrival Dismissal Process.

DATE: August 27, 2012

For the safety and visibility of all LPS faculty/staff who are involved in the active school arrival/dismissal process and where these individuals are in crosswalks, roadways, or the like, O.S.H.A regulations require reflective vests to be worn. The vests are located in the Safety Transportation Kit which will be distributed by MaryEllen Dunn, Asst Superintendent of Business and Finance.

Thank you for your support and have a safe and exciting School Year.

Lexington Police Department
1575 Massachusetts Avenue, Lexington, MA 02420

Tel: (781) 862-1212
Fax: (781) 863-1291

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

Tel: (781) 861-2563
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mdunn@sch.ci.lexington.ma.us

To: Paul Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Date: February 15, 2013
Re: Update on Emergency Response Planning (REMS)

The following is a mid-year update to the district emergency response planning efforts.

The annual meeting among the Superintendent, Fire Chief, and Police Chief was conducted in late August. Assistant Superintendent for Finance and Business Operations attended as the district's emergency response liaison to the Town.[1]

The New Emergency Response web site: **Creating Safe Schools** is on our main page and on each school page. It is also available at http://safeschools.lexingtonma.org . We are currently working on having the logo of our flip guides on the site for easy access. The web site and its contents were generated from our Readiness and Emergency Management for Schools (REMS) grant initiative.

Lexington Readiness and Emergency Management for Schools (REMS) Advisory Committee recommendations met on January 30, 2013 and provided the following recommendations to the school department for updating emergency response plans and over all security and safety in schools.[2]

1. Institutionalize Annual Crisis Team Training (every August)
   - Tentative Agenda:
     - Speaker on new trends in school safety from North Eastern Massachusetts Law Enforcement Council (NEMLEC)
     - Crisis Team Review Emergency Operations Plan and the Emergency Procedures (classroom guide);
     - Conduct simulations for Secure and Hold/Lockdown procedures; and
     - Debrief and provide feedback for additional training, resources, or other needs for improving school safety.

2. Update to Emergency Operations Plan (admin) and Emergency Procedures (classroom/office guide) for Automated external defibrillator (AED) locations in schools

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[1] Section 363 of the FY 02 State Budget required the following:
"Notwithstanding any general or special law to the contrary, the superintendent of each school district shall, prior to the beginning of the school year, meet with the fire chief and police chief of the city, town or district to formulate a school specific "Multi-hazard evacuation plan" for each school under the superintendent's supervision. Said multi-hazard evacuation plan shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which serious bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be designed for each school building after a review of each building. Said plan shall include, but not be limited to: (1) establishment of a crisis response team; (2) a designation as to who is in charge of said team and designated substitutes; (3) a communication plan; (4) crisis procedures for safe entrance to and exit from the school by students, parents and employees; and (5) policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis. Each district, with the assistance of the local police and fire departments, shall annually review and update as appropriate said plan. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed. {http://www.doe.mass.edu/cnp/safe/multi_hazard_plan.html}

[2] The REMS Advisory Membership includes representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Asst. Supt for Finance and Business Operations, School Lead Nurse, and three parent representatives who work or are in the emergency response arena. The REMS Advisory meets January and July of each calendar year to review training of school district staff, updates in school safety and overall review of events and response capabilities.

3. Review use of quarterly fire drills and semi-annual bus evacuations and add annual Lockdown/Secure and Hold drill to emergency response planning.

4. Principals, DPF, and School Administration review and update visitor entrance procedures; and

5. Recommendation for Crisis Management Plan policy modification to be in compliance with the Commonwealth's Multi-Hazard Evacuation Plan[3] and the Medical Emergency Response Plan[4] requirements for schools (attached).

Next Steps:

1. Approve Crisis Management Plan policy recommendation.

2. Request funding for annual Crisis Team Training in August.

3. Request funding for replacement of clock and bell/public address systems post assessment: As part of the FY14 capital budget, there are funds available for the assessment of school public address systems. A "rapid communication system" is a requirement of the commonwealth's Medical Emergency Response Plan. While we have most aspects of the communication system covered, our clock and bell/public address systems are aging and face the need for replacement in our schools.

4. Secure funding for conducting annual training of Crisis Team members: A one day training for over 150 employees in August would cost approximately $35,000 if we pay all of our non-12 month employees or overtime, speaker/facilitator, supplies and materials. Joint training with the Town emergency response team members would also be beneficial and cost effective.

5. Provide time for the administrative team with an invitation to DPF, Police, and Fire, as necessary, to work with recommendations of the REMS advisory committee and the questions from the parent community.

6. Continue to formalize process, procedures, and protocols. All of which requires centralizing information in a secure, but accessible location. DPF currently has a software application that is readily accessible to be used as a repository of information. Each Crisis Team need to designate a records keeper and receive training on the utilization of the application.

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[3] Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.

[4] Medical Emergency Response Plan: Chapter 77 of the Acts of 2012

LEXINGTON SCHOOL COMMITTEE POLICY

CRISIS MANAGEMENT PLAN

First Reading: _____

Second Reading: _____

Date Approved by School Committee: _____

Signature of Chair: _____

I. PURPOSE AND SCOPE

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in responding to crisis or emergency situations, managing an actual or potential emergency, and/or providing support following a crisis or emergency.

II. PLAN DOCUMENTS:

The Crisis Management Plan documents will be prepared, distributed, and annually reviewed by a district emergency planning advisory committee chaired by Superintendent or designee.

1. Emergency Operations Plan (Administrator Guide)
2. Emergency Procedures (Classroom/Office Guide)

The guides are meant to be a resource and procedural guide. School Department employees shall be familiar with the process and procedures outlined in the Emergency Procedures (Classroom/Office Guide) and be comfortable following them in an "All Hazards" or "Medical" emergency situation.

III. INCIDENT MANAGEMENT TEAMS AND PREVENTION:

The Superintendent will appoint an emergency planning advisory committee, also known as the Readiness and Emergency Management for Schools (REMS) advisory committee. The membership of this committee shall be representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Superintendent's designee, School Lead Nurse, Building Incident Management Teams, and three parent representatives. The REMS Advisory meets twice a year to review training of school district staff, updates school safety plans, and overall review of events and response capabilities.

Each school in the district will have a building based Incident Management Team (also referred to as Crisis Team) which will annually review the Emergency Operations Plan, define training needs for individual school site, and provide after action reports for each emergency response incident that occurs during school hours. All members of Incident Management Team shall be trained as recommended by the Town of Lexington Fire Chief.

Legal References:

Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.
Medical Emergency Response Plan: Chapter 77 of the Acts of 2012
FEMA: IS-100.SCa Introduction to the Incident Command System for Schools; IS-700.a NIMS an Introduction

LEXINGTON SCHOOL COMMITTEE POLICY

CRISIS MANAGEMENT PLAN

Date Approved by School Committee: _____

Signature of Chair: _____

I. PURPOSE AND SCOPE

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in preventing crisis situations, managing an actual or potential crisis, and/or providing support following a crisis.

II. APPLICATION

This document is organized into six sections:

1. Crisis Response Definitions
2. Quick Response Overview
3. Roles, Responsibilities, General Guidelines
4. Specific Crisis Intervention Procedures
5. Checklists
6. Resource Directory

This manual is meant to be a resource and procedural guide only. Specific information is detailed in each section, but school administrators are encouraged to use their judgment with regard to all potential or actual emergencies. Each crisis situation is unique and the need for alternative procedures or resources may be appropriate.

TOWN OF LEXINGTON
Department of Public Facilities

Patrick W. Goddard
Director of Public Facilities

Tel: (781) 274-8958
Email:pgoddard@lexingtonma.gov

February 8, 2013

To: Paul Ash
Lexington Superintendent of Schools

From: Pat Goddard, Director
Department of Public Facilities

Re: Safety recommendations in response to recent tragedy in Sandy Hook, Connecticut

At your request, the nine school Principals have reviewed their capabilities to respond to an emergency resulting from an intruder intent on harming students and staff, and they have each developed a list of priorities for their school. I have reviewed these recommendations and developed a planned implementation strategy for your review and approval. Last week, I reviewed this plan with Chief of Police, Mark Corr, and Captain Joseph O'Leary. They support moving forward and they will advise us on some plans as needed. There are five parts to the plan.

Classroom Lockdown

There is a need to standardize the hardware in each classroom so staff can easily and efficiently secure individual classrooms in the event of a call to shelter-in-place. The door exterior side keying strategy may be different for an elementary school than from a secondary school due to teacher mobility, but each classroom interior will have hardware installed that is keyed such that staff has a reliable means to lock the door when needed from inside the room.

I recommend that the source of funding for this security system work come from a combination of end-the-year DPF and/or school funds and FY 2014 School Building Envelope and Systems capital. Facilities will work with representatives from the schools to agree on the specific hardware to use.

Communication

Reliability of communication equipment during an emergency was identified during the Readiness for Emergency Management for Schools (REMS) grant project as an area for improvement. Specific issues with telephones and public address systems will continue to be addressed through the facility work order system. The schools will continue to strive for improved communication with cell phones, walkie talkies and the new voice over internet

protocol (VOIP) phone systems as appropriate technologies are identified. In addition, facilities and the schools will work with the Police Department to identify if a direct emergency notification system can be implemented.

Access Control

Access control for school buildings is critical for maintaining security. Capital funding is expected for FY 2014 to complete access control system implementation in all ten school buildings. With the implementation of this in all buildings, staff and employees can be issued photo identification cards that identify them as being authorized to be in the buildings. The cards will contain an individual electronic code, which when presented to a secure door card reader will allow access. Implementation of this system throughout the district, in combination with standardized policies and procedures on the wearing of ID's, visitor access, signing-in, and badging, will enable improved security in the buildings. Facilities staff will work with the individual schools on the implementation.

Security Cameras

Capital funding is also expected for FY 2014 to complete security camera implementation in all ten school buildings. In combination with the access control system, security cameras enhance facility security. This has been demonstrated in the buildings that all ready have these systems by decreased amounts of vandalism and bullying. These systems are installed with password protected access over the intranet. Polices and procedures will need to be updated to identify when police access will be granted. Facilities staff will work with the individual schools on the implementation.

Shades

A multi-year project to install shades throughout the district began in the 2012 fiscal year and additional funding is expected in fiscal 2014. These funds will be prioritized for first floor classrooms that have been identified as priorities for shelter in place. Facilities staff will work with the individual schools on the implementation.

There were a few other requests that were unique to individual schools that should be addressed through the work order system. With your approval, I would like to continue planning for this work and working with the appropriate personnel to implement the appropriate policy and procedures to insure clarity and understanding of the systems.

Please let me know if you have any questions.

Pat Goddard

cc: MaryEllen Dunn, Assistant Superintendent for Finance and Business
Mark Corr, Chief of Police

LPS Security Recommendations

	Staff	Classroom Lockdown	Communication	Cameras	Access Control, IDs	Shades	Lighting	Other
Bridge	Erin Maguire	1	No locks on connecting doors 4	phones, PA not working	2	3		
Bowman	Mary Anton-Oldenburg	2	1	phones, PA, not	3			Keys, windows that open for egress, double door egress from K classrooms, system to alert teachers/staff
Estabrook	Rebecca Brogadir	1	keys, Master keys 2	walkie talkies	3	Card readers		film for rooms 26 & 27
Fiske	Tom Martellone	1	dead bolt inside		2	visibilty to visitors		
Harrington	Liz Fouhy/ John Maxwell		1	PA in LCP walkie	2	entrance hardware		
Hastings	Louise Lipsitz	2	keys, dead bolts			3		loading dock hardware Grade 1 ext door 1
Clarke	Anna Monaco Jonathan Wettstone	1	dead bolt	Card access that our staff can swipe, buzz in visitors, parents, and deliveries.	3	shades for first floor rooms 2		
Diamond	Anne Carothers	1	dead bolt cell phones that work Cafeteria phone copy room PA, cordless classroom phones, walkie talkies 5	2	4	6	parking lot 7	panic button to PD 3
LHS	Laura Lasa	2	dead bolts, door stops	ID cameras, access to view images	visitor badges 3	1		lock down cards inconsistent
CO								
Proposed funding	Pat Goddard	FY 2014 Building Envelope - Install hardware in classrooms		FY 2014 Security Standardization: Photo ID's, procedures for access, door controls, cameras		FY 2013 & FY 2014 Window Treatments		

2/13/2013

PWG

Emergency Readiness

Lexington Public Schools

February 26, 2013

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business

Tel: (781) 861-2563
Fax: (781) 863-5829
mdunn@sch.ci.lexington.ma.us

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[1] Section 363 of the FY 02 State Budget required the following:
"Notwithstanding any general or special law to the contrary, the superintendent of each school district shall, prior to the beginning of the school year, meet with the fire chief and police chief of the city, town or district to formulate a school specific "Multi-hazard evacuation plan" for each school under the superintendent's supervision. Said multi-hazard evacuation plan shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which serious bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be designed for each school building after a review of each building. Said plan shall include, but not be limited to: (1) establishment of a crisis response team; (2) a designation as to who is in charge of said team and designated substitutes; (3) a communication plan; (4) crisis procedures for safe entrance to and exit from the school by students, parents and employees; and (5) policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis. Each district, with the assistance of the local police and fire departments, shall annually review and update as appropriate said plan. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed. {http://www.doe.mass.edu/cnp/safe/multi_hazard_plan.html}

[2] The REMS Advisory Membership includes representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Asst. Supt for Finance and Business Operations, School Lead Nurse, and three parent representatives who work or are in the emergency response arena. The REMS Advisory meets January and July of each calendar year to review training of school district staff, updates in school safety and overall review of events and response capabilities.

3. Review use of quarterly fire drills and semi-annual bus evacuations and add annual Lockdown/Secure and Hold drill to emergency response planning.

4. Principals, DPF, and School Administration review and update visitor entrance procedures; and

5. Recommendation for Crisis Management Plan policy modification to be in compliance with the Commonwealth's Multi-Hazard Evacuation Plan[3] and the Medical Emergency Response Plan[4] requirements for schools (attached).

Next Steps:

1. Approve Crisis Management Plan policy recommendation.

2. Request funding for annual Crisis Team Training in August.

3. Request funding for replacement of clock and bell/public address systems post assessment: As part of the FY14 capital budget, there are funds available for the assessment of school public address systems. A "rapid communication system" is a requirement of the commonwealth's Medical Emergency Response Plan. While we have most aspects of the communication system covered, our clock and bell/public address systems are aging and face the need for replacement in our schools.

4. Secure funding for conducting annual training of Crisis Team members: A one day training for over 150 employees in August would cost approximately $35,000 if we pay all of our non-12 month employees or overtime, speaker/facilitator, supplies and materials. Joint training with the Town emergency response team members would also be beneficial and cost effective.

5. Provide time for the administrative team with an invitation to DPF, Police, and Fire, as necessary, to work with recommendations of the REMS advisory committee and the questions from the parent community.

6. Continue to formalize process, procedures, and protocols. All of which requires centralizing information in a secure, but accessible location. DPF currently has a software application that is readily accessible to be used as a repository of information. Each Crisis Team need to designate a records keeper and receive training on the utilization of the application.

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[3] Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.

[4] Medical Emergency Response Plan: Chapter 77 of the Acts of 2012

LEXINGTON SCHOOL COMMITTEE POLICY

CRISIS MANAGEMENT PLAN	First Reading: _____
	Second Reading: _____
	Date Approved by School Committee: _____
	Signature of Chair: _____
	Page 1 of 1

I. PURPOSE AND SCOPE

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in responding to crisis or emergency situations, managing an actual or potential emergency, and/or providing support following a crisis or emergency.

II. PLAN DOCUMENTS:

The Crisis Management Plan documents will be prepared, distributed, and annually reviewed by a district emergency planning advisory committee chaired by Superintendent or designee.

1. Emergency Operations Plan (Administrator Guide)
2. Emergency Procedures (Classroom/Office Guide)

The guides are meant to be a resource and procedural guide. School Department employees shall be familiar with the process and procedures outlined in the Emergency Procedures (Classroom/Office Guide) and be comfortable following them in an "All Hazards" or "Medical" emergency situation.

III. INCIDENT MANAGEMENT TEAMS AND PREVENTION:

The Superintendent will appoint an emergency planning advisory committee, also known as the Readiness and Emergency Management for Schools (REMS) advisory committee. The membership of this committee shall be representatives from Police, Fire, Town Manager, Board of Health, Department of Public Facilities, Superintendent's designee, School Lead Nurse, Building Incident Management Teams, and three parent representatives. The REMS Advisory meets twice a year to review training of school district staff, updates school safety plans, and overall review of events and response capabilities.

Each school in the district will have a building based Incident Management Team (also referred to as Crisis Team) which will annually review the Emergency Operations Plan, define training needs for individual school site, and provide after action reports for each emergency response incident that occurs during school hours. All members of Incident Management Team shall be trained as recommended by the Town of Lexington Fire Chief.

Legal References:

Multi-Hazard Evacuation Plan: Section 363 of Chapter 159 of the acts of 2000.
Medical Emergency Response Plan: Chapter 77 of the Acts of 2012
FEMA: IS-100.SCa Introduction to the Incident Command System for Schools; IS-700.a NIMS an Introduction

LEXINGTON SCHOOL COMMITTEE POLICY

CRISIS MANAGEMENT PLAN

Date Approved by School Committee: _____

Signature of Chair: _____

I. PURPOSE AND SCOPE

The purpose of the Crisis Management Plan is to provide guidance for school administrators, employees, students and parents in preventing crisis situations, managing an actual or potential crisis, and/or providing support following a crisis.

II. APPLICATION

This document is organized into six sections:

1. Crisis Response Definitions
2. Quick Response Overview
3. Roles, Responsibilities, General Guidelines
4. Specific Crisis Intervention Procedures
5. Checklists
6. Resource Directory

This manual is meant to be a resource and procedural guide only. Specific information is detailed in each section, but school administrators are encouraged to use their judgment with regard to all potential or actual emergencies. Each crisis situation is unique and the need for alternative procedures or resources may be appropriate.

Emergency Readiness

Lexington Public Schools
February 26, 2013

Update

- Readiness and Emergency Management for Schools Advisory Committee
- Creating Safe Schools Web Site
- REMS Advisory Committee January 2013 Recommendations
- Next Steps

REMS Advisory Committee

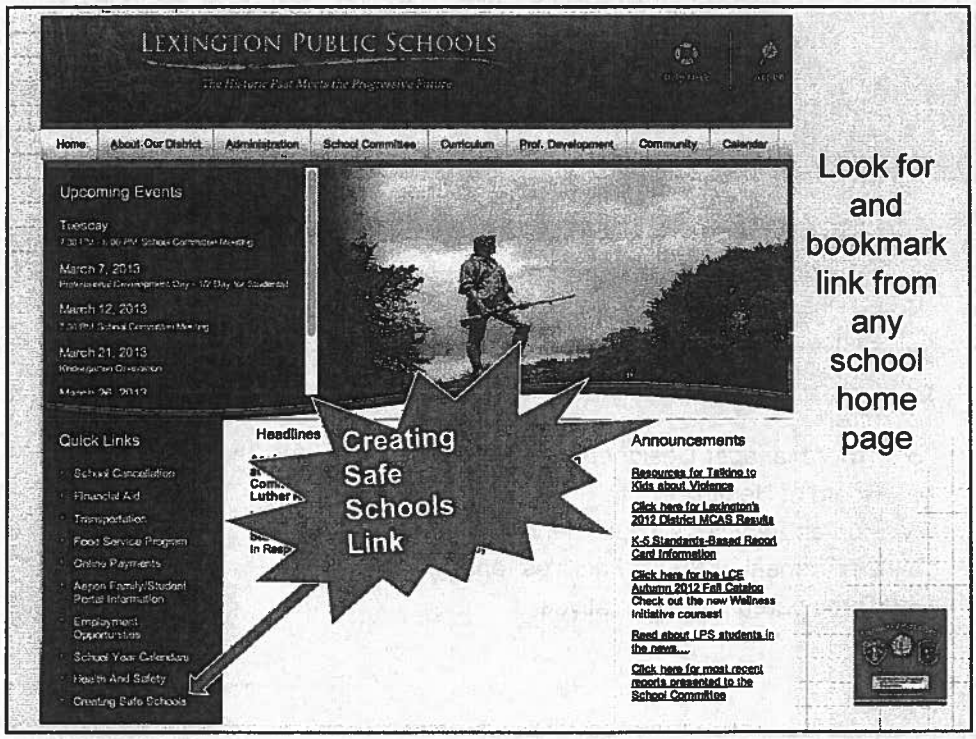
- Charge: A committee of the Superintendent, whose purpose is to review training of school district staff, update school safety practice and procedures, and review events and response capabilities impacting school safety.
- Meeting Calendar: January, July, and August district training of each calendar year

REMS Advisory Committee

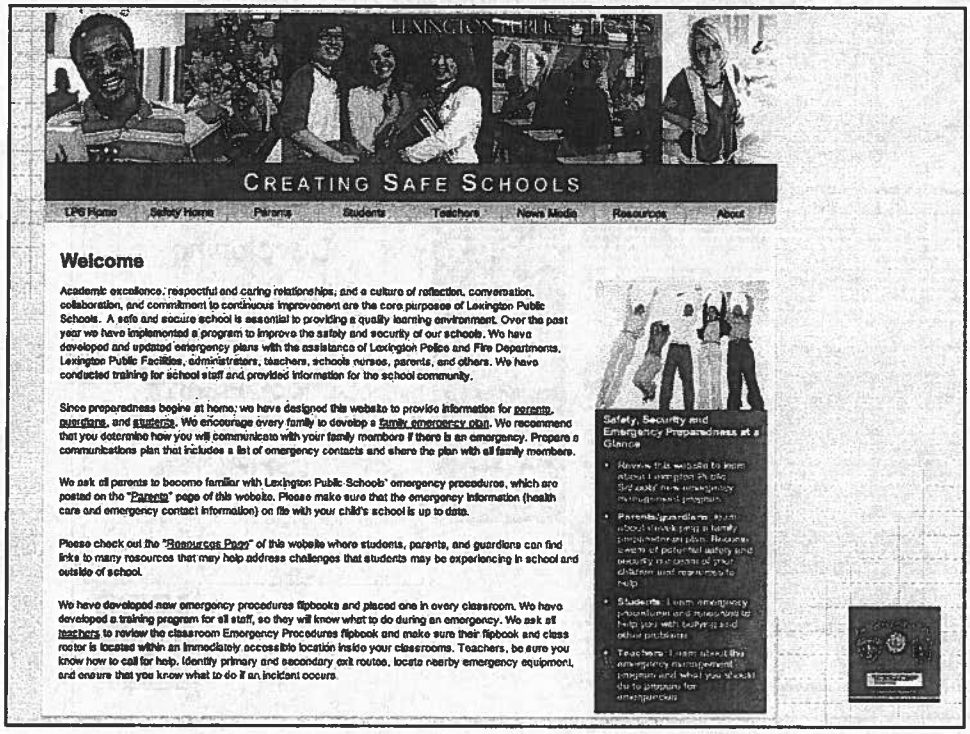
- Membership includes representatives from
  - Superintendent's Designee: Asst. Supt for Finance and Business Operations, and Director of Student Services
  - School Lead Nurse,
  - Police,
  - Fire,
  - Town Manager Designee,
  - Board of Health,
  - Human Services - Youth Services,
  - Department of Public Facilities, and
  - Three parent representatives

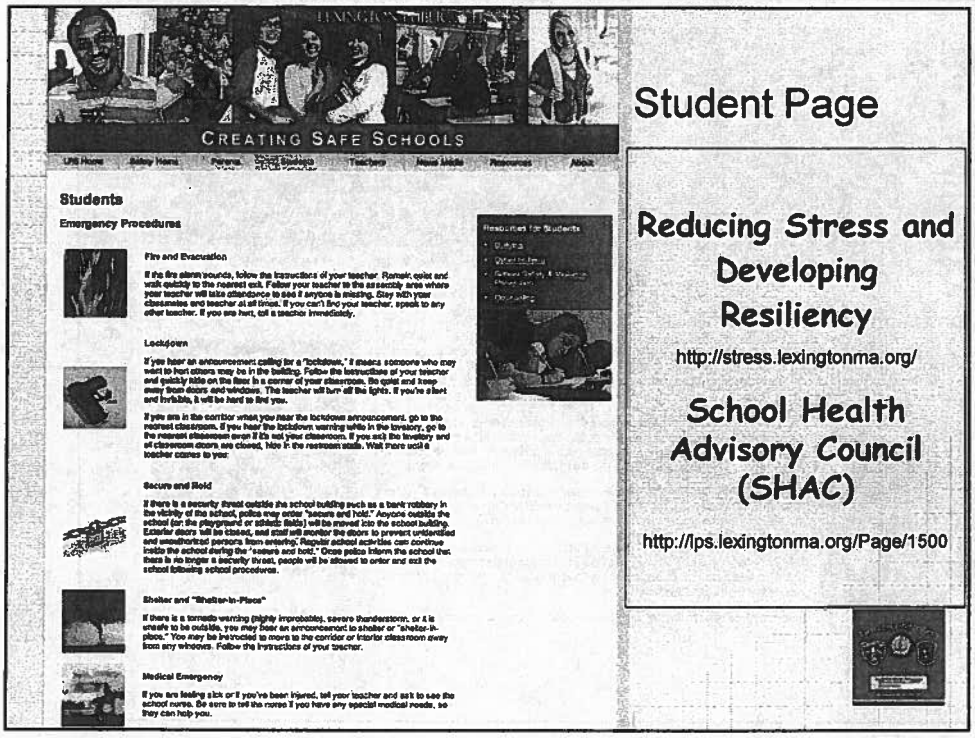
Creating Safe Schools website

- Funding and development provided by the Readiness and Emergency Management for Schools grant:
- Includes input and content from various constituencies within the school district, other REMS school districts, state and federal agencies;
- Updated as need for information and practice changes.



Look for and bookmark link from any school home page





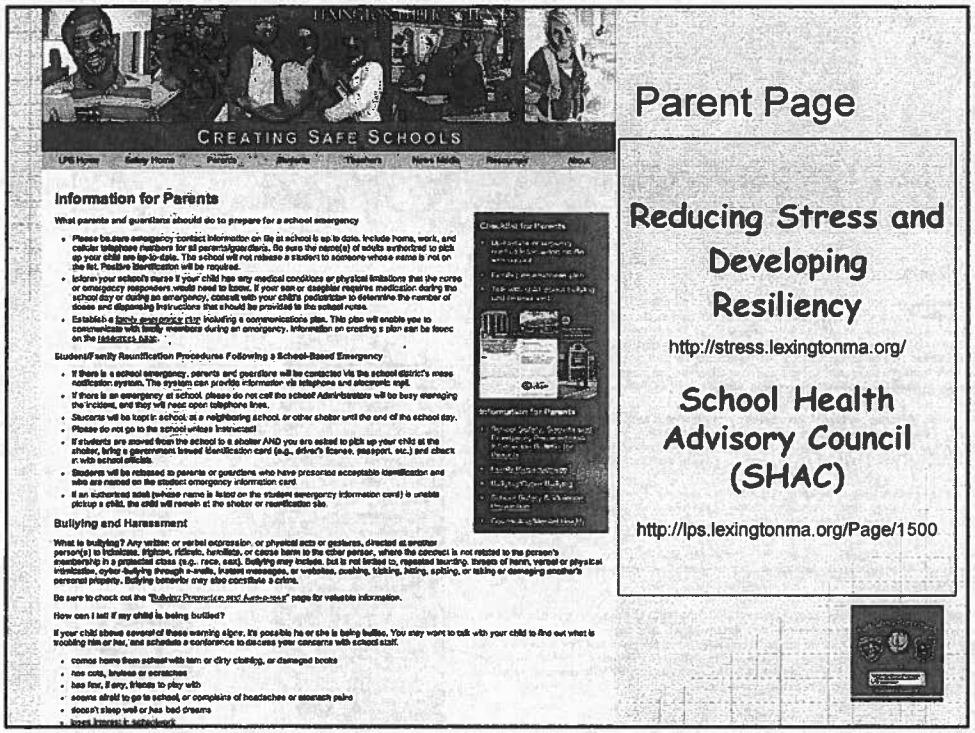
Student Page

Reducing Stress and Developing Resiliency

http://stress.lexingtonma.org/

School Health Advisory Council (SHAC)

http://lps.lexingtonma.org/Page/1500



Parent Page

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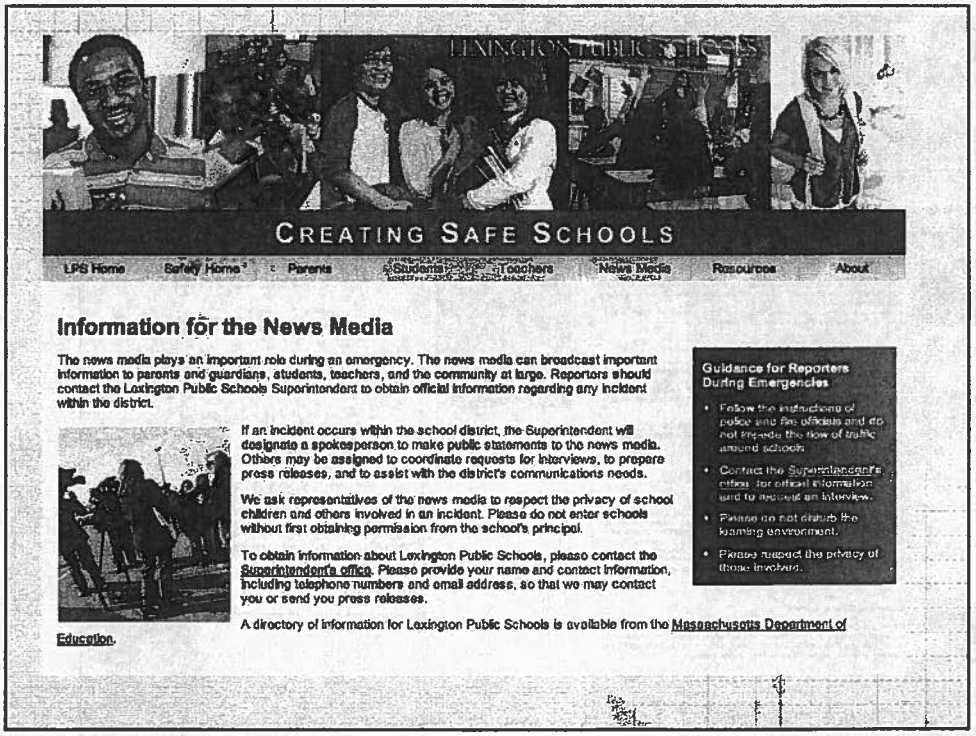

REMS Advisory Recommendations

1. Institutionalize Annual Crisis Team Training (every August)

   Tentative Agenda 2013:

   - Speaker on new trends in school safety from North Eastern Massachusetts Law Enforcement Council (NEMLEC)
   - Crisis Team Review Emergency Operations Plan and the Emergency Procedures (classroom guide);
   - Conduct simulations for "Secure and Hold/Lockdown procedures;" and
   - Debrief and provide feedback for additional training resources, or other needs for improving school safety.

REMS Advisory Recommendations

2. **Update** Emergency Operations Plan (admin) and Emergency Procedures (classroom/ office guide) for **Automated external defibrillator (AED) locations in schools**
3. Admin Council, Police, and Fire review use of quarterly fire drills and semi-annual bus evacuation drills by adding an annual "Lockdown/Secure and Hold" drill to emergency response planning.

REMS Advisory Recommendations

4. Principals, DPF, and School Administration review and update visitor entrance procedures; and

5. Recommendation for Crisis Management Plan policy to be in compliance with the Commonwealth's Multi- Hazard Evacuation Plan, and the Medical Emergency Response Plan requirements for schools.

LEXINGTON SCHOOL COMMITTEE POLICY

CRISIS MANAGEMENT PLAN		DRAFT
Date Approved by School Committee: _____	Signature of Chair: _____	Page 1 of 1

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Next Steps

1. Schedule Policy Sub-Committee review of and readings for recommended change in School Committee Crisis Management Plan policy.
2. Commit funding for annual Crisis Team Training in August 2013.
3. Request funding for replacement of clock and bell/public address systems post assessment

Next Steps

4. Provide time for the administrative team with an invitation to DPF, Police, and Fire, as necessary, to work with recommendations of the REMS advisory committee and questions from the parent community.
5. Continue to formalize process, procedures, and protocols around all aspects of school safety.

Thank You

Readiness and Emergency Management for Schools Technical Assistance Center

LEXINGTON PUBLIC SCHOOLS

The Historic Past Meets the Progressive Future

PREPAREDNESS