

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, August 26, 2014
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

7:30 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.)

7:40 p.m. Superintendent's Announcements:

1. School Opening
2. Introduction of New LPS Administrators

8:00 p.m. School Committee Member Announcements:

8:10 p.m. Agenda:

1. School Committee Policy Manual Revision Process – Presentation by Jim Hardy, MASC (20 minutes)
2. Approval of the Bridge School PTA Fund Raising Project (15 minutes)
3. Vote to Approve the Textile Recycling Program (10 minutes)
4. Superintendent Search Process (15 minutes)
5. Suggested School Committee Dates for September and October (10 minutes)
6. Vote to Appoint School Committee Member to the Ad Hoc School Master Planning Committee (5 minutes)
7. Update School Committee Liaison List (10 minutes)
8. FY16 Budget Guidelines and Timetable (15 minutes)

9:50 p.m. Consent Agenda (5 minutes):

1. School Committee Member Liaison Report – Curriculum Work Group
2. Vote to Accept a Donation to Fiske School from Stop and Shop's A+ Program in the Amount of \$597.49
3. Vote to Accept a Donation to Maria Hastings School from Stop and Shop's A+ Program in the Amount of \$1,956.54
4. Vote to Accept a Donation to the William Diamond Middle School from Stop and Shop's A+ Program in the Amount of \$2,171.50
5. Vote to Approve School Committee Minutes of August 11, 2014, 12:00 Noon
6. Vote to Approve School Committee Minutes of August 11, 2014, 6:00 p.m.
7. Vote to Approve and Not Release School Committee Executive Session Minutes of July 21, 2014
8. Vote to Approve and Not Release School Committee Executive Session Minutes of August 11, 2014

9:55 p.m. Adjourn:

The next meeting of the School Committee is to be determined.

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

August 21, 2014

Dear Dr. Ash,

We are writing to request that the School Committee consider allowing the Bridge School PTA to donate a brick patio to Bridge Elementary School.

The brick patio is designed to celebrate the completion of the school's renovation and the upcoming 50th Anniversary of Bridge School and to create a small "commemorative gathering place" for the community. The patio will be located adjacent to the Kindergarten wing sidewalk in the area where a dead pine tree was recently removed. The total cost of the patio including materials and labor is \$11,000. The funds for the patio were raised through a brick fundraiser and the additional proceeds will go towards the Bridge School PTA general funds.

We look forward to sharing more specific information at the upcoming School Committee meeting.

Sincerely,

Justine Wirtanen and Rebecca Moore, Co-Chairs

Bridge School PTA Brick Legacy Campaign



Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Mary Ellen N. Dunn.
Assistant Superintendent for Finance and Business Operations
Chief Procurement Officer ~ School Department

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

To: Paul B. Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Date: August 8, 2014
Re: Textile Recycling Initiative and source of passive fund raising

Bay State Textiles, Inc. {<http://baystatetextiles.com/>} would like to operate a passive textile recycling program at all 9 school locations. They are requesting permission to place textile recycling receptacles on school property. Similar to the box pictured below. The program has the support of Principals, DPW, and DPF. DPW and DPF report it does not interfere with their recycling efforts and programs. In fact, it provides a unique opportunity to remove textiles from the Town's waste stream and raise funds for a specific use.

The benefit to the individual school buildings will come in the form of cash payments of \$100/ton of recycled textiles collected. The Massachusetts General Laws require the School Committee to determine the use of funds. The recommendation for School Committee is to designate the funds be available to each individual school building gift account. The Principals support the proposal for the funds to be designated as a source of funding to support financial assistance for field trips, unfunded instructional expenses, or professional learning.

Bay State Textiles will collect from the receptacles on a weekly basis, or as called, when the bins are full. Additional information about their program is attached along with the location of receptacles established in agreement with DPF and each building Principal.

The Massachusetts Department of Energy and Environmental Affairs also have a very informative web site about textile recycling at <http://www.mass.gov/eea/agencies/massdep/recycle/reduce/textile-recycling.html>

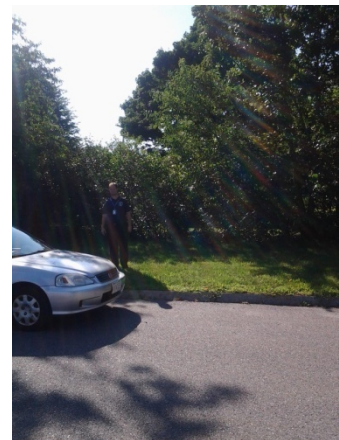
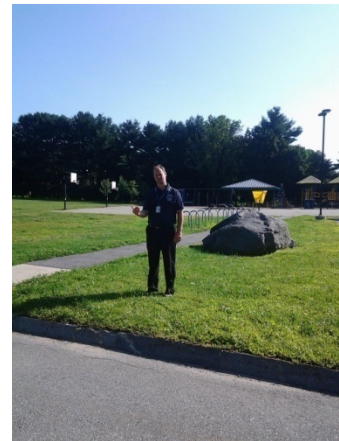
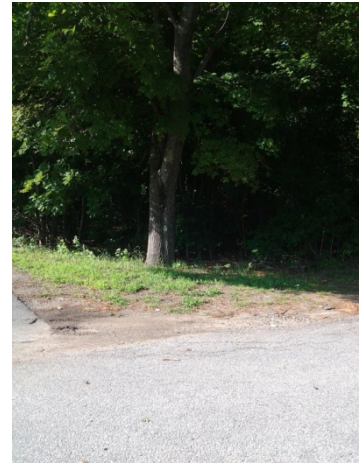
School Committee Action Requested:

- Vote to authorize the Superintendent to approve the placement of textile recycling receptacles on school property by Bay State Textiles, Inc.
- Vote to approve the logo used on the receptacles
 - Graphic similar to one pictured stating Lexington Public Schools
- Vote to approve funds be deposited into school building gift accounts as funds are reported and paid by Bay State Textiles
- Vote to authorize use of funds be limited to one or all of the following:
 - Financial Assistance for local, in-state, out-of-state, or international field trips;
 - Unfunded instructional expenses, and/or
 - Professional learning



**Bay State Textiles Recycling Rebate Program
Lexington Public Schools - Proposed Box Locations
10 Boxes**

| | |
|---|---|
| <p>Diamond Middle School 99 Hancock Street</p> | <p>(2 boxes) on grass at right of circle under tree at corner of entry to utility entrance. Sege Road</p> |
| <p>Fiske: 55 Adams Street</p> | <p>(1 box) On grass in front of big rock, exiting school Adam Street</p> |
| <p>Harrington: 328 Lowell Street</p> | <p>(1 box) on grass on left, before yellow arrow on pavement</p> |



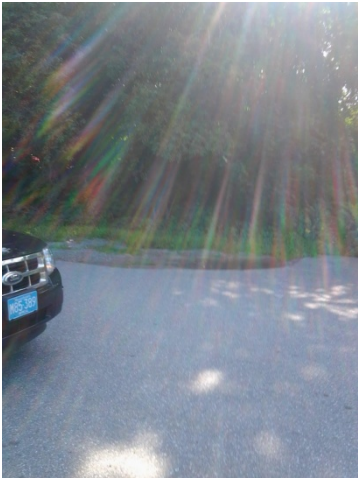
| | |
|--|--|
| | <p>Next to Harrington (1 box) Alt location, On corner at exit Back side of bldg on sand at "L"</p> |
|--|--|



| | |
|------------------------------------|---|
| <p>Bowman: 9 Phillip Rd</p> | <p>(1 box) Alt Under lamp post further up on grass on left before on left 1st parking lot</p> |
|------------------------------------|---|



| | |
|--|---|
| <p>Bridge: 55 Middleby Road</p> | <p>(1box) Alt On grass area on right on left in back entrance</p> |
|--|---|



| | |
|---|--|
| <p>exington H.S.: 251 Waltham Street</p> | <p>(3 boxes) On grass , bike rack side of bldg</p> |
|---|--|



On grass by tree at main entrance/parent drop off (Park Street)



On grass at side of bldg next to new bike racks.
"A" Building



Facilitator Agreement

Bay State Textiles, Inc. a Delaware Corporation qualified to do business in the Commonwealth of Massachusetts (hereafter “Bay State Textiles”), with its principal office located at 520 Washington Street, Pembroke, MA 02359, and Lexington Public Schools, located at 146 Maple Street, Lexington, MA (hereafter the “Facilitator”) enter into this agreement as of the date set forth below.

Background Information

Bay State Textiles has been engaged in the business of working with towns, school districts, non-profit organizations and other organizations, businesses and associations in the Commonwealth of Massachusetts to collect post consumer textiles including, clothing, shoes, linens and plush toys. Bay State Textiles pays the organizations which assist in facilitating the collection of these post consumer textiles based upon the weight of the material collected. In addition to the financial payment made by Bay State Textiles, Towns in the Commonwealth also benefit because the collection of these items by Bay State Textiles reduces the amount of material in the waste stream that must be disposed of thereby reducing the disposal costs paid by the Towns. The Facilitator believes that it will be beneficial to work with Bay State Textiles to both obtain revenue from the goods collected and to reduce the amount of recyclable material going into landfills.

Agreement

The parties hereby acknowledge the accuracy of the above background information and hereby agree as follows:

1. Beginning within 2 weeks from the date of this Agreement and for a test period of 6 months, the Facilitator will permit Bay State Textiles to place collection storage bins and trailers (collectively referred to as “Collection Boxes”) at various locations as set forth on the attached Exhibit A.
2. Bay State Textiles will at all times own and maintain the Collection Boxes and will maintain a \$1,000,000 general liability policy on the Collection Boxes.
3. Bay State Textiles will empty the Collection Boxes on a regular basis of at least every 14 days and more frequently as needed. The material that is collected will be weighed by Bay State Textiles and the Facilitator will receive \$100.00 for every ton of material collected. The payments to the Facilitator will be made on a monthly basis by the 20th day of the following month.
4. This Agreement shall be in effect for a test period of 12 months. At the expiration of the 12 month test period on August 31, 2015 unless either Bay State Textiles or the Facilitator notifies the other party of its intention to terminate this Agreement at least 30 days before the expiration of the 12 month test period, this Agreement shall continue for an additional period of 36 months. This agreement will expire on August 31, 2017. A notice of renewal must be issued at the expiration of this 36 month term, by either party in writing of its intention to extend this Agreement at least 30 days before the expiration of the current term.

~~1. month term.~~

5. If Bay State Textiles is not in compliance with the terms of this Agreement, and if after 30 days written notice from the Facilitator, Bay State Textiles fails to cure such non-compliance, then the Facilitator has the unilateral right to terminate this Agreement.
6. So long as Bay State Textiles is in compliance with the terms of this Agreement, the Facilitator will not allow any other organization to place any boxes or containers or any type on its property for post consumer textiles.
7. Upon the termination of this Agreement, Bay State Textiles will make final payment of any amount due to the Facilitator and remove all of the Collection Boxes within 10 business days of any termination.
8. In addition to the payment of the \$100 per ton to the Facilitator as set forth above, Bay State Textiles will also consider requests to assist in funding various contests and activities designed to promote the flow of post consumer textiles to the Collection Boxes. Such requests should be presented to Bay State Textiles by the Facilitator and any decision to provide additional funding for such requests shall be in the sole discretion of Bay State Textiles.
9. This Agreement contains the entire agreement and understanding by and between the Bay State Textiles and the Facilitator regarding the placement of Collection Boxes and no representations, promises, agreements, or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by the party against whom such waiver is sought to be enforced.
10. All notices, requests, consents, and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or sent certified mail, return receipt requested as follows:

To Bay State Textiles: To Facilitator:

Attn: Paul Curry
520 Washington Street
Pembroke, Massachusetts 02359

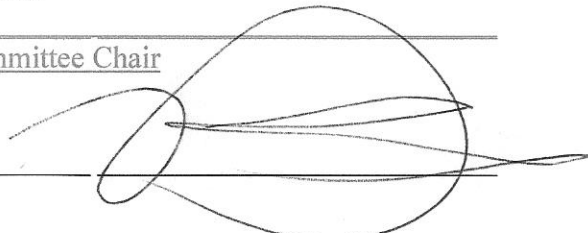
IN WITNESS WHEREOF, the Company and Facilitator have duly executed this Agreement as of the
____ day of _____, ~~2013~~2014.

COMPANY: FACILITATOR:

By: _____
Margaret Coppe, School Committee Chair

Bay State Textiles, Inc

By: _____
Paul Curry 9/5/14





Bay State Textiles Inc,
Kathryn Larsen
Recycling Development Coordinator
KLarsen@baystatetextiles.com
(617) 877-2432

Bay State Textile's Recycling Rebate Program

School Box Program

- **D**istrict wide program
- **R**evue generated goes to the schools
- **E**ducational material provided
- **A**ddresses a real world problem
- **M**ath, geography and economics

Lexington Statistics For Potential Revenue:

Population: 31,394

The average American throws away about [70 pounds](#) of clothing, shoes and other household textiles each year. - In Lexington that equates to **1,099 tons**

Trash Disposal Tonnage 2010: 9016 tons , statistics show 6% of trash is textile waste, 6% = **541 tons**

9 Schools - 6,397 Students

Each students brings in (2) ten pound trash bags of textiles = **64 tons** of textiles

Bay State Textiles pays a rebate of \$100/ton for these unwanted textiles

Bay State Textiles



Bay State Textiles

Recycle Clothing, Shoes & Linens

Donate, Recycle, Don't Throw Away

617-877-2432

Communities, charities profit in recycling textiles

WEYMOUTH — Forget the idea that gently worn clothes are the only donations worth giving to organizations like the Salvation Army or Goodwill. Officials are putting out the word that torn pants, sweat-stained shirts, even singleton shoes, are welcome in the recycling world.

The only used textiles that can't be reused, they say, are those that are wet, mildewed, or loaded with hazardous waste. And the useful items include not only clothing, but also one-eared stuffed animals, faded curtains, and ratty towels and sheets.

"There's a perception that you don't give away stuff that's lousy; that it's not charity, it's dumping. And that perception is false," said Joseph Ferson, spokesman for the state Department of Environmental Protection.

Recyclers "will take the good, the bad, and the ugly," said Brooke Nash, branch chief for the agency's municipal recycling program. "They'll take everything."

The new message is part of a state campaign to encourage people to recycle their old textiles the same way they now recycle their paper, cans, bottles, and glass, Nash said.

Weymouth is one of the communities that has taken the new approach to heart; it set up textile recycling bins at all of the town's public schools this spring and collected 33,825 pounds in April alone, according to Betsy Harris, the community relations liaison for the Weymouth school district.

The schools are paid \$100 per ton by a recycling company, Bay State Textiles of Pembroke, which picks up the materials three times a week, Harris said. And the town saves money by not having to pay for disposing of material that otherwise probably would have been thrown away, she said.

"We want to stress that the program is ongoing," she said, and that anyone can drop off textiles in the bin at any of the schools.

Weymouth began its textile recycling with a contest among the schools, as did Quincy. Abington plans a similar approach when schools reopen in the fall, said the town's health agent, Sharon White.

In addition, Bay State Textiles has collection trailers at municipal recycling areas in Abington, Carver, Cohasset, Duxbury, Hanson, Hingham, Marshfield, Plymouth, Quincy, Scituate, Weymouth, and Whitman, according to company founder Paul A. Curry.

The state became interested in textile recycling after a study of municipal waste last year found that textiles made up close to 5 percent of what was sent to landfills and incinerators in Massachusetts, Nash said, or about 230,000 tons a year.

After meeting with Curry and others involved with textile recycling last fall, and learning that only 15 percent of used textiles were being recycled, Nash said, it became obvious that more could be done.

"That's a lot of material, it's easy to handle, and there's a very mature collection infrastructure in the state," she said. "You've got charities, drop boxes, private businesses, all engaged in collecting the material and they want more of it."

recycled clothing



"We just need to close the gap of awareness as to what is a recyclable textile, and that's what our efforts are all about," she added.

The Secondary Materials and Recycled Textiles Association, or SMART, also is working on educating the public, especially children in elementary school, according to former president Larry Groipen.

"We believe all this is going to begin with children," he said. "When a child sees a parent throwing away old clothes, we want [the child] to say, 'Stop! Somebody can use that!'"

Groipen said that 95 percent of used textiles can be reused or repurposed.

The material in the best condition — about 45 percent of the total — is used as apparel either in this country or abroad, he said. Developing countries have thriving second-hand clothing markets with thousands of people employed in cottage industries such as cutting down clothes for smaller sizes, or redesigning them to meet local tastes, he said.

The less pristine material — about 30 percent of recovered textiles — is cut into wiping and polishing cloths such as those produced by Groipen's company, ERC Wiping Products in Lynn. The cloths are sold to factories, contractors, power plants, schools, repair businesses, or "everybody who doesn't have a closet and makes a mess," he said.

The even less appealing material, about 20 percent of the total, is shredded into fibers and used to make such things as insulation, sound proofing, carpet padding, and furniture stuffing, Groipen said. He said even zippers and buttons are reused, sometimes ground up for roofing material. And a company in Arizona specializes in grinding up blue jeans for insulation, he said.

"An average car contains about 50 pounds of recycled textiles. It's in the door panels, the carpet linings, hood linings, all over the place," he said.

About 5 percent of used textiles end up in the trash, he said.

"This is an industry that has been around forever that nobody ever pays any attention to," Groipen said. "SMART was green before green was smart. We're the original recyclers."

He said even he is surprised sometimes by the versatility of the system, noting that there's a market for single socks, which are ground up and mixed with new cotton fiber to make yarn. And single shoes are wanted, both for people in war-torn countries who have lost limbs, and "as a fashion statement in some areas where you wear a different shoe on each foot," he said.

"The key is people shouldn't judge. If your great-grandmother dies and has an attic full of polyester clothes, donate it. It will be put to use," he said.

Groipen said charities in Massachusetts especially are making it clear that they'll take far more than "gently worn" goods and will sell what they can't use.

"That's not negative because what the charities really need is money to do their good work," he said. "They're coming out and saying we're not only a charity but the gateway to the recycling industry."

Bill LaBelle, director of operations for Morgan Memorial Goodwill Industries, said he's noticed that people are realizing that they can donate less-than-lovely apparel. He said about 80 percent of the donations his organization receives — a total of 10,861 tons last year in Eastern Massachusetts — go to Goodwill stores, including one in Quincy, with the rest sold to textile brokers.

LaBelle said he could take advantage of the new approach himself.

"When I got out of the Marine Corps, I had camouflage pants cut into shorts and used them around the yard," LaBelle said. "Once I got done with them, I could still donate those shorts that I made to Goodwill, and also the bottom cuff I'd cut off. And we would then distribute them to a fiber recycler and give them a reuse life."

Johanna Seltz can be reached at seltzjohanna@gmail.com.

Why Bay State Textiles?

Experience: Massachusetts based corporation with years of textile recycling experience.

Reputation: Bay State Textiles has a strong track record of working with municipalities across Massachusetts.

Flexibility: Bay State Textiles will tailor a program to meet the needs of your community

Everyone Wins!!

- ⇒ Your Town **SAVES**
- ⇒ Your Town/ School/ Civic Group **EARNs**
- ⇒ Great for the **Environment**
- ⇒ Helps the Economy



Bay State Textiles

520 Washington Street
Pembroke, MA 02359

Kathryn Larsen
Recycling Development Coordinator
Mobile: 617-877-2432
Email: klarsen@baystatetextiles.com
Website: baystatetextiles.com



Bay State Textiles

We can tailor a program to fit your needs

Did you know.....every year in Massachusetts, over 520 MILLION pounds of **textiles** are disposed of at incinerators or landfills, 95% of which can be reused or recycled? Turn these throw-outs into revenue with Bay State Textile's Recycling Rebate Program.

Proud Member

donate recycle don't throw away®



A PROGRAM OF **SMART** THE SECONDARY MATERIALS AND RECYCLED TEXTILES ASSOCIATION



**SOUTH SHORE
RECYCLING
COOPERATIVE**
ssrcoop.info



MassToss

North Central Regional Solid Waste Cooperative
Municipal Recycling & Waste Management



Working
Together
to Conserve

Trailer Program



Trailer Placement Program

- R**evenue for town or charity
- E**ncourages Recycling
- U**se as a billboard for promoting
- S**aves on trash fees
- E**nvironment benefits

Visit baystatetextiles.com for a list of Acceptable Items

Clothing-Shoes-Pocketbooks-Linens
Stuffed Animals—Accessories



School Box Program



4ft x 4ft x 6ft

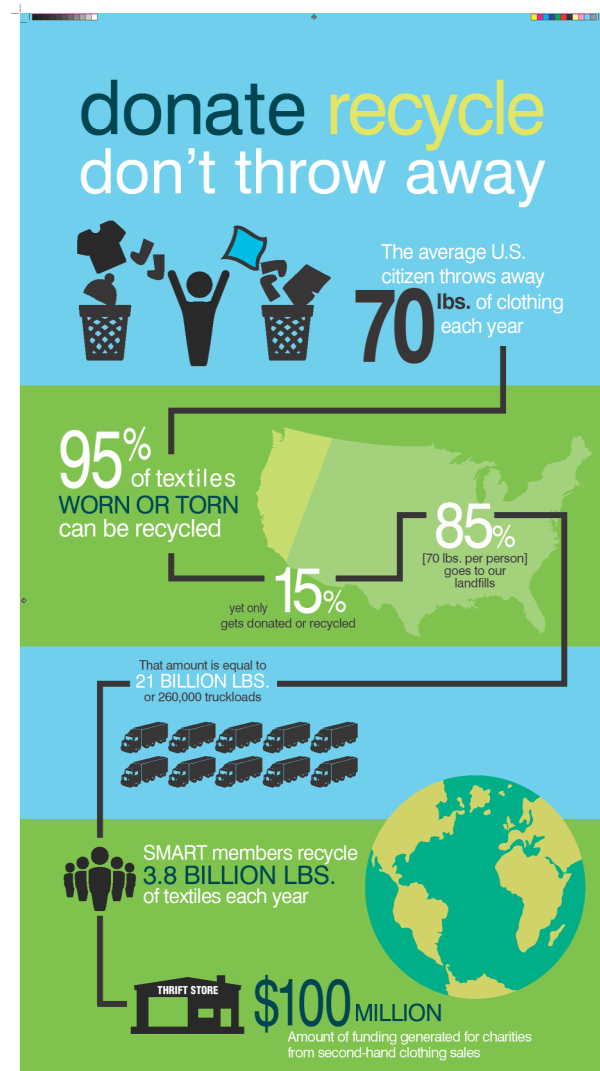
Holds approximately 300 pounds at capacity.

School Box Program

- D**istrict wide program
- R**evenue generated for the schools
- E**ducational material provided
- A**ddresses a real world problem
- M**ath, geography and economics

Bring the program into the H.S. business classroom as a real world tool for developing a business plan.

Textile Waste Problem



Since 1992 **SMART** SECONDARY MATERIALS AND RECYCLED TEXTILES
The Association of Wiping Materials, Used Clothing and Fiber Industries







**Lexington School Committee
Superintendent Search Planning Meeting
August 11, 2014
12:00 Noon**

The meeting was held on August 11, 2014 at 12:00 pm in the School Committee room.

School Committee (SC) members in attendance were Chairperson Margaret Coppe, Judith Crocker, Mary Ann Stewart, Jessie Steigerwald, and Alessandro Alessandrini. Representing Hazard, Young, Attea and Associates were consultants John Connolly and Gary Burton.

John distributed a series of handouts that are segments of a manual that describes the recommended search procedure. An individual manual (3-ring folder) will be sent to each committee member within a few days. John explained the purpose of each section of the manual and the importance of adhering to the search procedure. John pointed out where modifications to the procedure were possible and made specific recommendations for the Lexington search.

The discussion among the SC members and the HYA consultants focused on subsections:

2. Confidentiality and Community Engagement, **3.** Background Checks, **4.** Calendar for Search, **5.** Online Survey, **7.** Identification of individual and/or groups to meet with the HYA consultants, **8.** Number of candidates, **9.** Internal candidates, **10.** Advertisements, **12.** Residency Expectations and **13.** Committee liaison during the Search.

As a result the following has been tentatively decided, subject to further refinement and/or change. Dates were agreed upon and tasks were assigned to the SC and consultants.

It was agreed that a Search Committee of approximately 9 to 12 individuals, including two SC members, would be utilized to assist the committee in narrowing HYA's slate of five semi-finalists to the three finalists that will be publicly presented to the School Committee. The SC will discuss the composition of the Search Committee before October 1, 2014. The SC will also prepare public announcements for distribution throughout the community calling upon interested residents to declare their interest in serving on the Search Committee. Once the Search Committee is established HYA will provide a training session for this group prior to their review of applications and interviewing the five semi-finalists.



#4. Calendar for Search – the following dates were established.

| Activity | Date(s) |
|--|---|
| Planning Meeting with School Committee | August 11, 2014 |
| Leadership Profile development Interviews/Focus Group meetings | September 23 & 24, 2014 |
| Online survey open/close | September 8 – September 25, 2014 |
| <i>Leadership Profile Report</i> presented to the SC | October 7, 2014 |
| Advertising | by mid-October (SC to determine package option) |
| School Committee selects Search Committee members | by October 21, 2014 |
| <ul style="list-style-type: none"> • Seminar for interviews & final stages of search process for SC and Search Committee • Presentation of the slate of semi-finalists | by November 25, 2014 |
| Initial interviews with semi-finalists | by December 4, 2014 |
| Meet to identify finalists | by December 12, 2014 |
| Interviews with finalists | by December 19, 2014 |
| Meet to identify preferred candidate | by December 19, 2014 |
| Announcement of preferred candidate | by December 26, 2014 |
| Site visit | By January 9, 2015 |
| Announcement of appointment | by January 16, 2015 |
| Superintendent assumes responsibilities | On or before July 1, 2015 |

#5. Online Survey

The HYA on-line survey will be open to all interested citizens and school district employees from September 8 through September 25.

#6& 7. Focus groups to assist with the development of a Leadership Profile Report. Each SC members was scheduled for an individual one-hour session with the consultants. The purpose of these sessions is to discuss the district's strengths, concerns or issues facing the district and the preferred characteristics of the new superintendent. The SC also initially identified the following individuals/groups and is responsible for scheduling focus group sessions.

In no particular order of importance, these groups were identified as:

| | |
|-------------------------------|-----------------------|
| 1. PTA/PTO | 2. Support Staff unit |
| 3. Student Leaders | 4. CAAL & IAL |
| 5. Town Manager and Selectmen | 6. Elem Faculty |



| | |
|--|--|
| 7. Secondary Faculty Student leaders | 8. SEPAC |
| 9. Metco | 10. SHAC |
| 11. Public Safety Officials | 12. Capital Buildings Committee representative |
| 13. Central Office Staff | 14. Council on Aging |
| 15. Asst. Supt of Finance | 16. Former SC members |
| 17. LEF | 18. PALS |
| 19. Site councils | 20. Chamber of Commerce/Business Association |
| 21. Union leadership | 22. Elementary Admin |
| 23. Secondary Admin | 24. Religious leaders |
| 25. Two hours will be for any interested persons | |

HYA will also conduct an evening public forum from 7-9:00 at a location to be determined before September 22.

The times assigned to the individual school committee members were established as Monday September 22 Alessandro and Judy @ 8:00, Jessie @ 9:00, Mary Ann (and former SC members) @ 10:00. Margaret will be interviewed at 11:00 on Tuesday, September 23. The open community session during the day is scheduled for Tuesday, September 23 from 10:00 to 12:00.

The locations of these focus group meeting will be determined by the School Committee or administrative liaison (TBA).

#8 Number of Candidates

Five (5) candidates prescreened by HYA will be presented to the search committee for interviews. Additional candidates will be submitted if requested by the search committee.

#9 Internal Candidates

It was recommended by John and agreed upon by the SC that internal candidates for the position should be treated alongside all other candidates.

#10 Advertisement

John explained the three recommended advertising packages. The SC will discuss the advertising packages and make their choice know to the consultants before October 1, 2014.



#14 HYA liaisons and consultants

It was agreed that the SC chair Margaret Coppe (mcoppe@sch.ci.lexington.ma.us) will serve as the committee's liaison with the HYA consultants and that an individual within the HR department (TBA) will be asked to do the same for scheduling and logistical purposes.

HYA contact information:

| Name | Role | Email | Telephone |
|---------------|--------------------|----------------------------|------------------|
| John Connolly | Lead Consultant | jpc91@comcast.net | 781-789-9648 |
| Gary Burton | Consultant | garyburton.nh@gmail.com | 603-279-5669 |
| Steve Dlott | Consultant | sdlott@gmail.com | 774-258-0267 |
| Therese Meyer | HYA Office Manager | theresemeyer@ecragroup.com | 847-318-0072 |

#15 Other

It was suggested that the HR Liaison work with HYA's Therese Meyer to establish a HYA web site link specific to the Lexington search.

Finally a review of SC responsibilities and tasks were agreed upon. These include (1) scheduling the focus groups for September 22 & 23, (2) determine the HR liaison person, (3) prepare a letter for the different focus groups identified above to solicit their input (HYA can provide templates for these invites), (4) confirm the dates above as correct, (5) prepare a letter to invite interest in serving on the Search Committee, and (6) placing information about the search procedure on the Lexington School District web page.

The meeting ended at approximately 2:45 pm

Respectfully submitted
Gary A. Burton

Suggested September and October School Committee Dates and Agendas

Tuesday, September 16, 2014 – Selectmen’s Meeting Room

- Superintendent’s Announcements
- Report of the Enrollment Working Group
- Vote of School Committee Calendar
- Vote on SC goals
- Vote to appoint the School Committee Official and Alternate Voting Delegates to the MASC Annual Business Meeting

Wednesday, September 17, Location TBD

- Report from the architectural firm SMMA on school capacity

Monday, September 22, 2014 – Selectmen’s Meeting Room

- Joint Meeting with the Board of Selectmen (Executive Session, Collective Bargaining)

Tuesday, September 23, 2014 – Selectmen’s Meeting Room

- Discussion of SC policies

Tuesday, September 30, 2014 – Selectmen’s Meeting Room

- Discussion of proposed changes in School Committee Policies

Tuesday, October 7, 2014 – Selectmen’s Meeting Room

- Meeting with the Superintendent Search Consultant

School Committee Liaison Assignments 2014 – 2015

| Liaison Member 2014-present | |
|---|--|
| Liaisons to Other Boards, Town Committees, or Municipally Governed Groups These are liaisons appointed by the School Committee | |
| Appropriation Committee | Margaret Coppe |
| Board of Selectmen | Margaret Coppe |
| Capital Expenditures Committee | Margaret Coppe |
| Ad Hoc Community Center Task Force | Alessandro Alessandrini |
| Council on Aging/Human Services | Alessandro Alessandrini |
| Diversity Task Force | Alessandro Alessandrini |
| Human Rights Committee | Judith Crocker |
| Lexington High School Representative | Abby Schwartz |
| Permanent Building Committee | Judith Crocker Mary Ann Stewart |
| Planning Board | Judith Crocker |
| PTA/PTO Presidents' Council | Jessie Steigerwald Mary Ann Stewart |
| School Council Roundtable | Judy Crocker Jessie Steigerwald |
| School Health Advisory Council | Alessandro Alessandrini |
| TMMA Executive Board | Mary Ann Stewart |
| Youth Services Council | Jessie Steigerwald |

| School Committee Sub-Committees These are created by and administered by the School Committee. Agendas and minutes are posted on the web-site. School Committee appoints members to these Sub-Committees. | |
|--|---|
| Ad Hoc School Master Planning Committee | Judy Crocker Mary Ann Stewart |
| Ad Hoc Youth Stress Committee | Alessandro Alessandrini Margaret Coppe |
| Policy Manual Subcommittee | Judith Crocker Jessie Steigerwald |

Lexington Public Schools, Superintendent or Assistant Superintendent Working Groups
These are semi-regular meetings convened by School Committee and/or LPS
administration, but are not formally School Committee Sub-Committees. The meetings are
not required to be posted under the Open Meeting Law.

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|------------------------------|--------------------------------------|
| Quarterly Curriculum Updates | Margaret Coppe Jessie Steigerwald |
|------------------------------|--------------------------------------|

Other Appointed Positions / Appointed by other groups (not BOS)

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|---|---|
| Cary Memorial Library Trustees (Under Cary's charter, all School Committee members are Trustees of Cary Library) | Alessandro Alessandrini Margaret Coppe Judith Crocker Jessie Steigerwald Mary Ann Stewart |
| Library Executive Trustees Committee (Voted by the Board of Trustees) | Mary Ann Stewart |
| 2020 Vision Committee | Margaret Coppe |
| Lexmedia | Jeff Leonard Director of Fine & Performing Arts |
| Monroe Center for the Arts | Thomas Griffiths |

Liaisons to Regional (Beyond Lexington) Organizations or Issues

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|--|--|
| EDCO Liaison | Jessie Steigerwald |
| EDCO Board | Paul Ash, Superintendent, Voting member for Lexington |
| Legislation | Mary Ann Stewart |
| Massachusetts Association of School Committees (MASC) | Jessie Steigerwald |

| Unions | School Committee Liaison Attends Negotiation Sessions |
|---|--|
| Association of Lexington Administrators (ALA) | Judith Crocker |
| Custodians and Maintenance | 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 | Judith Crocker |
| Lexington Education Secretaries Association (LEA-D) | Jessie Steigerwald |

LEXINGTON PUBLIC SCHOOLS RECOMMENDED FY 2016 BUDGET GUIDELINES

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2016 budget that will:

1. Ensure all legal mandates will be met.
2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services,
 - (b) be responsive to projected enrollment growth and corresponding staffing and facility needs, and
 - (c) move the district forward in meeting the increasing demands for technology in our different education settings.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide services in more cost-effective ways.
6. Identify ways to reduce costs, if there are not sufficient monies available to fund a level-service budget.

LEXINGTON PUBLIC SCHOOLS
FY16 BUDGET CALENDAR
for all funds (Operating, Grant, Revolving)

2014

| | |
|---------------------------------|---|
| August 26 | School Committee adopts FY16 budget calendar and the FY16 budget guidelines |
| August 27 | Capital budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders |
| October 1 | FY16 capital budget submissions are due to the Assistant Superintendent for Finance and Operations |
| October 1 – October 11 | Review capital proposals – Superintendent, Director of Public Facility and Assistant Superintendent for Finance and Operations |
| October 1 – October 11 | Superintendent, Director of Public Facility and Assistant Superintendent for Finance and Operations meet with administrator to discuss project requests – See schedule attached. |
| *October 1 or 2 | Summit I – Budget Collaboration/Summit Meeting — Joint meeting with Board of Selectmen, School Committee, Appropriation Committee, and Capital Expenditures Committee (CEC) – *Financial Indicators; Two-Year Revenue & Expenditure Projection; Bridge, Bowman & Estabrook timing discussion. |
| October 3 – October 17 | Administrators conduct building and program based meetings to develop FY16 program needs and priorities. |
| October 9 | Operating budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders FY16 budget packets, including staffing and per-pupil expenses, distributed to Program (Cost Center) Leaders by Business Office via shared electronic budget file. |
| October 16 | FY16 Capital Submission School Committee, Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC) packet due date. |
| October 16 | Recommended FY16 capital budget reviewed by the School Committee |
| October 21 | School Committee deliberates and approves capital requests on behalf of the School Department. (School Department and Department of Public Facilities – School portion) |
| October 24 | Submittal of Town (Municipal & School) FY2016-2019 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC) |
| November 1 | FY16 budget submitted to the Assistant Superintendent for Finance and Operations |
| November 3 – November 21 | Budget Review – Central Office and department staff meet at assigned times – See schedule attached. Business Operations Staff reviews submissions for supplies and services that require bid or request for proposal process to be followed. |
| *November 12 or 13 | Summit II – Revenue Projection |
| December 12 | Superintendent Finalize FY16 budget recommendation |
| December 15 – December 22 | Budget book printing (no changes or edits) |
| *December 17 or 18 | Summit III – FY16 Revenue Allocation Model |

All dates and deadlines subject to revision.

***Revised 22 August 2014 per Town Finance Department**

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|-------------------------|---|
| December 23 | Budget distributed to School Committee & Budget Managers and posted to website |
| December 24 – January 2 | Vacation Week |
| <u>2015</u> | |
| January 6 | School Committee Meeting – <ul style="list-style-type: none"> • Facilities Director's Presentation of Department of Public Facilities Budget to the School Committee • Superintendent's Presentation of Budget to School Committee |
| January 12 | Town Manager Submittal of FY 2016 Recommended Operating Budget & FY 2016-2019 Capital Improvement Plan (CIP) to Board of Selectmen (White Book) |
| January TBA | Submittal of CPC Voted Recommendations to Board of Selectmen for inclusion in 2016 Annual Town Meeting Warrant |
| *January 14 or 15 | Summit IV – FY 2016 White Book Review |
| January 20 & 27 | School Committee, FY16 budget discussions |
| January 31 | School Committee Public Hearing and Discussion of the Superintendent's Recommended FY16 Budget |
| February 3 | School Committee FY16 budget discussions |
| February 10 | School Committee adopts FY16 Operating Budget (including fees) and FY16 Capital Budget |
| February 12 | Business Operations staff finalizes Bid/RFP process schedule with budget managers. Finance Office releases to Human Resources Employee Action Forms for all newly funded positions. |
| February 18 | 2015 Annual Town Meeting School Committee Fiscal Year 2016 recommended budget document finalized (TMMA) |
| February 19 – 26 | TMMA Budget book printing (no changes or edits) |
| *February 18 or 19 | Summit V – FY 2016 Gap Closing (if needed) |
| February 27, March 2 | Electronic distribution of FY 2016 Recommended Operating and Capital Budget to TMMA, committees & boards (Brown Book) |
| *TBD | Annual Town Meeting begins |
| *TBD | Budget presentation to Town Meeting by the Town Manager and Superintendent |
| *TBD | Town Meeting budget deliberation |
| May 15 | Furniture: Final capital requests, quotations, and order requests are due to Business Operations Office for requisition entry. Facilities: Final scheduling of summer projects confirmed with DPF, Building Principal, and Business Operations Staff. Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department. |
| June 1 | School Operating Budget opens for entry of supply and services requisitions for release by July 15. |

All dates and deadlines subject to revision.

***Revised 22 August 2014 per Town Finance Department**