

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, January 19, 2016
Cary Memorial Building, Battin Hall
1605 Massachusetts Avenue

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

6:15 p.m. Call to Order:

6:16 p.m. Executive Session

Exemption 3 – To Discuss Strategy with Respect to Collective Bargaining Pertaining
LEA - Unit D

7:00 p.m. Return to Public Session and Welcome (3 minutes):

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

7:03 p.m. Superintendent's Announcements:

7:08 p.m. School Committee Member Announcements:

7:13 p.m. Consent Agenda (2 minutes):

1. Vote to Approve and Not Release School Committee Executive Session Minutes of
September 8, 2015
2. Vote to Approve and Not Release Amended School Committee Executive Session Minutes
of September 15, 2015
3. Vote to Approve and Not Release School Committee Executive Session Minutes of
September 16, 2015
4. Vote to Approve Minutes of January 31, 2015
5. Vote to Approve Minutes of February 10, 2015
6. Vote to Approve Minutes of September 16, 2015
7. Vote to Approve Minutes of November 2, 2015
8. Vote to Approve Minutes of December 4, 2015
9. Vote to Approve Minutes of December 10, 2015
10. Vote to Accept a \$250 Donation to the Nick Barnett Science Olympiad Team

7:15 p.m. Agenda:

1. Community Update – METCO Scholarship Fund (10 minutes)
2. Planning Board Presentation on Proposed "Governmental - Civic Use" (GC) Zoning
District and School Committee Discussion (10 minutes)

7:35 p.m. Public Hearing on the Superintendent's FY 17 Recommended Budget (25 minutes)

8:00 p.m. Agenda (continued):

3. FY 17 Budget Discussion (30 minutes)
4. Youth Risk Behavior Survey (60 minutes)
 - a. Middle School 2015 Results
 - b. High School 2015 Results
5. Extended Day – Request for Proposal Summary (10 minutes)
6. Vote to Appoint Permanent Building Committee Members for Clarke and Diamond School Projects (10 minutes)
 - a. Diamond
 - b. Clarke

9:50 p.m. Adjourn:

Policy AD: Mission/Vision of the Lexington Public Schools

The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

The next scheduled meetings of the School Committee are as follows:

- Saturday, January 23, 2016 – 10:00 a.m.; Lexington High School Auditorium, 251 Waltham Street (Public Hearing on the Superintendent's Recommended FY 17 Budget)
- Tuesday, February 2, 2016 – 7:00 p.m., Lexington Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

ITEM NUMBER:

A.1

TODAY'S DATE: January 13, 2016

AGENDA ITEM TITLE:

Presentation of the **METCO College Scholarship Fund of Lexington**

PRESENTER: Jill Smilow; *President*

METCO College Scholarship Fund of Lexington

SUMMARY:

1. History of the **METCO College Scholarship Fund of Lexington** including success stories.
2. Supporters from the community over the years.
3. Strategic Plans: College Completion – to and Through College
4. 45th Anniversary Event to celebrate 45 years of scholarships
-Sunday, May 15th 3-6 p.m. at Depot Square, Lexington

SUGGESTED MOTION:

N/A

FOLLOW-UP:

N/A at this time

REQUESTED MEETING DATE: January 19, 2016

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM:

5 Minutes

ATTACHMENTS:

METCO College Scholarship Fund of Lexington – January, 2016

Lexington Minuteman – Thursday, December 3, 2015 – Clip

Save the date – Sunday, May 15th at 3 p.m., Depot Square, Lexington Center

DATE: _____

END TIME ON AGENDA

LEAVE BLANK

METCO College Scholarship Fund of Lexington

A Tax-Exempt Charitable Trust

10 Fletcher Avenue, Lexington MA 02420



The METCO College Scholarship Fund of Lexington

BACKGROUND INFORMATION

<https://metcocollegescholarship.wordpress.com>

January, 2016

Scholarship Committee:

Jill Smilow, *President*
Linda Schaye, *Secretary*
Rebecca Clarke,
Treasurer

TRUSTEES:

Susan Bennett
Mary Haskell
Charles Martin
John Rosenberg
David Rothstein

FOUNDERS:

Helena R. Butters
Elizabeth H. Clarke
David Reiner
Joy C. Buchfirer
Edgar E. Smith
Clarence D. Tumer
Reuben Wisotsky

EMERITA:

Kathleen Alpert
Karen Spector
Gerri Weathers

EMERATI:

James Brannon
Gerry McLeod

The METCO College Scholarship Fund of Lexington has been granting "need based" scholarships annually to METCO graduates of Lexington High School since 1969. As tuitions continue to rise, students often graduate with more and more debt. Now, more than ever, these graduates need our help. Our scholarships generally range between \$1,000 to \$3,000 and may mean the difference between residential or commuter programs, access to required materials, or restricted or full participation in campus life.

The METCO College Scholarship Fund of Lexington was established in 1969 and received non-profit 501c3 status in 1971. The Fund was created by and continues to be run by Lexington residents. The goal of the Fund is to raise money to provide college scholarship funds to all eligible Lexington METCO college-bound students as they continue on to technical school, a two-year community college or a four-year college or university. Our students have attended Harvard University, Boston University, Spelman College, Bucknell University, Roxbury Community College, Howard University and Lesley University to name a few.

Scholarships are considered for students who finish their high school academic career, complete the application process, and have been accepted to a accredited college. In addition our Trustees interview each applicant to better understand their motivations and seriousness about continuing their education. The process is thorough and thoughtful.

The METCO Program is a grant program funded by the Commonwealth of Massachusetts. It is a voluntary program intended to expand educational opportunities, increase diversity, and reduce racial isolation, by permitting students in certain cities to attend public schools in other communities that have agreed to participate. The Program has been in existence since 1966 and was originally funded through a grant by the Carnegie Foundation and United States Office of Education. In that year the first METCO legislation was filed, METCO Inc. was established, and seven school districts, including Lexington, began accepting the first two hundred METCO students.

Why are METCO and the METCO College Scholarship Fund of Lexington important to us?

"Back in 1966, Dr. Leon Trilling put out the call for help setting up the METCO program. My mom, Elizabeth Clarke, was one of the four who answered Dr. Trilling's call...and Lexington METCO was born! I was a senior at LHS at the time. Now I thoroughly understand the power behind that phone call, and I am privileged to be able to honor her purpose and dedication through this work."
- Rebecca ("Pogo") Clarke, Treasurer since 1995

"All the other pieces are in place:

Boston students and their parents sacrifice to travel to Lexington and back.

Lexington schools provide a good education and the kids get into college.

Do we really want all this effort to go to waste because college scholarship funds are insufficient?

We're here to help." - Mary Haskell, Trustee

"METCO parents have sent their children to Lexington in pursuit of a high quality education that is unavailable in Boston. My more than 8 years of experience on the Board of Trustees for the METCO College Scholarship Fund of Lexington has shown me that Lexington has been delivering that high quality. But an excellent primary and secondary education is no longer enough to prepare students for present and future jobs in what has become an innovation economy. A college education is now a necessity. My experience has shown also that the vast majority of METCO families are single parent, low-income, non-college-educated households with much higher aspirations than that for their children. Lexington's schools have successfully played their role in making that happen but without financial aid, such as offered by the MCSFL, it stops here—college education is just not possible. That is why I am involved and stay involved as a board member." - Charles Martin, Trustee

"The METCO voluntary desegregation program has earned broad support as a means of enhancing diversity in Lexington schools as well as providing an exceptional educational opportunity for brave and willing inner city school children. Most of our Lexington METCO kids come from families of very limited means, and decide to become the first of their families to attend college. I want our METCO kids to have an optimal prospect of success, and to know that our community stands solidly behind them, by awarding their efforts with a substantial scholarship". - David Rothstein, Trustee

"I believe the METCO program has delivered quality education for many years to students from Boston while providing a quality experience for Lexington students including my own two sons. All students benefit from the METCO program. I support the METCO College Scholarship Fund of Lexington because all of the money raised is used to support our Boston students who are educated in Lexington and need financial aid for further education." - Linda Schaye, Secretary

"I am proud that our community was among the first to welcome METCO students into our schools. Thanks to those town leaders who blazed the trail, and those who continue to support METCO in our community, our schools are better and richer for it. I firmly believe our family's experience in the Lexington Public Schools was enriched by METCO as well. Having supported the MCSFL for all the years we participated as METCO Family Friends, I feel honored to continue the work of the Fund, helping our Boston students continue their education as they move on to college." - Jill Smilow, President

The METCO College Scholarship Fund of Lexington (MCSFL) was established in 1969 and received non-profit 501c3 status in 1971. The Fund was created by and continues to be run by Lexington residents who are committed to supporting our Lexington Public School METCO participants. Contributions to the Scholarship Fund come from town residents, organizations, businesses and employees.

The Goal of the Fund: to raise money to provide college scholarship funds to all eligible Lexington METCO college-bound seniors as they transition to their freshman year of college.

Please help us continue to offer this important opportunity for the Lexington High School Class of 2014!

SCHOLARSHIP

METCO College Scholarship Fund gets two large donations

The METCO (Metropolitan Council for Educational Opportunity) College Scholarship Fund of Lexington received two large donations in 2015.

The fund, which awards scholarships to Lexington High School graduates who are enrolled in METCO, received a grant from the Indian-Americans of Lexington and Merck & Co.

This November, the Indian Americans of Lexington (IAL) chose the fund to be the recipient of the IAL's Annual Charity Giving at the 2015 Diwali celebration. With a desire to support an educational non-profit in the community this year, the board

of the IAL reached out to Fund President Jill Smilow to understand the role of the fund in the lives of the METCO students.

"We accept the donation on behalf of our METCO students with gratitude to our friends and neighbors in the Indian community," Smilow said in accepting the award.

In 2014, Cubist Pharmaceuticals became a corporate sponsor, offering \$5,000 in matching funds for the METCO funds May to June fund drive. The Lexington community rose to the challenge, and the combined total of \$10,000 provided a significant addition to the fund for the 2014 METCO

graduates.

Earlier this year, Merck - which bought Cubist in early 2015 - continued the commitment to the fund and provided a \$5,000 donation to support the Scholarship Fund.

"We are so grateful to Merck for being such a good corporate citizen," said METCO Trustee David Rothstein. "Merck's contribution was a

delightful surprise. If all of corporate America were so generous, the prospects for the next generation, would be significantly improved."

The match goal was successfully attained in late June, thanks to Lexington donors who stepped up to participate in the Merck match, said Rothstein.

METCO is a state-funded grant program that promotes diversity

and educational opportunity for more than 3,300 Boston students by enrolling them in participating suburban school districts.

Lexington was one of the seven communities at the forefront of this voluntary school busing program when it was initiated nearly 50 years ago in 1966. Currently, 37 communities throughout Massachusetts participate.

There are 251 METCO students attend all grades of the Lexington School district, typically enrolling in the first grade and continuing through graduation from Lexington High School;

For more information about the METCO College Scholarship Fund of Lexington go to <https://metcocollegescholarship.wordpress.com>



Entering its 45th Anniversary Year the METCO (METropolitan Council for Educational Opportunity) College Scholarship Fund of Lexington (MCSFL) is proud to announce generous support from several community-based organizations. The MCSFL awards scholarships to Lexington High School graduates who are enrolled in METCO, a state-funded grant program that promotes diversity and educational opportunity for more than 3,300 Boston students by enrolling them in participating suburban school districts. Lexington was one of the first seven communities at the forefront of this voluntary school-busing program when it was initiated nearly 50 years ago in 1966. Currently 37 communities throughout Massachusetts participate. Two hundred and fifty-one METCO students attend all grades of the Lexington School district, typically enrolling in the first grade and continuing through graduation at LHS. Long time MCSFL Trustee Charles Martin, understands that "an excellent primary and secondary education is no longer enough to prepare students for present and future jobs in what has become an innovation economy. A college education is now a necessity. My experience has shown that the majority of METCO families are single parent, low-income, non-college-educated households with much higher aspirations than that for their children. Lexington's schools have successfully played their role in making that happen but without financial aid, such as offered by the MCSFL, it stops here - a college education is just not possible."

SAVE THE DATE!
Sunday, May 15th
at 3 pm

Depot Square,
Lexington Center

Join in a community-wide celebration of the 45th Anniversary of the METCO College Scholarship Fund of Lexington. Meet former METCO students, members of the Board and learn more about the history of the METCO program in our community and our strategic plans for the future of the MCSFL.

The event is free and open to all!

In support of this truth, in November, the Indian Americans of Lexington (IAL) organization chose the MCSFL to be the recipient of the IAL's Annual Charity Giving at the 2015 Diwali celebration. "This year the IAL Board decided to focus on education and thought giving to METCO will further our mission to give back to the community". The METCO College Scholarship Fund of Lexington "is indeed very deserving and we believe it is rewarding to help these kids when they need it the most", said Co-President Nirmala Garimella, on behalf of the IAL Board.

In 2014, Cubist Pharmaceuticals became a corporate sponsor, providing matching dollars for the May-June fund drive. The Lexington community rose to the challenge, and the combined total raised provided a significant addition to the scholarships we were able to disburse for our 2014 METCO graduates. Earlier this

METCO Scholarship Fund Charts Exciting New

With support from the Indian Americans of Lexi



From left to right: Jill Smilow, President of the METCO College of Lexington, Sudha Balasuryan, Archana Singhal, Co-President

the MCSFL for our 2015 graduates. Again, individual donors stepped up and the funds raised through the drive helped our METCO students begin their college life. To close out this year, corporate neighbor Shire donated to the MCSFL to help support our students. "Shire is proud to have our U.S. Operational Headquarters in Lexington and we are committed to being a contributing member of the community," said Jessica Cotrone, Shire's Head of External Communications. "We appreciate the important impact the METCO College Scholarship Fund of Lexington has on deserving students and we are very happy to support it."

In 2016, the Board of Trustees of the METCO College Scholarship Fund of Lexington will be putting into action a

awareness of M in the commun toward a colleg model to help they enter colle financial gaps a their way toward degrees. There well as a Faceb can learn more future events re our students. To the MCSFL and to: <https://metco.org> scholarship.wordpress Smilow, Preside Scholarship Fun metco.csfl@g to the MCSFL a can be sent to t

g New Course

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e METCO College Scholarship Fund of
hal, Co-President of IAL and Seema Sinha.

awareness of METCO and the MCSFL in the community as well as working toward a college completion funding model to help students not just as they enter college but to help close financial gaps as they matriculate on their way toward finishing their college degrees. There is a new website as well as a Facebook Page where visitors can learn more about the MCSFL and future events related to METCO and our students. To learn more about the MCSFL and to donate online go to: <https://metcocollegescholarship.wordpress.com/> or contact Jill Smilow, President of the METCO College Scholarship Fund of Lexington at metco.csfl@gmail.com. Contributions to the MCSFL are appreciated and can be sent to the METCO College Scholarship Fund of Lexington, 10 Fletcher Avenue, Lexington, MA 02420.

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AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

ITEM NUMBER:

A.2

TODAY'S DATE: January 9, 2016

AGENDA ITEM TITLE: Planning Board

PRESENTER: Charles Hornig, Planning Board

SUMMARY:

The Planning Board is asking Town Meeting to amend the Zoning Bylaw and Zoning Map by defining a new district or districts, including establishing allowed uses, dimensional standards and transition and screening requirements and amend the Zoning Map by rezoning parcels owned by governmental bodies held for public use into the new district, or act in any other manner in relation thereto. This will impact existing school property. It also may impact the future ability of the Town to acquire land for school purposes. The Planning Board is sending a representative to the School Committee meeting so members are aware of the proposal and have an opportunity to ask questions in advance of Town Meeting.

DESCRIPTION: The Governmental – Civic Use (GC) zoning district is proposed to recognize the public nature of particular parcels of land and provide standards and guidelines for their continued use while ensuring that the use of these properties is related to the policies of the community, and that any development in the district, if any, will be compatible with surrounding districts and uses.

The public hearing on this article is scheduled for January 20, 2016, in the Selectmen's Meeting Room, Town Office Building, 1625 Massachusetts Avenue at 7 PM.

SUGGESTED MOTION:

FOLLOW-UP:

School Committee may wish to take a position on this for Town Meeting. Members may wish to follow the development of the proposal prior to Town Meeting.

REQUESTED MEETING DATE: 1.19.16

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM:

10 Minutes included Questions & Answers

ATTACHMENTS: Materials provided by Planning Board.

DATE: _____
END TIME ON AGENDA

LEAVE BLANK

ARTICLE XX

**AMEND ZONING BYLAW-
CIVIC USE DISTRICT**

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map by defining a new district or districts, including establishing allowed uses, dimensional standards and transition and screening requirements and amend the Zoning Map by rezoning parcels owned by governmental bodies held for public use into the new district, or act in any other manner in relation thereto.

MOTION: That the Zoning Bylaw and the Zoning Map, Chapter 135 of the Code of the Town of Lexington, be amended as follows:

1. That Bylaw Section 2.2 be amended to include the new district and renumber the subsequent sections accordingly:
2.2.1 Governmental/Civic Use Districts
GC Governmental/Civic Use
2. That Bylaw Section 3.1, the Table of Uses, be amended to include the proposed district (see Appendix A).
3. That Bylaw Section 4.4, the Schedule of Dimensional Controls, be amended to include the proposed district (see Appendix B).
4. That Bylaw Section 5.1.10.3 be amended to permit access across the GC district to any other district so that the section now reads:
No private way or driveway may be built through a district in which the use served by the private way or driveway is not permitted except that access through a GC district to any other district is permitted
5. That Bylaw Section 5.1.11, Minimum Yards for Parking, be amended to include the new district, as summarized below:

District	Residential District Line (ft.)	Street Line (ft.)	All Other Lot Lines (ft.)	Wall of a Principal Building (ft.)
GC	0	25	5	5

6. That Bylaw Section 5.3.5, the required depth or width (in feet) of transition areas, be amended to include the new district as summarized below:

District In Which Lot is Located	Adjacent District												Street Line
	GC	RO	RS	RT	RD	CN	CRS	CS	CB	CLO	CRO	CM	
GC	-	20	20	20	20	-	-	-	-	-	-	-	-
RO	-	25*	25*	25*	10*	15	15	20	-	20	20	20	-
RS	-	25*	25*	25*	10*	15	15	20	15	20	-	-	-
RT	-	25*	25*	25*	10*	10	10	-	-	10	-	-	-
RD	-	20*	20*	20*	20*	20	20	20	20	20	20	20	25
CN	-	20	20	20	20	-	10	15	-	20	-	-	10
CRS	-	20	20	20	20	10	-	15	-	10	-	-	10
CS	-	20	20	20	20	15	15	-	-	15	-	-	20
CB	-	-	20	-	20	-	-	-	-	-	-	-	-
CLO	-	50	50	50	50	10	10	10	-	-	-	-	10
CRO	-	50	-	-	50	-	-	-	-	-	-	-	50
CM	-	50	-	-	50	-	-	-	-	-	-	-	25

*No requirement for an individual dwelling

7. That Bylaw Section 9.4.1 be amended to make the ~~Planning Board~~ **Board of Selectmen** the special permit granting authority (SPGA) for special permits in the GC District so that sections 9.4.1.1 reads:
1. The Planning Board shall serve as the SPGA for:
 - a. *All special permits in the GC District*
 - b. All special permits pursuant to § 6.9, Special Permit Residential Developments.
 - b. When an activity or use requires both site plan review and one or more special permits, except for a wireless communication facility or as provided below.
8. That the Zoning Map be amended by rezoning to the GC District the parcels listed in a document titled “List of Parcels to be rezoned to GC District” dated **March xx, 2016** on file with the Planning Department.

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
D.	TEMPORARY USES											
D.1.01	Temporary dwelling to replace a permanent dwelling on the same lot during reconstruction	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D.1.02	Temporary building or trailer incidental to the construction of a building or land development	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D.1.03	Temporary structures and uses not otherwise permitted in the district, provided the Building Commissioner finds that the proposed structure or use is compatible with the neighborhood	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D.1.04	Temporary structures and uses not otherwise permitted in the district, provided the proposed structure or use is compatible with the neighborhood	Y	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
E.	OPERATING STANDARDS - THE FOLLOWING OPERATING STANDARDS APPLY TO ALL USES IN SECTIONS G TO P, INCLUSIVE, OF THIS TABLE IN ADDITION TO ANY STANDARDS SET FORTH THEREIN											
E.1.01	Operations, in part or in whole, conducted outdoors during operating hours	Y	SP	SP	SP	SP	Y	Y	SP	SP	SP	Y
E.1.02	Storage of equipment and products outdoors during non-operating hours	Y	N	N	N	N	Y	Y	Y	N	SP	SP

Table 1: Permitted Uses and Development Standards

	GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
F. DEVELOPMENT STANDARDS - THE FOLLOWING DEVELOPMENT STANDARDS APPLY TO ALL USES IN SECTIONS G TO P, INCLUSIVE, OF THIS TABLE IN ADDITION TO ANY STANDARDS SET FORTH THEREIN											
F.1.01	Uses and structures with less than 10,000 square feet of gross floor area including the area of any existing structures but not including any floor area devoted to off-street parking, on a lot	Y	Y	Y	Y	Y	Y	Y	Y	Y	R
F.1.02	Uses and structures with 10,000 or more square feet of gross floor area including the area of any existing structures but not including any floor area devoted to off-street parking, on a lot	R	R	R	R	R	R	R	R	R	R
G. COMMERCIAL OFFICE USES											
G.1.0 AS A PRINCIPAL USE											
G.1.01	Medical, dental, psychiatric office, but not a clinic	N	N	N	N	Y	Y	N	Y	Y	Y
G.1.02	Medical, dental, psychiatric office, but not a clinic, with related laboratory	N	N	N	N	N	Y	N	Y	Y	Y
G.1.03	Business or professional office	N	N	N	N	N	Y	N	Y	Y	Y
G.2.0 DEVELOPMENT STANDARDS FOR OFFICE USES											
G.2.01	Office located on street floor level *Not permitted in a center storefront.	N	N	N	N	Y	N	N	SP*	Y	Y

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
G.2.02	Office located on any floor other than street floor level *Permitted in a basement	N	N	N	N	N*	Y	N	Y	Y	Y	Y
G.2.03	Office space of all companies in a building occupies a total of more than 50% of the floor area in a building	N	N	N	N	N	N	N	Y	Y	Y	Y
G.2.04	Offices in which one company has more than 1,000 square feet of floor area but not more than 2,500 square feet of floor area in a building	N	N	N	N	N	Y	N	Y	Y	Y	Y
G.2.05	Building used for offices without limit as to the amount of floor area one company may occupy or the percentage of floor area occupied by offices	N	N	N	N	N	N	N	N	N	Y	Y
H.	PERSONAL, BUSINESS, OR GENERAL SERVICE USES											
H.1.0	AS A PRINCIPAL USE											
H.1.01	Beauty parlor, barber shop	N	N	N	N	Y	Y	Y	Y	Y	N	Y
H.1.02	Laundry or dry cleaning pickup station with processing done elsewhere; laundry or dry cleaning with processing on the premises, self-service laundromat or dry cleaning	N	N	N	N	Y	Y	Y	Y	N	N	Y
H.1.03	Tailor, dressmaker, shoe repair	N	N	N	N	Y	Y	Y	Y	N	N	Y
H.1.04	Real estate sales or rental	N	N	N	N	Y	Y	N	Y	Y	Y	Y
H.1.05	Bank or Credit Union	N	N	N	N	N	Y	N	Y	Y	Y	Y

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
H.1.06	Bank or Credit Union with drive-up window or auto-oriented branch bank	N	N	N	N	N	SP	N	N	N	SP	Y
H.1.07	Automatic teller machine	N	N	N	N	SP	Y	Y	Y	Y	Y	Y
H.1.08	Travel agency, insurance agency, ticket agency	N	N	N	N	N	Y	N	Y	Y	Y	Y
H.1.09	Photographic services including commercial photography	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
H.1.010	Repair of household appliances, small tools or equipment, rental of equipment or tools for use in a home	N	N	N	N	Y	Y	Y	Y	N	N	N
H.1.011	Funeral parlor	N	N	N	N	N	N	Y	N	Y	N	N
H.1.012	Photocopying, reproduction services but not commercial printing	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
H.1.013	Medical clinic for outpatient services	N	N	N	N	N	Y	N	Y	Y	Y	Y
H.1.014	School not exempt by statute	Y	N	N	N	N	Y	Y	Y	Y	Y	Y
H.1.014.1	Instruction in music or the arts, not to exceed 3,500 square feet of floor space per establishment	Y	N	N	SP	SP	Y	Y	Y	Y	Y	Y
H.1.015	Commercial printing, publishing	N	N	N	N	N	N	Y	Y	Y	N	Y
H.1.016	Newspaper distribution agency	N	N	N	N	N	N	Y	N	Y	N	Y
H.1.017	Office of veterinarian	N	N	N	N	N	N	Y	N	N	N	N

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
H.1.018	Kennel, boarding of household pets	N	N	N	N	N	N	Y	N	N	N	N
H.1.019	Pet grooming service provided that it shall be conducted entirely within the principal building and no pets shall be boarded overnight	N	N	N	N	N	Y	Y	Y	N	N	N
H.1.020	Private postal service	N	N	N	N	N	Y	Y	N	Y	Y	Y
H.1.021	Recycling collection store	N	N	N	N	N	N	SP	N	N	N	N
H.1.022	Museum, art gallery, private library	SP	SP	SP	SP	Y	Y	N	Y	Y	Y	N
H.1.023	Nonprofit community service center or charitable organization	SP	SP	SP	SP	Y	Y	N	Y	Y	Y	Y
H.1.024	Private, nonprofit club or lodge of social, fraternal, veterans, professional or political association; union hall; not including a recreational club	SP	SP	SP	SP	Y	Y	N	Y	Y	Y	Y
H.2.0	DEVELOPMENT STANDARDS FOR PERSONAL, BUSINESS, OR GENERAL SERVICE USES											
H.2.01	Services with more than 1,500 square feet of floor space per establishment	Y	Y	Y	Y	SP	Y	Y	Y	Y	Y	Y
H.2.02	Services with more than 3,500 square feet of floor space per establishment	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
I.	SALES OR RENTAL OF GOODS AND EQUIPMENT											
I.1.0	AS PRINCIPAL USE											
I.1.01	Convenience goods often bought on a daily basis such as food, candy, newspapers, tobacco products	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
I.1.02	General merchandise, department store	N	N	N	N	N	Y	N	Y	N	N	N
I.1.03	Food, not intended for consumption on the premises; includes grocery store, but not a takeout or fast-food service	N	N	N	N	Y	Y	N	Y	N	N	SP
I.1.04	Package liquor store, with no consumption of beverages on the premises	N	N	N	N	N	SP	N	Y	N	N	N
I.1.05	Apparel, fabrics and accessories	N	N	N	N	Y	Y	N	Y	N	N	N
I.1.06	Furniture, home furnishings, home appliances and equipment, carpets	N	N	N	N	N	Y	N	Y	N	N	N
I.1.07	Other retail goods such as books, stationery, drugs, sporting goods, jewelry, photographic equipment and supplies, flowers, novelties, cards, footwear, and the like which are typically of a size that a customer can carry by hand	N	N	N	N	Y	Y	N	Y	N	N	Y
I.1.08	Hardware, paint, wallpaper	N	N	N	N	Y	Y	Y	Y	N	N	N
I.1.09	Building materials	N	N	N	N	N	Y	Y	Y	N	N	N

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
I.1.010	Lawn and garden supplies and equipment	N	N	N	N	N	Y	Y	Y	N	N	N
I.1.011	Sale or rental of equipment and supplies, such as office furniture, to other businesses	N	N	N	N	N	Y	Y	N	N	N	Y
I.1.012	Artisan work	N	N	N	N	N	N	N	Y	N	N	N
I.1.013	Medical Marijuana Distribution Center	N	N	N	N	N	N	N	N	N	N	Y
I.2.0	DEVELOPMENT STANDARDS FOR SALES OR RENTAL OF GOODS AND EQUIPMENT											
I.2.01	Stores with more than 2,000 square feet of floor area per establishment	N	N	N	N	N	Y	Y	Y	N	N	SP
I.2.02	Sales or rental conducted in part outdoors with permanent display of products during non-operating hours	N	N	N	N	N	Y	Y	Y	N	N	SP
J.	EATING AND DRINKING; TRANSIENT ACCOMMODATIONS											
J.1.0	AS A PRINCIPAL USE											
J.1.01	Restaurant	N	N	N	N	N	Y	N	Y	N	Y	Y
J.1.02	Fast-food service	N	N	N	N	SP	SP	N	SP	N	SP	Y
J.1.03	Takeout food service (* Requires a special permit for service between the hours of 11PM and 7 AM)	N	N	N	N	Y*	Y*	SP	Y*	N	Y*	Y*
J.1.04	Caterer or other establishment preparing meals for groups of people (* Only in conjunction with a substantial retail food business)	N	N	N	N	N	N	Y	SP*	N	N	Y

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
J.1.05	Drive-in or drive-through food service	N	N	N	N	N	N	N	N	N	N	N
J.1.06	Hotel, motel	N	N	N	N	N	N	N	SP	N	SP	Y
K. COMMERCIAL RECREATION, AMUSEMENT, ENTERTAINMENT												
K.1.0 AS A PRINCIPAL USE												
K.1.01	Movie theater (indoor)	N	N	N	N	N	N	N	Y	N	N	N
K.1.02	Indoor athletic and exercise facilities, weight reduction salon	N	N	N	N	N	SP	Y	Y	N	N	Y
K.1.03	Recreational facilities such as golf course, tennis or swimming club	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
K.1.04	Private nonprofit recreational facility such as golf course, tennis or swimming club	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y
L. MOTOR VEHICLE RELATED SALES AND SERVICE USES												
L.1.0 AS A PRINCIPAL USE												
L.1.01	Motor vehicle sales or rental; includes automobiles, trucks, campers, vans, recreational vehicles, boats, or trailers	N	N	N	N	N	SP	SP	N	N	N	SP
L.1.02	Service station, sale of fuel and other motor oil products and accessories such as batteries, tires	N	N	N	N	N	SP	SP	N	N	N	N
L.1.03	Sales and installation of automotive parts such as tires, mufflers, brakes and motor vehicle accessories	N	N	N	N	N	N	SP	N	N	N	N

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
L.1.04	Motor vehicle maintenance and minor repairs limited to engine tune-up, lubrication and installation of replacement parts, adjustment or replacement of brakes or tires, washing and polishing, but not including engine overhaul, body work or painting	N	N	N	N	N	SP	SP	N	N	N	SP
L.1.05	Substantial motor vehicle repair including engine overhaul, body work and painting	N	N	N	N	N	N	SP	N	N	N	N
L.1.06	Car wash conducted entirely within a building	N	N	N	N	N	N	SP	N	N	N	N
L.1.07	Automobile parking lot where the parking spaces do not serve a principal use on the same lot and where no sales or service takes place	SP	N	N	N	N	N	SP	SP	N	SP	SP
L.1.08	Storage of automobiles or trucks	N	N	N	N	N	N	SP	N	N	N	N
M.	CONSTRUCTION, STORAGE, DISTRIBUTION AND INDUSTRIAL USES											
M.1.0	AS A PRINCIPAL USE											
M.1.01	Bakery	N	N	N	N	N	N	Y	N	N	N	N
M.1.02	Industrial services such as machine shop, welding	N	N	N	N	N	N	SP	N	N	N	Y
M.1.03	Commercial mover, associated storage facilities	N	N	N	N	N	N	SP	N	N	N	Y

Table 1: Permitted Uses and Development Standards

	GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM	
O. UTILITY, COMMUNICATIONS, AND TRANSPORTATION USES												
O.1.0 AS A PRINCIPAL USE												
O.1.01	Radio, television studio, but without transmitting or receiving towers	N	N	N	N	N	Y	Y	N	N	Y	Y
O.1.02	Transmitting or receiving tower or antenna for commercial activities other than those which are used exclusively for wireless communication facilities	N	N	N	N	N	N	N	N	N	N	Y
O.1.03	Commercial ambulance service	N	N	N	N	N	N	SP	N	N	N	N
O.1.04	Taxicab garage, parking area	N	N	N	N	N	N	SP	N	N	N	N
O.1.05	Bus garage or storage facility	N	N	N	N	N	N	SP	N	N	N	Y
O.1.06	Parking maintenance facilities for commercial vehicles	N	N	N	N	N	N	SP	N	N	N	Y
O.1.07	Landing place for helicopters not including storage or maintenance facilities	N	N	N	N	N	N	N	N	N	SP	SP
O.1.08	Wireless communication facility *Yes if concealed as per § 6.4.4	SP*	SP*	SP*	SP*	SP*	SP*	SP*	SP*	SP*	SP*	SP*
O.1.09	Essential services	Y	Y	Y	Y	SP	Y	Y	Y	Y	Y	Y
O.1.10	Ground mounted solar energy systems	Y	N	N	N	N	N	N	N	N	N	R
P. OPEN AIR, SEASONAL AND SPECIAL EVENTS												
P.1.0 AS A PRINCIPAL USE												
P.1.01	Flea market	Y	N	N	N	N	N	SP	N	N	N	N

Table 1: Permitted Uses and Development Standards

		GC	RO	RS	RT	CN	CRS	CS	CB	CLO	CRO	CM
Q.1.05	Processing, storage and limited manufacturing of goods and materials related solely to research, experimental and testing activities	N	N	N	N	N	N	N	N	N	Y	Y
Q.1.06	Light manufacturing	N	N	N	N	N	N	N	N	N	SP	Y
Q.1.07	Outdoor storage of inoperable or unregistered motor vehicles	SP	N	N	N	N	N	SP	N	N	N	N

APPENDIX B

4.4 TABLE 2, SCHEDULE OF DIMENSIONAL CONTROLS										
	Zoning Districts									
	GC	RO	RS & RT	CN	CRS	CS	CB	CLO	CRO	CM
Minimum lot area	NR	30,000 SF	15,500 SF	15,500 SF	15,500 SF	20,000 SF	NR	30,000 SF	5 AC	3 AC
Minimum lot frontage in feet	NR	150	125	125	125	125	20	175	300	200
Minimum front yard in feet (a), (b), (h)	NR	30	30	30	30	30	NR (c)	50	100	25
Minimum side yard in feet	NR	15 (d)	15 (d)	20	20	15	NR	30	50	25 (f)
Minimum rear yard in feet	NR	15 (d)	15 (d)	20	20	20	10	30	50	25 (f)
Minimum side and rear yard adjacent to, or front yard across the street from a residential district in feet	NR	15	15	30	30	30	30	50	100	100 (f)
Maximum floor area ratio (FAR)	NR	NR (g)	NR (g)	0.20	0.20	0.20	2.0	0.25	0.15	0.35 (f)
Maximum site coverage	NR	15% (e)	15% (e)	20%	25%	25%	NR	20%	25%	NR
Institutional buildings, maximum height:										
In stories:	2.5 (f)	2.5	2.5	3	3	3	2	3	3	NR
In feet:	40 (f)	40	40	45	45	45	30	45	45	65 (f)
Other buildings, maximum height:										
In stories:	2.5 (f)	2.5	2.5	1	2	2	2	2	3	NR
In feet:	40 (f)	40	40	15	25	25	25	30	45	65 (f)

As used in the Schedule of Dimensional Controls, symbol “NR” means no requirements, “AC” means acres, “SF” means square feet, and “feet” means linear feet.

- a. Where lawfully adopted building lines require yards in excess of these requirements, the building line shall govern.
- b. The minimum front yard for any other street, which is not the frontage street (see definition), shall be $\frac{2}{3}$ of that required for the frontage street. In the case of nonresidential uses located in the RO, RS, or RT Districts (see Table 1) or for uses located in the CM District, the minimum front yard facing all streets shall be the same as that for the frontage street.
- c. Except ten-foot yard on Muzzey Street, Raymond Street, Vine Brook Road and Wallis Court for lots abutting these streets.
- d. For institutional uses (see Table 1) the minimum setback for a building shall be the greater of 25 feet or a distance equal to the height of the building as defined in § 4.3. For other nonresidential uses (see Table 1), increase the required side yard to 20 ft. plus one ft. for every $\frac{1}{2}$ acre (or fraction thereof) over $\frac{1}{2}$ acre lot area.
- e. Applicable only to uses permitted by special permit.
- f. This limit may be waived by special permit.
- g. For institutional uses (see Table 1), the maximum floor area ratio shall be 0.25.
- h. Along the southwesterly side of Bedford Street between the Northern Circumferential Highway (Route 128) and Hartwell Avenue there shall be a front yard of 233 feet measured from the base line of Bedford Street as shown on the Commonwealth of Massachusetts layout 4689, date June 3, 1958, and shown as auxiliary base line “F on the State Highway Alteration layout 5016, dated August 30, 1960.

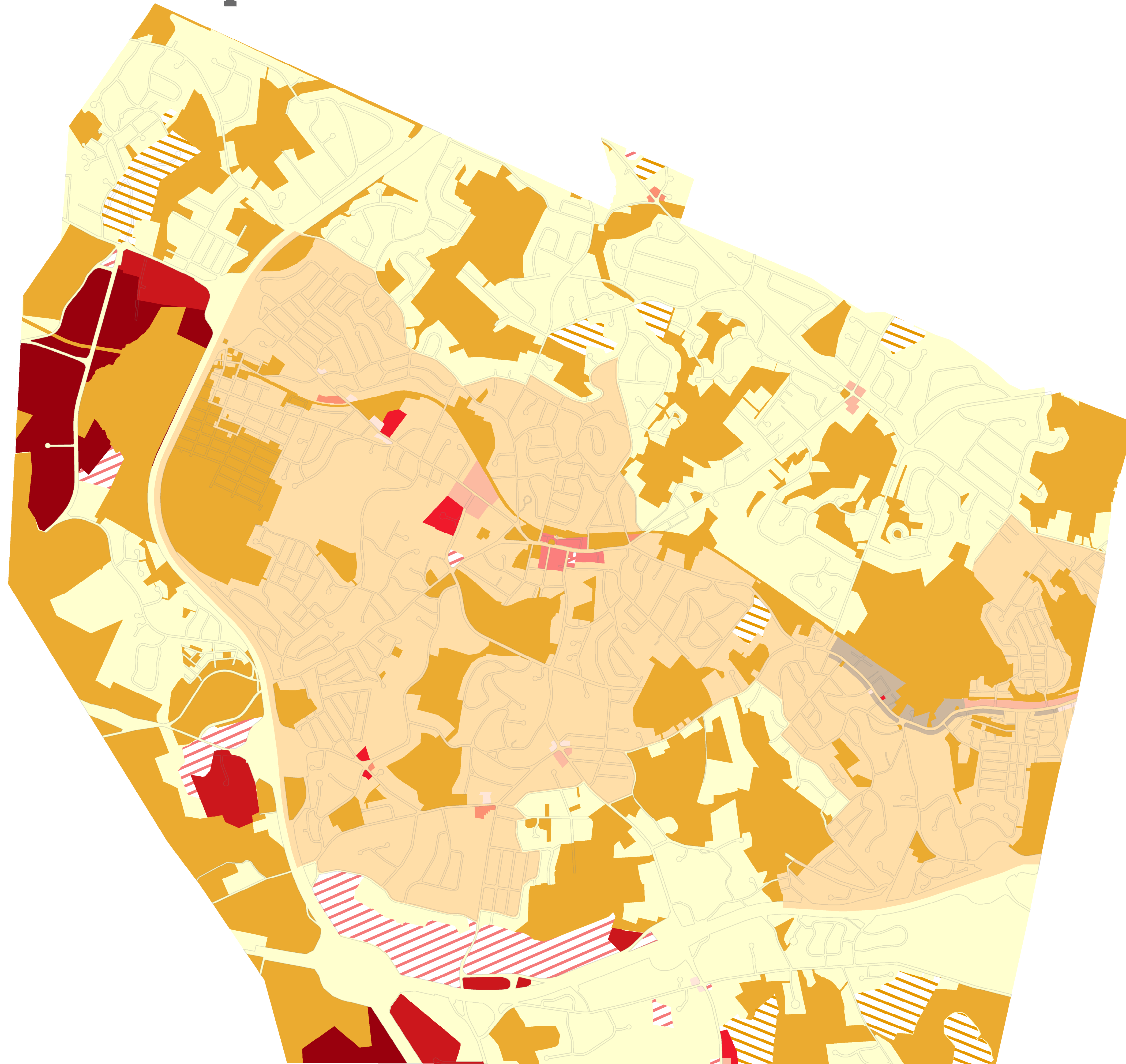
List of Parcels to be Rezoned to Governmental/Civic Use District

1-4	13-305B	24-31	30-83	39-62	49-166	55-46	65-80	65-127	66-17
1-1B	13-421A	24-32	30-84	39-82	49-182	55-50	65-81	65-128	66-18
2-1A	14-142	24-33	30-104	39-83	49-164A	55-85	65-82	65-129	66-19
4-11	14-111E	24-34	30-114	39-64B	49-4A	55-94	65-83	65-130	66-20
4-12	14-42C	24-35	30-37A	40-232	49-5A	55-100	65-84	65-131	66-21
4-1A	14-42D	24-36	31-58	41-120	50-20	55-106	65-85	65-132	66-22
5-38	14-42E	24-37	31-80	42-1	50-240	55-107	65-86	65-133	66-23
5-39	14-42G	24-38	31-81	42-16	50-214A	55-108	65-87	65-134	66-24
7-77	14-42H	24-40	31-91	43-8	51-54	55-109	65-88	65-135	66-25
7-94A	15-68	24-41	31-92	43-35	51-55	55-116	65-89	65-136	66-26
8-67	15-113	24-42	31-54B	43-128A	51-57	55-45B	65-90	65-137	66-27
8-31B	15-118	24-43	31-63D	43-128B	51-58	56-30	65-91	65-138	66-28
9-106	15-120	24-52	31-90A	44-4	51-59	57-5	65-92	65-139	66-29
9-143	15-121	24-60	31-90C	44-3A	51-63	58-262	65-93	65-140	66-30
10-26A	15-122	24-75	31-90D	46-28	51-66	58-19A	65-94	65-141	66-31
11-98	15-43A	24-76	32-209	46-31	51-67	59-7	65-95	65-142	66-32
11-96A	15-45B	24-77	32-210	46-99	51-68	59-12	65-96	65-143	66-33
13-107	15-46A	24-121	32-167B	46-131	51-69	59-13	65-97	65-144	66-34
13-139	15-54A	24-122	32-175B	46-136	51-76	59-14	65-98	65-145	66-35
13-260	15-55B	24-123	32-177B	46-113A	51-77	59-15	65-99	65-146	66-36
13-290	16-11	24-124	32-177C	47-13	51-79	59-16	65-100	65-147	66-37
13-291	16-4A	24-125	33-99	47-44	51-80	59-26	65-101	65-148	66-38
13-292	17-1	24-126	33-100	47-60	51-82	59-33	65-102	65-149	66-39
13-293	17-3C	24-127	33-143	47-170	51-83	59-34	65-103	65-150	66-40
13-294	17-4C	24-128	34-164	47-175	51-84	59-37	65-104	65-151	66-41
13-295	17-5D	24-129	34-124A	47-164J	51-45A	59-41	65-105	65-152	66-42
13-296	19-2	24-132	35-1	47-164K	51-61A	59-43	65-106	65-153	66-43
13-297	20-37	24-133	35-5	47-39A	51-64A	59-73	65-107	65-154	66-44
13-298	20-43	24-134	36-27	47-45A	51-70A	60-1A	65-108	65-155	66-45
13-300	20-61	24-68A	36-29	47-61A	51-71A	60-4A	65-109	65-156	66-46
13-301	20-62	24-69A	36-36	47-61B	51-75A	62-16	65-110	65-157	66-47
13-302	20-63	24-83A	36-38	48-169	52-2	62-108	65-111	66-1	66-48
13-306	20-64	25-265	36-39	48-225	52-6	62-117	65-112	66-2	66-49
13-307	20-40A	26-49	36-37A	48-277	52-10	62-119	65-113	66-3	66-50
13-308	21-7	27-1	36-37B	48-500	52-14B	63-131	65-114	66-4	66-51
13-309	21-50	27-2	36-38A	48-500	52-16A	63-139	65-115	66-5	66-52
13-310	21-24A	28-34	37-172	48-168A	52-17A	63-108D	65-116	66-6	66-53
13-311	21-3A	28-39	38-21	48-170A	52-23A	64-69	65-117	66-7	66-54
13-312	21-5B	28-70	38-75	48-276B	52-3B	64-143	65-118	66-8	66-55
13-313	22-52	28-38G	38-79	49-3	52-7A	64-182	65-119	66-9	66-56
13-314	22-64	28-40A	38-80	49-11	52-7B	64-102D	65-120	66-10	66-57
13-315	22-51A	28-60A	38-91	49-55	52-8A	64-127A	65-121	66-11	66-58
13-316	23-27	29-8	38-94	49-72	52-8B	64-142B	65-122	66-12	66-63
13-332	23-28	29-29	38-137	49-77	54-34	65-76	65-123	66-13	66-64
13-382	23-22B	29-82	38-141	49-78	54-14B	65-77	65-124	66-14	66-68
13-383	24-8	29-1A	38-4A	49-90	54-35A	65-78	65-125	66-15	67-35
13-410	24-21	30-81	38-7A	49-165	54-92C	65-79	65-126	66-16	67-45

List of Parcels to be Rezoned to Governmental/Civic Use District

68-44	72-79	72-126	72-227	72-276	72-325	72-377	72-458	79-11	83-99C
68-45	72-80	72-127	72-228	72-277	72-326	72-378	72-459	79-12	83-99D
69-24	72-81	72-128	72-229	72-278	72-327	72-379	72-460	79-15	84-20
69-99	72-82	72-129	72-230	72-279	72-328	72-380	72-484	79-17	84-82
69-100B	72-83	72-130	72-231	72-280	72-329	72-381	72-485	79-23	84-19A
70-61	72-84	72-131	72-232	72-281	72-330	72-382	72-486	79-28	84-1C
70-65	72-85	72-132	72-233	72-282	72-331	72-383	72-487	79-30	85-9
70-66	72-86	72-133	72-234	72-283	72-332	72-384	72-488	79-31	86-1
70-67	72-87	72-134	72-235	72-284	72-333	72-385	72-489	79-32	86-13
71-305A	72-88	72-135	72-236	72-285	72-334	72-386	72-490	79-33	86-15
72-38	72-89	72-136	72-237	72-286	72-335	72-387	72-491	79-34	86-19
72-39	72-90	72-137	72-238	72-287	72-336	72-388	72-492	79-35	86-23
72-40	72-91	72-138	72-239	72-288	72-337	72-389	72-502	79-36	86-29
72-41	72-92	72-139	72-240	72-289	72-338	72-390	72-503	79-38	86-30
72-42	72-93	72-140	72-241	72-290	72-339	72-391	72-521	79-39	86-39
72-43	72-94	72-141	72-242	72-291	72-340	72-392	73-1	79-40	86-30A
72-44	72-95	72-142	72-243	72-292	72-341	72-393	73-2	79-41	87-9
72-49	72-96	72-143	72-244	72-293	72-342	72-394	73-3	79-42	87-14
72-50	72-97	72-144	72-247	72-294	72-343	72-395	73-4	79-43	87-18
72-51	72-98	72-145	72-248	72-295	72-344	72-396	73-5	79-49	87-35
72-52	72-99	72-146	72-249	72-296	72-345	72-397	73-8	79-50	87-36
72-53	72-100	72-147	72-250	72-297	72-351	72-398	73-13	79-360	87-61
72-54	72-101	72-148	72-251	72-298	72-352	72-399	73-6A	79-45A	87-62
72-55	72-102	72-149	72-252	72-299	72-353	72-400	73-7A	80-2	87-63
72-56	72-103	72-150	72-253	72-300	72-354	72-401	74-5	80-3	87-26A
72-57	72-104	72-151	72-254	72-301	72-355	72-402	75-10	80-9	88-57
72-58	72-105	72-152	72-255	72-302	72-356	72-403	76-43	82-9	89-22
72-59	72-106	72-153	72-256	72-303	72-357	72-404	76-11A	82-19	89-32
72-60	72-107	72-154	72-257	72-304	72-358	72-405	76-57A	82-20	89-72
72-61	72-108	72-155	72-258	72-305	72-359	72-406	77-46	82-63	89-22A
72-62	72-109	72-156	72-259	72-306	72-360	72-407	77-24A	82-66	90-23
72-63	72-110	72-157	72-260	72-307	72-361	72-408	77-43A	82-67	90-29
72-64	72-111	72-158	72-261	72-308	72-362	72-409	77-83A	82-120	90-31
72-65	72-112	72-159	72-262	72-309	72-363	72-412	78-118	82-65A	90-32
72-66	72-113	72-160	72-263	72-310	72-364	72-413	78-119	82-65B	90-157
72-67	72-114	72-164	72-264	72-311	72-365	72-414	78-120	83-106	90-30A
72-68	72-115	72-165	72-265	72-312	72-366	72-415	78-121	83-107	91-1A
72-69	72-116	72-166	72-266	72-313	72-367	72-416	78-122	83-128	
72-70	72-117	72-212	72-267	72-314	72-368	72-417	78-123	83-130	
72-71	72-118	72-219	72-268	72-315	72-369	72-427	78-124	83-145	
72-72	72-119	72-220	72-269	72-316	72-370	72-429	79-1	83-146	
72-73	72-120	72-221	72-270	72-317	72-371	72-430	79-2	83-102B	
72-74	72-121	72-222	72-271	72-318	72-372	72-431	79-3	83-106A	
72-75	72-122	72-223	72-272	72-319	72-373	72-432	79-4	83-108C	
72-76	72-123	72-224	72-273	72-320	72-374	72-433	79-5	83-108D	
72-77	72-124	72-225	72-274	72-323	72-375	72-456	79-6	83-113C	
72-78	72-125	72-226	72-275	72-324	72-376	72-457	79-10	83-99A	

Proposed Governmental/Civic Use District Map



Legend

 **GC - Governmental/Civic Use District**

RESIDENTIAL DISTRICTS


 RO - One Family Dwelling

 RS - One Family Dwelling

 RT - Two Family Dwelling

COMMERCIAL / INDUSTRIAL DISTRICTS

 CB - Central Business

 CLO - Local Office

 CM - Manufacturing

 CN - Neighborhood Business

 CRO - Regional Office

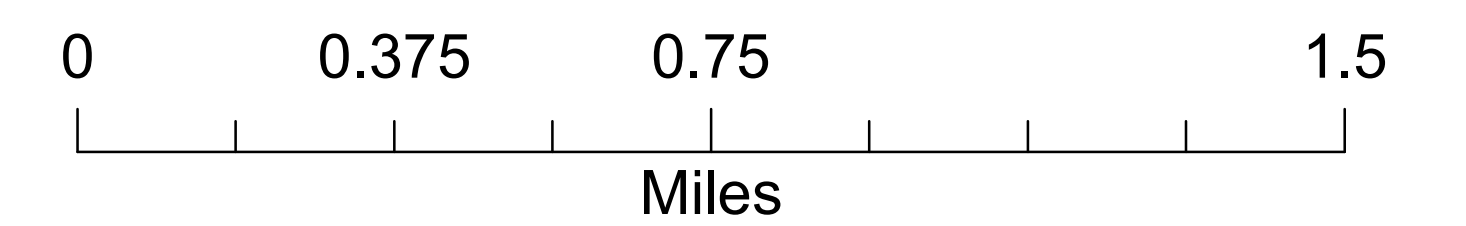
 CRS - Retail Shopping

 CS - Service Business

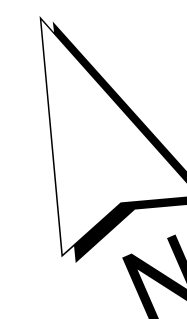
PLANNED DEVELOPMENT DISTRICTS

 CD - Planned Commercial

 RD - Planned Residential



1 in = 1,200 ft



Date: 3 / 5 / 2 0 1 5

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: 1/13/16

ITEM NUMBER: A.3

AGENDA ITEM TITLE: Fiscal Year 2017 Budget Discussions

PRESENTER: Dr. Mary Czajkowski and Ian Dailey

SUMMARY:

The Superintendent's Fiscal Year 2017 Budget was presented to the School Committee on January 12, 2016. As part of reviewing the Superintendent's Recommended Budget, public hearings are held to gather feedback on the budget. January 19, 2016 is the first of two public hearings. The second public hearing is on Saturday, January 23, 2016 (at Lexington High School). Subsequent to this meeting, additional budget discussions will be held on February 2, 2016. The culmination of these meetings seeks a School Committee vote to adopt the Fiscal Year 2017 School Committee budget on February 9, 2016.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
 Request input and questions from the School Committee, but no vote required.
 Request formal action with a vote on a specific item.

If formal action is requested, please check one:

This item is being presented

for the first time, with a request that the School Committee vote at a subsequent meeting
or

with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

Not applicable.

FOLLOW-UP:

REQUESTED MEETING DATE: 1/19/16

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 25 minutes

ATTACHMENTS:

DATE: _____
END TIME ON AGENDA

LEAVE BLANK



Lexington Public Schools FY2016-17 Budget

January 12, 2016

Mission/Vision Statement

The Lexington Public Schools serve to inspire and empower every student to become a lifelong learner prepared to be an active and resilient citizen who will lead a healthy and productive life. Educators, staff, parents, guardians and community members will honor diversity and work together to provide all students with an education that ensures academic excellence in a culture of caring and respectful relationships.

FY2016-17 Budget Theme

Ensuring on-going program excellence in light of continued growth...



3

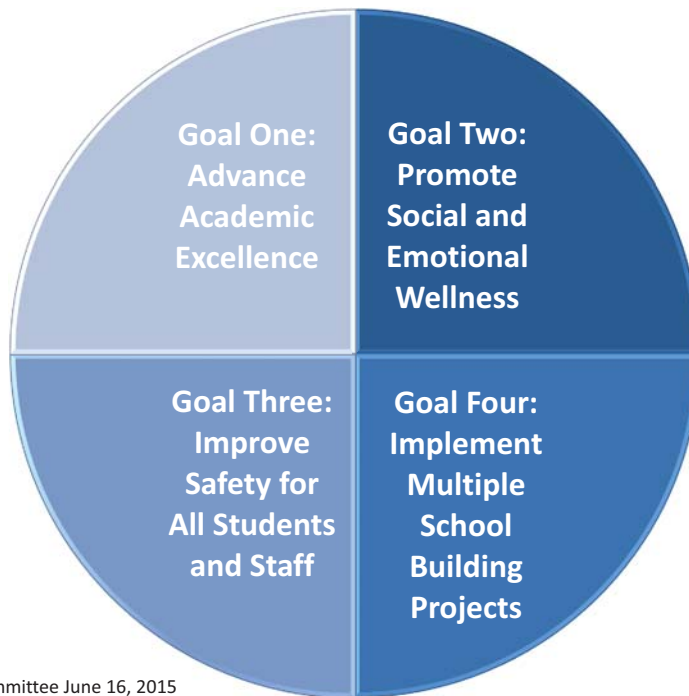
Overview

- Current District Goals
- FY17 Budget Guidelines
- FY17 Budget Categories
- FY17 Revenue Allocation
- FY17 Recommended Budget
- Five-Year Budget Trend
- FY17 Budget by Program/Level
- FY17 Employees by category
- FY17 Budget Highlights
- FY17 Budget Assumptions



4

Current District Goals



Voted by School Committee June 16, 2015

5

FY17 Budget Guidelines

- 1) Ensure all legal and contractual mandates will be met.
- 2) Include sufficient operating and capital funds to –
 - continue the current level of services;
 - be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs;
 - move the district forward in meeting the increasing demands for technology and technology services in our different educational 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 insufficient monies available to fund a level-service budget.
- 7) Identify a small number of high leverage new academic or prosocial programs or supports in anticipation of the potential elimination of Thursday afternoon half-days at the elementary level, as a result of the potential implementation of a World Language program in FY2018 at the elementary level.
- 8) Identify those funds necessary, should the district adapt a re-districting plan that addresses space needs for all students, as well as feeder patterns for special education programs.
- 9) Complete year two (of two) addressing adequacy of department and/or school per pupil expenditure levels.

Voted by School Committee September 8, 2015

6

FY17 Budget Categories

1. Contractual Requirements

- Collective bargaining contracts
- Adjustments/re-allocations of base budget
 - High Risk Tuition
 - Salary Differential
 - Position transfers
- Cost of Living Adjustments

2. Legal/Mandates

- Special Education

3. Enrollment Increases

- Adherence to class size guidelines
- Maintain program quality

4. Program Improvements

- Academic Excellence
- Elementary World Language



7

FY17 Revenue Allocation

FY16 Budget	\$92,060,316
FY17 Available Funds*	\$98,654,323
Difference	\$6,594,007
Percent Increase	7.16%

8

Based on Summit III Revenue Allocation model

FY17 Recommended Budget

FY16 Budget	\$92,060,316
Funds Requested	\$5,666,900
FY17 Budget*	\$97,727,216
Percent Increase	6.16%

*-Includes \$433,917 to be transferred to the Town's Unclassified Account for the purposes of benefits, Medicare, and worker's comp insurance associated with new positions being requested.

(9)

FY17 Recommended Budget

Salaries & Wages	\$81,785,398
Expenses	\$15,507,901
Total*	\$97,293,299
Dollar Increase	\$5,232,983
Percent Increase	5.68%

*-Does not include \$433,917 to be transferred to the Town's Unclassified Account for the purposes of benefits, Medicare, and worker's comp insurance associated with new positions being requested.

(10)

Remaining Revenue Allocation

FY17 Available Funds \$98,654,323

FY17 Recommended Budget \$97,727,216

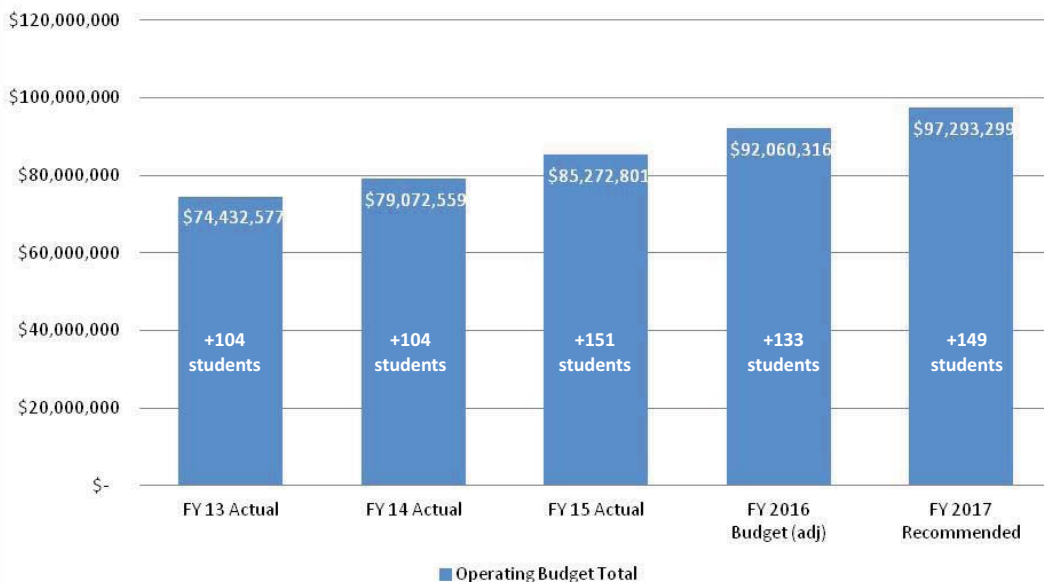
Remaining Revenue Allocation \$927,107

Based on Summit III Revenue Allocation model



Budget Trends

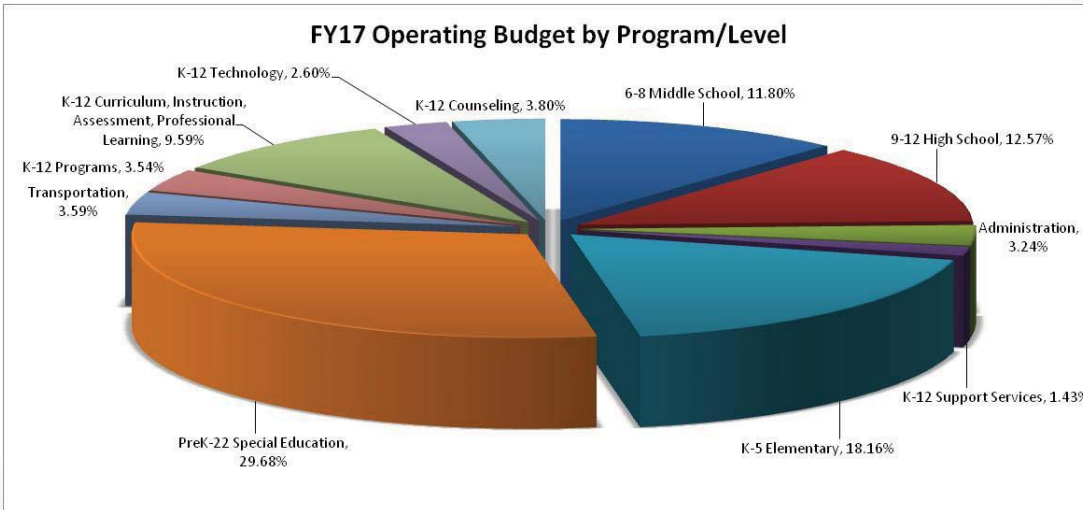
Lexington Public Schools Five Year Operating Budget Trend



-Total five-year enrollment increase is 641 students (8.3%)

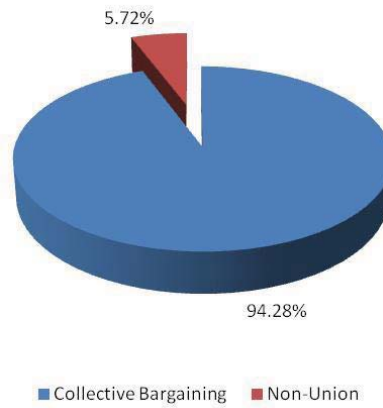
-Budget amounts do not include cost of benefits associated with new positions added each year.

FY17 Budget Program/Levels

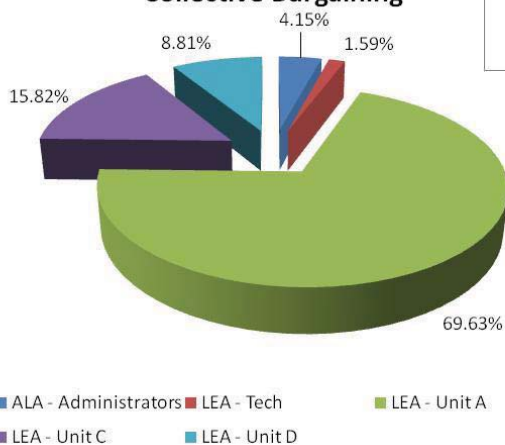


Employees

Position Affiliation



Collective Bargaining



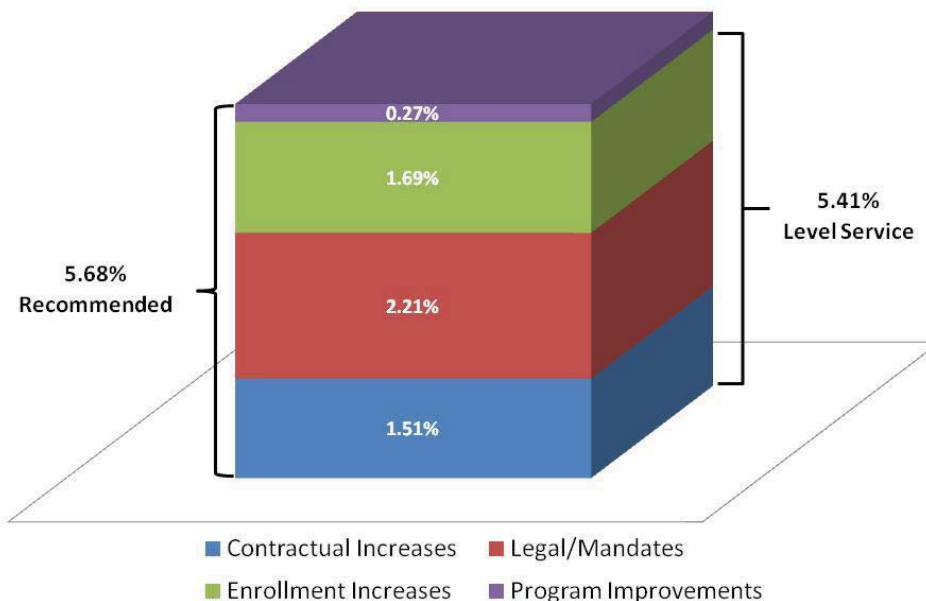
FY17 Budget Highlights

	Category	\$ Change/ Salaries	\$ Change/ Expenses	\$ Change Total	% Increase over FY16 Budget
1	Contractual Increases	\$ 1,417,982	\$ (27,013)	\$ 1,390,968	1.51%
2	Legal/Mandates	\$ 235,831	\$ 1,803,090	\$ 2,038,922	2.21%
3	Enrollment Increases	\$ 1,388,829	\$ 164,317	\$ 1,553,147	1.69%
4	Program Improvements	\$ 115,430	\$ 134,515	\$ 249,946	0.27%
5	Total Recommendation	\$ 3,158,073	\$ 2,074,910	\$ 5,232,983	5.68%

15

FY17 Budget Highlights

FY 17 Budget Recommendation - \$5,232,983



16

FY17 Budget Highlights

Goal 1: Advance Academic Excellence

- Further exploration of Elementary World Language and other necessary programs as part of implementation
 - 0.25 FTE; \$78,817
- Capital Request to support District Technology
 - \$1,198,000 (\$92,000 moved to town; joint project)
- Support of continued professional learning including Lexington Learns Together – inclusive of all staff

(17)

FY17 Budget Highlights

Goal 1: Advance Academic Excellence – cont.

- Due to projected enrollment increases in general education, additional FTE included to maintain class size and ensure on-going program excellence
 - 11.99 FTE
- Due to projected enrollment increases in special education and expansion of the ILP at LHS, additional FTE included to meet IEP requirements (teachers & para-professional)
 - 7.73 FTE

(18)

FY17 Budget Highlights

Goal 2: Promote Social and Emotional Wellness

- Continue with Year 4 of Counseling Curriculum Review
 - \$39,364
- Increase Nurse support at Diamond due to enrollment
 - 0.20 FTE
- Increase PE/Wellness staffing at Clarke and Diamond
 - 0.45 FTE
- Support Community Youth Coalition to address social & emotional needs

19

FY17 Budget Highlights

Goal 3: Promote Improved Safety for All Students and Staff

- Five Year Capital Plan to address Bridge, LHS, Fiske, and Bowman traffic patterns, improve site circulation, and safety
 - \$25,000
- Add administrative support in areas of high need (Fiske, Clarke, Diamond, LHS, Finance and Operations, Systemwide)
 - 7.17 FTE
- LHS High School Security Upgrade Capital Project
 - \$314,500 – FY17: \$25,000; FY18: \$289,500
- Transportation Program Increase
 - Regular Education – \$392,043; Special Education - \$224,121

20

FY17 Budget Highlights

Goal 4: Implement Multiple School Building Projects

- Continued work with stakeholders to develop capital plans to address overcrowding and aging facilities
- Secured additional funding to continue multiple school capital projects – 2015 STM (Dec 7, 2015)
 - \$5,386,000
- Received notice (Dec 21, 2015) from MSBA that Hastings SOI would be recommended by MSBA staff to Board of Directors (Jan 27, 2016)
- Included additional funds for comprehensive re-districting plan
 - \$35,000

[21]

FY17 Budget Assumptions - Base

Staffing Changes

- Special Education Enrollment based transfers (0.0 FTE)
- Instructional Assistant (-0.35 FTE)
- Social Worker – Low Income (-0.50 FTE)
- Occupational Therapist (-0.50 FTE)
- Special Education Reading (0.50FTE)

-0.85 FTE

\$-40,750

[22]

FY17 Budget Assumptions – Legal/Mandate

Staffing Changes

- 9-12 Psychologist (0.20 FTE)
- 9-12 Social Worker (0.20 FTE)
- PreK-22 Physical Therapist (0.20 FTE)
- PreK ILP Teacher (0.10 FTE)
- PreK Speech/Lang Path (0.45 FTE)
- School Support Personnel (4.25 FTE)

5.40 FTE

\$312,347

23

FY17 Budget Assumptions - Enrollment

Staffing Changes

- 6-8 English (1.0 FTE)
- 6-8 Math (1.0 FTE)
- 6-8 Science (1.0 FTE)
- 6-8 Social Studies (1.0 FTE)
- 6-8 World Language (1.0 FTE)
- 9-12 Science (0.25 FTE)
- 9-12 World Language (0.20 FTE)
- PreK Integrated Program Teacher (0.75 FTE)
- Specialized Instructional Asst (1.70 FTE)

23.49 FTE

\$1,729,211

24

FY17 Budget Assumptions – Enrollment (cont.)

Staffing Changes

- Accounts Payable Clerk (0.04 FTE)
- Finance Data Specialist (1.0 FTE)
- School Support Personnel (2.38 FTE)
- Nurse (0.20 FTE)
- Social Worker (0.05 FTE)
- Unallocated Classroom Teachers (3.45 FTE)
- Kindergarten Asst (0.48 FTE)
- ELL Teacher (0.1643 FTE)
- PE/Wellness (0.45 FTE)

23.49 FTE

\$1,729,211

(25)

FY17 Budget Assumptions – Enrollment (cont.)

Staffing Changes

- Performing Arts (1.25 FTE)
- High School Dean (0.60 FTE)
- Student Support Inst – Unallocated (1.382 FTE)
- Special Education Teacher – Unallocated (2.3996 FTE)
- School Comm. Exec. Secretary – (0.25 FTE)
- Special Asst to the Superintendent (1.0 FTE)
- Admin Asst – Special Education Transportation (0.50 FTE)

23.49 FTE

\$1,729,211

(26)

FY17 Budget Assumptions – Program Improvements

Staffing Changes

- Student Support Instructor (0.70 FTE)
- Academic Support Instructor (1.00 FTE)
- K-5 World Language Coordinator (0.25 FTE)



1.95 FTE

\$143,683

(27)

Total Staffing Changes

30.00 FTE

\$2,144,491

FY17 Budget Assumptions – Base & Mandate

Expense Changes

- 9-12 Math – Textbooks (base) -\$27,013
- 9-12 Special Ed. – ILP supplies (mandate) \$10,000
- Special Education Tuition (mandate) \$1,122,806
- Transportation: Special Ed. (mandate) \$224,121
- Transportation: Regular Ed. (mandate) \$392,043
- McKinney Vento Transportation (mandate) \$24,120
- Human Resources – Tuition (mandate) \$25,000
- Human Resources – ADA (mandate) \$5,000

(28)

\$1,776,077

FY17 Budget Assumptions – Enrollment & Program Improvement (PIR)

Expense Changes

• K-12 ELL - Translators (enrollment)	\$2,000
• Re-districting Plan (enrollment)	\$35,000
• Per Pupil Allocation (1.8% COLA)	\$127,317
• K-5 Principals – Fin. Assistance (PIR)	\$15,275
• K-5 Principals – Per pupil rate adj. (PIR)	\$80,725
• Clarke – Scheduling software (PIR)	\$10,000
• Diamond – Scheduling software (PIR)	\$7,915
• K-12 Counseling – Naviance (PIR)	\$2,000
• Finance & Operations – Composting (PIR)	\$18,600
	\$298,832
Total Expense Changes	\$2,074,909

(29)

FY17 Budget Assumptions – School Capital

Capital Projects

	Original	Adjusted
• Technology	\$1,290,000	\$1,198,000
• Replace 525 technology workstations		
• Expand one-to-one iPad technology at middle schools & LHS		
• Network upgrades		
• Interactive whiteboard replacements – 22 classrooms		
• Request reduced by \$92,000 (Packet Shaper Town-School joint project)		
• Furniture & Equipment	\$186,087	\$186,087
• Student Desks & Chairs		
• Cafeteria Tables		
• Supply Cabinets		
• Filing Cabinets		
• Augmentative Communication Device		
• Hearing and Vision Equipment	\$1,476,087	\$1,384,087
Total School Capital		\$1,384,087

(30)

FY17 Budget Assumptions – School Facilities Capital

Capital Projects

	Original	Adjusted
• Townwide Roofing Program	\$176,400	\$176,400
• School Building Envelope and Systems Program	\$215,000	\$215,000
• LHS Heating Systems Upgrade	\$186,000	\$186,000
• School Paving Program	\$153,750	\$0
• LPS Educational Capacity Increase	\$3,267,000	\$0
• Hastings School Replacement	\$1,500,000	\$1,500,000
• Diamond Middle School Renovations	\$0	\$44,541,900
• Clarke Middle School Renovations	\$0	\$21,264,100
• School Traffic Safety Improvements	\$228,800	\$25,000
• LHS Security Evaluation and Upgrade	\$25,000	\$25,000
	\$5,751,950	\$67,933,400

(31)

FY17 Budget Assumptions – School Facilities Capital (cont.)

Capital Projects

	Original	Adjusted
• LHS Guidance Space Mining	\$151,800	\$13,800
• LHS Nurses Office and Treatment Space	\$178,000	\$17,000
• Building Resiliency Plan – VoIP/Comm./Data	\$50,000	\$0
• LHS Fitness Center/Athletic Training Floor	\$41,220	\$41,220
• LHS Visual Arts Sinks	\$32,729	\$0
• Harrington Cafeteria Sink	\$20,000	\$0
• Hastings Window Air Conditioning	\$74,650	\$0
	\$548,399	\$72,020
Total School Facilities Capital	\$6,300,349	\$68,005,420

(32)

FY17 Budget Timeline

- January 12, 2016 – Superintendent’s FY17 Budget Presentation
- January 14, 2016 – Summit IV – FY17 White Book Review
- January 19, 2016 – FY17 Budget Public Hearing
- January 23, 2016 – FY17 Budget Public Hearing
- February 2, 2016 – FY17 Budget Discussions
- February 9, 2016 – School Committee vote on FY17 Budget
- February 22, 2016 – BoS vote on FY17 Budget
- February 29, 2016 - FY17 Brown Book distributed to TMMA
- March 21, 2016 – Anticipated opening of Town Meeting

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Class of 2015 Graduation



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AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

TODAY'S DATE: January 14, 2016

ITEM NUMBER:

A.4

AGENDA ITEM TITLE: Youth Risk Behavior Survey Report (YRBS)

PRESENTER: Amy Farrell Ph.D. Research Analyst

SUMMARY: The results of the YRBS surveys completed by students at both the High School and Middle Schools in 2015 will be reported at the January 19 School Committee meeting by researcher, Amy Farrell. In a Powerpoint presentation, Dr. Farrell will highlight the salient points of the survey results.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
 Request input and questions from the School Committee, but no vote required.
 Request formal action with a vote on a specific item.

If formal action is requested, please check one:

This item is being presented

for the first time, with a request that the School Committee vote at a subsequent meeting
or

with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

FOLLOW-UP:

Information from the survey results will also be shared at future Coalition meetings to help inform and direct the substance of that group's townwide efforts.

REQUESTED MEETING DATE: Tuesday, July 19, 2016

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 35-40 minutes given that, in addition to the report itself, there, undoubtedly, will be questions by the school committee members and attending residents.

ATTACHMENTS: The Executive summaries contained in the packet sent to the LSC for its January 5, 2016. Copies of the Powerpoint being presented at Tuesday's meeting, which will highlight the previously received Executive Summaries will be distributed to the committee on the evening of January 19.

DATE: _____
END TIME ON AGENDA

LEAVE BLANK

Executive Summary

Youth Risk Behavior Survey Lexington Middle School *2015 Results*

**Reported by
Amy Farrell, Ph.D.
Jack McDevitt, Ph.D.
Rachel Austin**

BACKGROUND INFORMATION

- 1,023 7th and 8th grade students from Clarke and Diamond Middle Schools participated in the spring 2015 Youth Risk Behavior Survey. The survey instrument that was utilized was a modified version of the Youth Risk Behavior Survey administered by the Centers for Disease Control (CDC). Data were cleaned and extreme cases were removed resulting in a final analysis of 970 student responses.¹ Those students were distributed across grades as follows:
 - 49% 7th grade (n=471)
 - 51% 8th grade (n=489)
- The Youth Risk Behavior Survey focuses on various areas of risk facing youth nationally (i.e. alcohol, drugs, sexual activity, nutrition, and violence).

Highlights from 2015 Middle School Survey

1. Alcohol and Drug Use

- 9% of 7th grade (n=40) and 18% of 8th grade students (n=87) in Lexington report ever drinking alcohol (more than a few sips) in their lifetime (compared to 12% of 8th graders in comparable schools²).
- 2% of 7th grade (n=9) and 4% of 8th grade students (n=24) report having at least one drink of alcohol during the prior 30 days (compared to 4% of 8th graders at comparable schools).
- Only 2% (n=21) of students ever reported trying cigarettes (3.6% of 8th graders in comparable schools report ever trying cigarettes). Less than 1% of students report smoking cigarettes during the prior 30 day (n=2).
- Only 1% of 7th and 8th grade students report ever trying marijuana in their lifetime and less than 1% report using marijuana in the prior 30 days (n=3).
- Approximately 2% of students (n=20) report using other drugs (i.e. cocaine, sniffing glue, steroids, over the counter medication, prescriptions).

2. Harassment and Violence

- 32% of 7th graders (n=149) and 29% of 8th graders (n=142) report ever being bullied at school.³
 - Bullying varies by gender. 35% of females report ever being bullied at school compared to 28% of males.
- 20% of 7th graders (n=93) and 21% of 8th graders (n=101) report ever being bullied electronically.
 - Electronic bullying also varies by gender. 25% of females report being electronically bullied compared to only 16% of males.

¹ Responses from Clarke and Diamond Middle Schools were combined here for purpose of analysis.

² Emerson Hospital Study of Concord, Concord-Carlisle, Groton-Dunstable, Harvard, Littleton, Maynard, Nashoba, Regional, and Westford Public Schools, 2014. It is important to note that the Emerson Hospital 2014 comparison data includes only 6th and 8th graders. Lexington Middle School data is compared only to the 8th grade Emerson Hospital data. National Center for Disease Control YRBS summary data is unavailable for Middle School students. Most states, including Massachusetts, do not conduct YRBS in Middle School.

³ In Lexington, bullying was defined as “one or more students tease, threaten, spread rumors about, hit, shove or hurt another student over and over again. It is not bullying when 2 students of about the same strength or power argue or tease each other.” Comparable school data is not available. The Emerson Hospital study asked Middle School students about being bullied at school over the past 12 months. The Lexington study asked Middle School students about being bullied at school in their lifetime. In the comparison study, 7% of 8th graders reported being bullied at school over the past 12 months.

3. Sex

- Less than 1% (n=6) of Lexington students report ever having sexual intercourse
- 9% of 7th grade (n=41) and 17% of 8th grade students (n=84) report having sent or received sexual messages electronically.
- 3% of 7th grade (n=16) and 12% of 8th grade students (n=59) report having sent or received sexual pictures electronically.⁴

4. Suicide Ideation and Self Injury

- 13% of 7th and 8th grade students (n=125) report having *ever* seriously considered suicide.
 - 10% of 7th grade students (n=49) report *ever* seriously considering suicide.
 - 16% of 8th grade students (n=76) report *ever* seriously considering suicide (compared to 6.4% of 8th grade students in comparable schools who indicate seriously considering suicide in the past 12 months).
- Suicide ideation varies by gender, and race.
 - 10% of males ever considered suicide compared to 16% of females.
 - 17% of Southeast Asian students ever considered suicide compared to 16% of Asian students, 13% of Black students, 12% of White students, and 7% of Hispanic students.
- 8% of students (n=75) ever planned to commit suicide.
 - 5% of 7th grade students (n=25) report ever planning to commit suicide.
 - 10% of 8th grade students (n=50) report ever planning to commit suicide.
- 1% of students (n=11) who reported ever making a plan to attempt suicide actually attempted suicide.
- 7% of students (n=68) reported ever engaging in other self-injurious behavior (e.g. cutting, burning).
 - 6% of 7th grade students (n=28) report ever engaging in other self-injurious behavior.
 - 8% of 8th grade students (n=40) report ever engaging in other self-injurious behavior (compared to 11% of 8th grade students in comparable schools who report having engaged in other self-injurious behavior in the past 12 months).
- 143 7th and 8th grade students report ever seriously considering suicide and/or engaging in self-injurious behavior. Of these students:
 - 22 reported needing medical services for any kind of self-injury.
 - 73 reported that they told an adult about the self-injury or thoughts of suicide.

5. Academic Stress

- 23% of 7th and 8th grade students report that classes cause them “a lot of stress” (18%, n=174) or “extreme stress” (5%, n=50).
 - 3% of 7th graders report that classes cause them extreme stress compared to 7% of 8th graders who report that classes cause them extreme stress.
 - 11% of Hispanic students report that classes cause them extreme stress compared to 6% of White students, 5% of Black students, 2% of Asian students, and 6% of Southeast Asian students.
 - 7% of females report that classes cause extreme stress compared to 4% of males.
- 39% of 7th and 8th grade students report that homework causes either “a lot of stress” (32%) or “extreme stress (7%)

⁴ The Emerson Hospital study asks Middle School students about sending or receiving sexually explicit messages or pictures over the past 12 months. The Lexington study asks Middle School students about ever sending or receiving sexually explicit messages or pictures. 7% of 8th grade students in the comparable schools report sending or receiving sexually explicit messages or pictures in the last 12 months.

- 34% of 7th graders report that homework causes either “a lot of stress” or “extreme stress”
- 44% of 8th graders report that homework causes either “a lot of stress” or “extreme stress” (compared to 24% of 8th grade students in comparable schools who report “somewhat high” or “very high” levels of stress due to their academic workload).
- Stress caused by homework varies by race, and gender.
 - 13% of Black students report that homework causes them extreme stress compared to 9% of White students, 11% of Hispanic students, 4% of Asian students, and 6% of Southeast Asian students.
 - 10% of female students report homework causes extreme stress compared to 4% of males.

Executive Summary

Youth Risk Behavior Survey Lexington High School *2015 Results*

**Reported by
Amy Farrell, Ph.D.
Jack McDevitt, Ph.D.
Rachel Austin**

BACKGROUND INFORMATION

- 1,909 students participated in the spring 2015 Youth Risk Behavior Survey. Data were cleaned to remove extreme response cases resulting in a final analysis of 1,732 student responses. Those students were distributed across grades as follows:
 - 29% 9th grade (470)
 - 26% 10th grade (425)
 - 25% 11th grade (411)
 - 20% 12th grade (323)
- Similar surveys were given 1995 (n=655), 1999 (n=1,005), 2002 (n=1,422), 2004 (n=1,455), 2007 (n=1,533), 2009 (n=1,840), 2011 (n=1,715), 2013 (n=1,664).
- The Youth Risk Behavior Survey focuses on various areas of risk facing youth nationally (i.e. alcohol, drugs, sexual activity, nutrition, and violence). Lexington High School has integrated a number of specific questions that deal with high-risk issues that are being confronted by current programs such as stress, academic competition, and risky sexual activity.

Highlights from 2015 Survey

1. Alcohol and Drug Use

Students at Lexington High School report using a number of illegal or unhealthful substances.

- 63% of students report drinking alcohol in their lifetime (down from 67% reported in 2013, identical to the 63% for all Massachusetts high schools and higher than the 53% at comparable schools¹).
- *Of the 1,031 students who reported drinking alcohol in their lifetime:*
 - 41% (n=423) reported having at least one drink of alcohol during the prior 30 days (down from 50% in 2013).
 - 37% of males and 43% of females reported one or more drinks of alcohol during the prior 30 days.
 - 26% of 9th graders, 37% of 10th graders, 44% of 11th graders and 51% of 12th graders reported one or more drinks of alcohol in the prior 30 days.
 - 45% of white students, 32% of Black students, 26% of Hispanic students, 28% of Asian students, 29% of Southeast Asian/East Indian students, and 33% of multi-racial students reported one or more drinks of alcohol in the prior 30 days.
 - 19% (n=199) of students reported binge drinking (five or more drinks in a row) at least once in last 30 days (down from 24% in 2013).
 - Of students who drank alcohol, 30% report drinking at home with parents present, 27% at a party, 25% at friend's houses with no adults present, 17% at home with no parents present, and 14% at friend's house with adults present.
 - Although the direction of the relationship is unknown, students who report higher levels of drinking also report significantly higher levels of stress due to classes, homework, and planning.

¹ Emerson Hospital Study of Concord, Concord-Carlisle, Groton-Dunstable, Harvard, Littleton, Maynard, Nashoba, Regional, and Westford Public Schools, 2014.

- 11% of students have ever tried smoking (down from 15% in 2013 and lower than the 32% average for Massachusetts High Schools and 16% of comparable schools) and only 3% of the students report smoking cigarettes during the prior 30 days (down from 5% in 2013).
- 21% of students report using marijuana in their lifetime (down from 23% in 2013 and lower than the 41% average for Massachusetts High Schools and 27% average for comparable schools)
 - 6% of 9th graders, 15% of 10th graders, 25% of 11th graders and 38% of 12th graders report trying marijuana in their lifetime.
 - Roughly equal proportions of male and female students have tried marijuana in their lifetime.
 - Black students were proportionately most likely to have tried marijuana (30%), followed by Hispanic (26%) and white (24%), Asian (8%) and Southeast Asian/East Indian (7%) students.
 - 13% of students report having used marijuana during the prior 30 days (roughly equal to 2013 data and lower than the 25% Massachusetts High School average and 17% comparable schools average).
 - Of students who report marijuana usage, 17% report getting marijuana from a friend and 4% report getting marijuana from a classmate.
 - Although the direction of the relationship is unknown, students who report higher usage of marijuana also report significantly higher levels of stress due to homework, classes, and planning.
- Less than 2% of students report other drug usage (i.e. sniffing glue, over the counter medications, heroin in their lifetime, or other drugs). There were no significant grade, gender or race differences in usage of other drugs.
- 10% of students (n=165) reported being on prescription medication for mental or behavioral issues. White students (13%) were proportionately most likely to report being on prescription medication for mental or behavioral issues, compared to Black (4%), Hispanic (9%), Asian (4%) or Southeast Asian/East Indian (3%) students.

2. Harassment and Violence

- 19% of students (n=314) report being a victim of harassment² at school or because of something that happened at school (down from 21% in 2013). 17% of students report being threatened at school over the past 12 months (compared to 7% of students at comparable schools who report being threatened or humiliated, or experiencing hostile behaviors from others in school).
 - Of the 314 students who report being harassed:
 - 81% report being harassed by students while in school (n=257)
 - 14% report being harassed by a teacher while in school (n=44)
 - 36% report being harassed over the internet or by email (n=78)
 - 30% told no one (n=94)
 - 60% told friends (n=182)
 - 27% told parents (n=85)
 - 14% told school officials (n=44)
- Male and female students equally report being harassed. Harassment does vary by student's self-reported sexual orientation. LGBT students were more likely to report harassment (47% of gay or lesbian students reported being harassed compared to 36% of bisexual students, 25% of students not sure of their sexual identify, and 17% of heterosexual students). Black students

² Harassment is defined in the survey as “being teased or threatened verbally or physically by an individual or group.”

were also more likely to report harassment (23%) compared to white (20%), Hispanic (18%), Asian (15%), or South Asian/East Indian students (12%).

- The YRBS also asked questions about violence in the home and dating violence.
 - 16% of students (n=278) reported that they witnessed or experienced violence in the home over the past 12 months.
 - 6% (n=96) of students at Lexington report that they have experienced dating violence (compared to 4% of students at comparable schools). Experience with dating violence is more acute among female students (8%).

3. Sex

- Approximately 13% of Lexington students (n=187) report that they have ever had sexual intercourse (compared to 14% in 2013, 38% in Massachusetts High Schools and 24% in comparable schools).
 - Sexual experience varies greatly by grade.
 - 1% of 9th graders report ever having sex (n=6)
 - 7% of 10th graders report ever having sex (n=30)
 - 17% of 11th graders report ever having sex (n=69)
 - 26 % of 12th graders report ever having sex (n=82)
- For those students who reported that they have had sexual intercourse, 69% reported that they used a condom during the last sexual intercourse (up from 66% in 2013). Of those students who reported having sex but not using a condom, 78% indicated they or their partner took birth control pills.
- 21% of Lexington students (n=319) report that they have ever had oral sex (down from 22% in 2013 and lower than the 32% at comparable schools).
 - The proportion of students who report having oral sex at least once varies by grade.
 - 7% of 9th graders report ever having oral sex (n=32)
 - 14% of 10th graders report ever having oral sex (n=60)
 - 27% of 11th graders report ever having oral sex (n=109)
 - 37 % of 12th graders report ever having oral sex (n=117)
- 32% of students (n=500) reported sending or receiving a sexual message electronically and 24% of students (n=375) reported sending or receiving a sexual picture electronically (compared to 22% of youth at comparable schools that had sent or received sexually explicit message or photos electronically)
- The following list indicates the proportion of students in each grade and the proportion of male and female students that report sending and receiving sexual messages:
 - 25% of 9th graders (n=117)
 - 26% of 10th graders (n=107)
 - 36% of 11th graders (n=146)
 - 41% of 12th graders (n=130)
 - 29% of males (n=232)
 - 33% of females (n=259)

4. Suicide Ideation and Self Injury

- 15% of students (n=262) report they have seriously considered suicide in the last 12 months (roughly equivalent to the 2013 data; compared to 17% nationally and 12% in Massachusetts high schools and comparable communities).

- Young women are more likely to consider suicide (18%) than young men (13%). Asian (17%), Southeast Asian (16%), and white (15%) students are more likely to consider suicide than Black (11%) and Hispanic (7%) students.
- Bisexual (48%), Gay and Lesbian (42%) and students who are unsure about their sexual orientation (18%) are more likely to consider suicide than heterosexual students (13%)
- 12th graders (11%) were less likely to consider suicide than 9th graders (16%), 10th graders (16%) and 11th graders (17%).
- 43% of the students that reported suicide ideation also report feeling hopelessness and loss of interest in activities, common indicators of depression.
- 8% of students (n=135) made a plan to commit suicide over the last year (roughly equivalent to the 2013 data; compared to 14% nationwide and 12% Massachusetts in 2013).
- 2% of students (n=39) of students attempted suicide over the last year (slightly down from 3% in 2013; compared to 8% nationwide, 6% Massachusetts, and 4% in comparable communities).
- 1% of students (n=9) reported an injury associated with a suicide attempt over the last year (comparable to past years at LHS and lower than 3% nationwide and 2% in Massachusetts).
- 13% of students have engaged in other self-injurious behavior in the last year (e.g. cutting, burning) (identical to proportion in 2013 and compared to 14% in Massachusetts High Schools and comparable schools).

5. Academic Stress

- Students experience very little stress from sports (15% report a lot or extreme stress), extracurricular activities (6%), or clubs (5%).
- 95% of students report being under “a lot of stress” or “extreme stress” stress due to classes
 - 14% of students report being under “extreme stress” due to classes (down from 15% in 2013)
 - Southeast Asian students are more likely to report that classes cause them extreme stress (18%) compared to Asian (15%), Black (15%), Hispanic (15%) and White (13%) students.
 - 13% of 9th grade, 12% of 10th grade, 20% of 11th grade, 12% of 12th grade felt extreme stress from classes.
 - 18% of females compared to 10% of males report extreme stress from classes.
- 96% of students report being under some stress due to homework.
 - 14% of students report being under “extreme stress” due to homework (down from 16% in 2013).
 - Black (16%), Hispanic (12%), White (14%) and Asian (13%) students are more likely to report extreme stress from homework compared to Southeast Asian/Indian students (8%).
 - 11% of 9th grade, 12% of 10th grade, 19% of 11th grade, 13% of 12th grade felt extreme stress from homework.
 - 16% of females compared to 11% of males report extreme stress from homework.
- Planning for the future causes students stress
 - 33% of students report “extreme stress” planning for life after high school.
 - Students from all grades feel stress planning for future but extreme stress most acute among juniors and young women.
 - 29% of 9th grade, 31% of 10th grade, 38% of 11th grade, 33% of 12th grade felt extreme stress planning for the future.
 - 24% of males compared to 41% of females report extreme stress due to planning for the future.

- Stress related to academic achievement has negative consequences.
 - When students feel they have not performed as well as they would have liked on an exam 47% report it “bothers them a lot”. Young women are more bothered 51% compared to 38% to young men.
- Students feel academic pressure from a variety of sources:
 - 66% of students indicated they felt in academic competition with their friends
 - 75% of students indicated feeling indirect pressure from friends to do well in school
 - 80% of students felt pressure from their parents to get good grades
 - 95% of students felt pressure from themselves to do well in school
 - 62% of students felt pressure from teachers to get good grades
 - 85% of students felt the atmosphere of the school encouraged academic competition
 - 80% of students felt the atmosphere of the town encouraged competition.
- 24% students thought their teachers were aware of their level of stress (comparable to 23% in 2013).

5. Mental Health, Coping Strategies and Supports

- The 2015 YRBS included questions dealing with student’s views of themselves and their responses to certain situations or problems.
 - Overall students report being able to depend on their family and friends to support them if they encounter problems (83%); 79% of students indicate that when confronted with problems they can usually find several solutions.
 - 44% of students indicated that they often feel lonely, 31% of students indicated they often feel depressed.
 - Youth who are lonely or depressed report much less support (71% of students who are lonely have support; 69% of students who are depressed have support).
 - Youth who are lonely or depressed report less ability to find solutions (69% of students who are lonely can find solutions; 64% of students who are depressed can find solutions).
- The survey also indicates that programming at LHS designed to help reduce stress may be having a positive impact.
 - Students report a number of healthy responses for dealing with stress. Students most commonly dealt with stress by exercising (44%), listening to music (61%), and reading (22%). But some students coped with stress by using alcohol and drugs (7%), sleeping (48%) and watching television (43%)
- The health education program also appears to have a positive impact on student decision making around risky behavior.
 - 55% of students report that they receive the most accurate information about sex from their health teachers. This far exceeded parents (11%), friends (9%), or the internet (20%).
 - Parents (28%), health teachers (22%) and friends (20%) are the most important people that influence student decision making regarding sex.
 - 50% of students report that they receive the most accurate information about alcohol and substance abuse from their health teacher. This far exceeds parents (20%), friends (8%), or the internet (20%).
 - Parents (45%), friends (15%) and health teachers (14%) are the most important people that influence student decisions about alcohol and drug usage.
 - 31% of students report that they receive the most accurate information about stress management from their health teachers compared to parents (21%), friends (12%), or the internet (13%).

AGENDA ITEM SUMMARY

LEXINGTON SCHOOL COMMITTEE MEETING

ITEM NUMBER: A.5

TODAY'S DATE: 1/13/16

AGENDA ITEM TITLE: Extended Day Program Request for Proposals (RFP) #16-1

PRESENTER: Ian Dailey

SUMMARY:

The School Department is approaching the end of a five-year agreement to provide after-school care at the elementary school level. This current contract concludes on June 30, 2016. The final year of this agreement included the addition of a program at Bridge Elementary School, so that all six elementary schools could offer a program on-site. With the end of the current agreement approaching, staff worked with Principals and other stakeholders to develop a new Request or Proposals. This agreement would span July 1, 2016 – June 30, 2019 with two possible one-year extensions (up to June 30, 2021). In an effort to maintain appropriate timelines for awarding the agreement, this Request for Proposals is being released January 19, 2016. Should there be any substantive requested changes, they can be issued via an Addendum. The full Request for Proposals timeline can be found attached.

The recommended Request for Proposals (RFP) seeks to maintain the current after school program as it is operated today, as an after-school program offered at all six elementary schools. Additionally, with the potential implementation of Elementary World Language triggering the elimination of half-day Thursdays at the elementary level, pricing will be required for both scenarios. Should the School Committee implement the Elementary World Language program and eliminate half-day Thursdays at the elementary school level, this RFP will already have pricing included accordingly.

Feedback has been provided to the School Department seeking a before-school program be implemented at the elementary level as well as an after-school program at the middle school level. Staff is not recommending these additional requests be included in this Request for Proposal as outlined below.

Currently schools are experiencing compressed program spaces. At the elementary level, many spaces are already being utilized by schools in the mornings. Many schools use their gyms for Before School Sports or BOX (K-2 Activity club); their cafeterias for clubs, school breakfasts, and as a place for students during inclement weather; and their libraries for miscellaneous meetings. In addition to these compressed spaces being already utilized, our schools are undergoing multiple school projects to address overcrowding for our core school programs. Should there be a desire to later add a before school program if space becomes less compressed and the multiple school projects are completed, that could be explored. Additionally, as previously mentioned, staff have received feedback regarding an after-school program at the middle schools. Currently, the middle schools have a number of programs and clubs being offered (including athletics). The middle schools use their gyms for basketball and intramurals;

their cafeterias for clubs; and their libraries for miscellaneous groups such as the METCO After School Program. In addition to these compressed spaces being already utilized, our middle schools are undergoing multiple school projects to address overcrowding for our core school programs. Should there be a desire to later add a middle school program if space becomes less compressed and the multiple school projects are completed, that could be explored.

WHAT ACTION (IF ANY) DO YOU WISH SCHOOL COMMITTEE TO TAKE?

- No action requested, this is a short update or a presentation of information.
- Request input and questions from the School Committee, but no vote required.
- Request formal action with a vote on a specific item.**

If formal action is requested, please check one:

This item is being presented

for the first time, with a request that the School Committee vote at a subsequent meeting or

with the request that the School Committee take action immediately

If formal action is requested:

Include a suggested motion or let _____ know if you need assistance preparing a motion.

SUGGESTED MOTION:

The School Committee approve the Extended Day Request for Proposals, as to form included with this item, for an after-school program at each of the six elementary schools for a term of July 1, 2016-June 30, 2019, with the option of two one-year extensions.

FOLLOW-UP:

REQUESTED MEETING DATE: 1/19/16

AMOUNT OF TIME REQUESTED FOR THE AGENDA ITEM: 25 minutes

ATTACHMENTS:

Extended Day Request for Proposal (RFP) #16-1

DATE: _____
END TIME ON AGENDA

LEAVE BLANK

REQUEST FOR PROPOSALS

RENTAL OF SPACE FOR AN AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS

RFP #:	16-1
Bid Due Date:	February 16, 2016 at 11:00 A.M.
Bids Opened At:	Lexington Public Schools 146 Maple Street Lexington, MA 02420

Contact

Ian Dailey, Interim Director for Finance and Operations
v: 781-861-2580 x68062
f: 781-861-2560
idailey@sch.ci.lexington.ma.us

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LEGAL NOTICE

Request for Proposals AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS

Lexington Public Schools invites proposals for AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS. Documents are available starting **January 19, 2016**. Proposals will be received until 11:00AM., **February 16, 2016** by mail or delivered to:

Ian Dailey, Interim Director of Finance and Operations
Lexington Public Schools
146 Maple Street
Lexington MA 02420

with the designation "RFP #15-1 AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS on the envelope. The Lexington Public Schools reserves the right to reject any and all proposals. For questions, information, or bid documents contact Debbie Harvey, Procurement Operations Manager by email at dharvey@sch.ci.lexington.ma.us.

Item	Date	Time	Location
Notice	January 14, 2016 January 14 & 21, 2016		http://ps.lexingtonma.org (under Quick Links: LPS Procurement/Purchasing) Lexington Minuteman Newspaper
Release of Bid	January 19, 2016	11:00 a.m.	http://ps.lexingtonma.org (under Quick Links: LPS Procurement/Purchasing) or Business Office/146 Maple Street Lexington, MA 02420
Visitation of After School Program Areas	January 28, 2016	Starting at 12:45 p.m. at Harrington Elementary School 325 Lowell Street Lexington, MA	Order of Visits: Harrington Bowman Bridge Hastings Estabrook Fiske
Questions Due	February 10, 2016	By 4:00 p.m.	Email at dharvey@sch.ci.lexington.ma.us
Addendas	February 12, 2016	By 4:00 p.m.	http://ps.lexingtonma.org (under Quick Links: LPS Procurement/Purchasing)
Proposal Submission Due Date	February 16, 2016	11:00 a.m.	Lexington Public Schools, Central Administration Building, 146 Maple Street, Lexington, MA
Vendor Presentations	March 3, 2016	TBD	Upper Level Conference Room Lexington Public Schools, Central Administration Building, 146 Maple Street, (GPS Address: 328 Lowell St) Lexington, MA
Term	July 1, 2016 – June 30, 2019 Plus (2) One Year Extension Options		

REQUEST FOR PROPOSALS: RENTAL OF SPACE AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS

Location of Programs:

Bowman Elementary School
Bridge Elementary School
Estabrook Elementary School
Fiske Elementary School
Harrington Elementary School
Hastings Elementary School

Lexington Public Schools Address List

School	Address	City	Phone #
Bowman Elementary School	9 Philip Road	Lexington, MA 02421	781-861-2500
Bridge Elementary School	55 Middleby Road	Lexington, MA 02421	781-861-2510
Estabrook Elementary School	117 Grove Street	Lexington, MA 02420	781-861-2520
Fiske Elementary School	55 Adams Street	Lexington, MA 02420	781-541-5001
Harrington Elementary School	328 Lowell Street	Lexington, MA 02420	781-860-0012
Hastings Elementary School	7 Crosby Road	Lexington, MA 02421	781-860-5800

A - GENERAL INFORMATION

1. OVERVIEW

This is a Request for Proposals (RFP) issued by the Lexington Public Schools to secure the provision of goods and/or services.

The **Lexington Public Schools** seeks proposals for **RENTAL OF SPACE OF AN AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS**. These proposals are to be provided to the Lexington Public Schools, 146 Maple Street, Lexington, MA, 02420. Elementary after school care for Lexington Public Schools students is needed on Mondays through Fridays. Mondays, Tuesdays, Wednesdays and Fridays are full days of school for students from 8:30 a.m. to 3:15 p.m. Thursdays are half days for students from 8:30 a.m. to 12:15 p.m. During the term of this agreement, early dismissal on Thursdays at the elementary level could be eliminated but at this time it is yet to be determined the time frame of this curriculum change.

2. PROPOSAL DOCUMENTS

Proposal documents will be made available beginning **January 19, 2016** through the following means:

By submitting a request for **RFP #15-1** and providing the prospective Proposer's Contact Person

Name, Company Name, Address, City, Zip, phone and email address through one of the following means:

- a. By email to dh Harvey@sch.ci.lexington.ma.us
- b. By **phone** to **Debbie Harvey at 781-861-2580 x68062**. In order to request by phone you must speak to a live person. Voice mail requests will not be considered official requests.
- c. By going to the **Lexington Public Schools, Business Office, 146 Maple Street, Lexington, MA 02420. Open Monday through Friday, 8:00 a.m.-4:00 p.m.**
- d. Bid documents will be emailed unless delivery via U.S. Mail is specified by the requester.

3. QUESTIONS

All questions regarding this RFP must be submitted by **February 10, 2016 at 4:00 p.m.** Direct all inquiries to Debbie Harvey via one of the methods listed above. No inquiries will be accepted within two days prior to the bid opening. Responses to inquiries that affect all Proposers will be issued as addenda. Non-bidding parties (e.g., trade journals or trade clearinghouses) will not be issued addenda without a public records request for the addenda after the addenda is issued, and should not distribute this for use as an official bid document. Only Lexington Public Schools will issue official bid documents. Note: We do not distribute “official” documents to non-Proposers nor do we post notices of bids beyond those locations required by Massachusetts General Laws and regulations issued pursuant to such laws (i.e., newspapers of general circulation and the Central Register of Goods and Services Bulletin).

4. ADDENDA

All Addendas to this RFP will be posted and emailed out to proposers who have requested proposal documents by **February 12, 2016 at 4:00 p.m.** Written addenda issued by the Lexington Public Schools will be emailed to all parties that have requested bid documents from Lexington Public Schools via options described in #2 above. Absence of “failure” messages electronically transmitted from addressee’s site will serve as confirmation of delivery of addenda. Proposers should contact Debbie Harvey via email, phone, or fax if they believe an addendum has not been received. Addenda will also be posted on the Lexington Public Schools website <http://lps.lexingtonma.org/Page/1>, click LPS Procurement & Purchasing Info and search for RENTAL OF SPACE FOR AN AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS which will be the responsibility of all parties to review periodically for addendums anytime before the proposal due date.

5. SCHOOL BUILDING VISITS

On **January 28, 2016 at 12:45 p.m.**, site visits will be conducted at each elementary school building to look at the current after school program’s available space for this program. A school representative will meet with all potential bidders at the Harrington Elementary School, 328 Lowell Street, Lexington, MA to start and then tour each of the other elementary school buildings available for the after school program. It will probably take about 20 - 30 minutes to tour each school building so please plan accordingly. There will be no Pre-Bid Conference.

6. BIDDER PRESENTATIONS

On **March 3, 2016** in the Upper Level Conference Room at Lexington Public Schools, 146 Maple Street (GPS Address is 328 Lowell Street), Lexington, MA, bidders may be asked to conduct a 20 minute presentation on their after school program before a Lexington Public Schools’ Review Committee. The time of these presentations is to be determined after all bid submissions are submitted and all bidders will be notified of their designated presentation time once a schedule has been created.

Please Note: As you enter the driveway of 328 Lowell St, there will be two buildings side by side, the presentations will be held in the older school building where a receptionist can inform all bidders where the room location for these presentations will be held. After the presentation, the Review Committee will have a chance to ask questions regarding the bidder's program.

B - HOW TO SUBMIT A PROPOSAL

1. PROPOSAL SUBMISSIONS

- a. Sealed proposals must be received, time and date stamped by the official time clock in the Mailroom at the School Administration Building at Lexington Public Schools, 146 Maple Street, Lexington, MA 02420 on February 16, 2016 at 11:00 a.m. Any proposals submitted after 11:00 a.m. on February 16, 2016 will be considered late and will not be accepted for submission for this RFP. No emails or telegraphic proposals will be accepted.
- b. Proposals will be made available for inspection onsite for a reasonable period of time after all proposals are opened and a determination made on the awarded vendor. RFPs will be opened privately and evaluated. Price Proposals are opened privately after proposal evaluations.
- c. Unforeseeable Deterrents – If, at the time of the scheduled proposal submission date, Lexington Public Schools are closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal due date will be postponed until 11:00 AM. on the next normal business day.

d. PROPOSAL SUBMITTAL

Proposals consist of two parts for each location: a Price Proposal and a Non-Price Proposal. In accordance with Massachusetts General Laws (MGL) Chapter 30B, respondents must submit separate Price and Non-Price proposals in separately sealed envelopes. All school building Price and Non-Price Proposals must be submitted in one **sealed envelope** clearly marked with the following information on the front of the envelope:

“Price Proposals For RFP #16-1 After School Structured Program For Elementary Students”

OR

“Non- Price Proposal For RFP #16-1 After School Structured Program For Elementary Students”

For all Price Proposals: 2 copies, one original and one photocopy of each building Price Proposal must be submitted separately in a sealed envelope from the Non-Price Proposals on the attached forms entitled:

“Price Proposal – Bowman Elementary School”

“Price Proposal – Bridge Elementary School”

“Price Proposal – Estabrook School”

“Price Proposal – Fiske Elementary School”

“Price Proposal – Harrington Elementary School”

“Price Proposal – Hastings Elementary School”.

For Non-Price Proposal: There is one Non-Price Proposal form that represents all 6 Lexington Public School Elementary Schools. 2 copies, one original and one photocopy of the Non-Price Proposal must be submitted separately in a sealed envelope from the Price Proposals, on the attached form entitled:

**"Non-Price Proposal for
Bowman Elementary School
Bridge Elementary School
Estabrook Elementary School
Fiske Elementary School
Harrington Elementary School
Hastings Elementary School**

Price and Non-Price Proposals must be signed as follows:

- **If the proposer is an individual**, by her/him personally;
- **If the proposer is a partnership**, by the name of the partnership, followed by the signature of each general partner; and
- **If the proposer is a corporation**, by the name of the corporation, followed by the signature of an authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation with the corporate seal affixed.

2. **COMPLIANCE WITH RFP**

Proposers must comply with all requirements of this RFP in order to be eligible for contract award.

Minor informalities will be waived or the Proposer will be allowed to correct them. If a mistake in a proposal is evident and the intended proposal is clear on the face of the **Price Proposal Form**, the mistake will be corrected to reflect the intended correct proposal and the Proposer will be notified in writing. The Proposer may not withdraw such a proposal. Lexington Public Schools may reject or a Proposer may withdraw a proposal if a mistake is clearly evident on the face of the Non-Price or Price Proposal Form, yet the intended correct proposal is not similarly evident.

3. **REQUIRED PROPOSAL SUBMISSIONS**

Proposers shall provide one copy of the following general information in their Non-Price Proposals for review:

- a. A cover letter describing your organization and explaining your philosophy of an after school structured program for elementary school students.
- b. A listing of programs offered in your program to K-5 school-age children. You must list this information on the "After School Structured Programs Offered" attached under the forms required cover sheet.
- c. A sample of what the proposer's weekly after school care program would entail for Lexington Public School students. List this information on the "Sample Weekly Program Schedule" form located after Cover Sheet in this RFP.
- d. A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.
- e. A description of how educational, social, parental, and community involvement will be maintained.
- f. Provide a transition plan for implementing an after school program in 6 school buildings.

- g. A plan for financing your program which demonstrates sufficient revenue to cover program expenses. Include a letter of endorsement from any projected funding sources, and a copy of your most recent audited financial statement. Current “audited financial statements” means the last year the audited financial statement was prepared. If the audited financial statement is more than two years old, respondents must provide their last audited financial statement available plus their most recent financial statements prepared by a CPA firm.
 - h. A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.
 - i. A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid, allergy preparedness and emergency procedures.
 - j. A description of your procedures for student enrollment and registration. The Program will begin on first day of school.
 - k. A description of your procedure for providing financial assistance to students, whose families face income limitations in affording program fees.
 - l. Provide an annual tuition/fee schedule for the lease term. Vendor should list this information on the Proposal Tuition Rate Form included under the required forms section in the back of this RFP (completed Tuition Rate Form should reflect actual tuition to be charged).
 - m. A sample quarterly enrollment report for each location.
 - n. Parent late pick up fee policy.
 - o. A description of training your staff has received in social/emotional learning programs
 - p. All Amendments posted for this RFP must be included with all bid submissions.
 - q. All Amendments and information given on our Questions and Answers postings will be included in the final contract awarded for the Rental of Space after School Structured Program for Elementary Students RFP.
4. **REQUIRED SITE-SPECIFIC SUBMISSIONS:** Proposers also are required to provide the following site-specific information in their non-price proposals:
- a. A description of the program structure and content.
 - b. Proposed hours of operation. This should include staff arrival and departure and student arrival and departure.
 - c. A description of staff, including program supervision, management and support, as well as staff qualification requirements. Note: Individual school principals shall have final approval of program staff working within their buildings. A criminal background check will be conducted on all of the organization’s employees before a program will be permitted to commence. Each organization’s employee must be fingerprinted by a designated fingerprinting facility. Information regarding instructions on where to go for fingerprinting is included in this RFP.
 - d. Proposed staff-to-child ratios. Also include the maximum number of children that can be accommodated by your program at each school.
 - e. A description of how your program would transport students, if needed. No transportation will be provided by Lexington Public Schools, without the prior approval of the School Committee.
 - f. A description of program’s Pick up and Drop Off Plan for students after school and vacation weeks. Include parking plan for student pick up and drop off after school and school vacation weeks.
 - g. **Emergency Action Plan**

- i. Provide an emergency action plan for your programs which will be implemented in each school building by the first day of your program. This emergency plan shall be updated annually during the each lease term and approved by the district before the first day of school. **This information can be emailed to Debbie Harvey at dharvey@sch.ci.lexington.ma.us or delivered to the Business Office, 146 Maple Street, Lexington, MA 02420.**

Below is the information that must be included in each Emergency Action Plan for each building:

- A list of your emergency personnel in each building with phone numbers
- Emergency Reporting and Evacuation Procedures
- Emergency Notification procedures
- Procedure for a medical emergency
- Procedure for a police and fire emergency
- Severe weather notifications procedure
- Emergency Training for all staff
- Evacuation Route for students in each program at each school building.

5. **REQUIRED PROPOSAL FORM SUBMISSIONS:** All proposal submissions are **required** to contain the following forms fully completed and signed:
 - a. A signed Cover Sheet
 - b. Non-Price (Form A) and Price (Form B) Proposal Forms for each elementary school building as requested by RFP
 - c. Proposed Tuition Rate Form (Form C)
 - d. After School Structured Program Offerings (Form D)
 - e. After School Structured Weekly Program Schedule Sample (Form E)
 - f. References
 - g. A signed Non-Collusion Form
 - h. A signed Certificate of Authority
 - i. Disclosure of Lobbying Activities Form
 - j. Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
 - k. A signed Corporate/Partnership Form (if applicable)

All forms are located under “Required Proposal Forms” in this RFP.

CORI Forms/Staff Fingerprinting: The State of Massachusetts requires every staff person and vendor who will be working with students to have a background check and fingerprint-based criminal background check before working with students. Under the new law, all public and private schools in Massachusetts are required to obtain a background check and state and national fingerprint-based criminal background checks for the purpose of determining the suitability of current and prospective employees of the schools that may have direct and unmonitored contact with children. The new law also requires schools to obtain state and national fingerprint-based criminal background checks for any individual who regularly provides school-related transportation to children, and any subcontractor or laborer commissioned by the schools to perform work on school grounds that may have direct and unmonitored contact with children.

CORI Forms: Lexington Public Schools requires any after school program staff member to fill out a CORI form available through the Lexington Public Schools Human Resources Department (mmodoono@sch.ci.lexington.ma.us or by phone at 781-861-2580 x68046) The awarded vendor must have all employees working with Lexington Public Schools’ elementary school students to complete a CORI/SORI form one month prior to the beginning of the school year.

Included in this RFP under the “Forms” section is a copy of a CORI Form for your staff use. This form needs to be brought to any school building main office personnel or Human Resource Department at the Central Administration Building at 146 Maple Street (GPS Address: 328 Lowell Street) for submission along with the staff member’s driver’s license for verification. Any vendor employee who is not CORI checked one month before the beginning of the school year will not be allowed to enter any school building supervising students in Lexington Public Schools. Any employees hired after the first day of school cannot work with Lexington Public School students until their CORI background check has been submitted and approved by Lexington Public Schools.

Fingerprinting Information: Every employee of the after school program awarded vendor who will be working with Lexington Public School students must have a fingerprint-based criminal background check. Included in this RFP under the “Forms” section are instructions on where to obtain this fingerprint background check and where the confirmation of this action should be sent once this requirement is completed. Any vendor employee who is not fingerprinted and approved before the beginning of the school year will not be allowed to enter any school building supervising students in Lexington Public Schools. Any employees hired after the first day of school cannot work with Lexington Public School students until their fingerprint background check has been submitted and approved by Lexington Public Schools.

MODIFICATIONS TO PROPOSALS

A Proposer may correct, modify, or withdraw a proposal by written notice received by the Lexington Public Schools no later than the close of business on the day before the bid opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "RFP #16-1, AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS, Modification No. ___." Each modification must be numbered in sequence, must reference the original RFP and must be signed by the same person who signed the non-price and price proposals or a surrogate so authorized in writing.

After the bid opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of Lexington Public Schools or fair competition as determined by Lexington Public Schools.

C - AWARD AND CONTRACT

1. RULE OF AWARD

An award will be made as follows:

Lexington Public Schools will select the most responsive and responsible Proposer submitting the most advantageous proposal, taking into consideration all quality requirements and comparative criteria set forth in this RFP, including the Proposer’s experience, staff capacity, references, and plan of services as well as the proposal price.

2. Tie Breaker

In the event of a tie, the Lexington Public Schools will flip a coin assigning “heads” to the Proposer whose company name is alphabetically first.

3. TIMEFRAME FOR AWARD

All proposal prices submitted in response to this RFP must remain firm for thirty (30) days following the bid opening or until a contract is executed, whichever occurs first.

4. **RESERVED RIGHTS**

Lexington Public Schools reserves the right to:

- a. Cancel this RFP at any time, with or without notice to prospective Proposers. Reasonable efforts will be made to give timely notice.
- b. Accept or reject, in whole or in part, any and all proposals as permitted by law.
- c. Award contract as it deems best serves the interests of the Lexington Public Schools.
- d. Waive or adjust non-statutory proposal requirements before or after proposal are opened in whatever ways it deems best serves the interests of Lexington Public Schools, while also being non-prejudicial to the interests of fair competition.

5. **LEASE CONTRACT**

A signed lease contract will result from this RFP, and will remain in effect for the contracted work period or until the purpose of the contract is fully realized. The contract will be from July 1, 2016 through June 30, 2019. The contract term may be extended for (2) one year terms if circumstances warrant such an extension. The Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

D - PROPOSAL REQUIREMENTS

1. **PERFORMANCE CAPABILITIES**

Proposers must be capable of providing the specified goods and services on schedule, in working order, in an intact and undamaged condition, and providing any support services in a professional and workmanlike manner. Time of performance is critical to this RFP. Proposers must reassure Lexington Public Schools of their capacity to perform within the timeframe set out in this RFP. Program must be able to adjust their programs if Lexington Public Schools decides to move from half day of school on Thursdays to a full day of school program in each elementary school.

2. **EXPERIENCE**

Proposers must demonstrate competency in the business of providing the services specified in this RFP per the following minimum criteria. Proposers that do not meet these minimum qualifications will not be considered.

- a. Proposer must demonstrate that the services proposed are consistent with its normal lines of business and must be able to provide an AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS described in this document.
- b. Proposer must receive favorable ratings from references.
- c. The services offered must meet the requested specifications.

3. **REFERENCES**

Proposers must provide a list of three references for similar services made in the last three years. Two of the references must be parents whose child(ren) participated in their program. Any omission will be considered grounds to invalidate the proposer's bid. Use the attached Reference Form to provide references on your after school program.

**Poor references may be used as a basis for determining that a
VENDOR is not a responsible bidder. Lexington Public Schools
can and will act as its own reference.**

4. **SUBCONTRACTORS**

Proposer must supply a list of sub-contractors used for specialty services, if applicable.

E - PRODUCT AND PERFORMANCE TERMS

1. QUALITY MINIMUM REQUIREMENTS

- a. Provide at least three references.
- b. Must include all forms contained in the document with applicable signatures.
- c. Proposers shall have successfully completed at least two (2) prior years of after school care for elementary school students.
- d. Proposers must be able to demonstrate the ability to set up and implement an after school day care program in 6 elementary school buildings beginning July 1, 2016 and be ready to accept elementary school students in the program starting the first day of school for students on August 30, 2016 and subsequent first day of school dates for the following years during the term of this contract.
- e. Proposers shall be available to conduct a presentation of their program for 30 minutes on Thursday, March 3, 2016 and time to be determined once all proposals are submitted.

2. LEASE PAYMENTS

The selected Vendor must mail all Lease Payments to the Department of Facilities at:

**Town of Lexington
Attn: Department of Facilities
201 Bedford Street
Lexington, MA 02420**

Check payments should be made out to "Town of Lexington". Questions regarding any lease payments should be directed to Laurie Lucibello at 781-274-8900 x8904 or llucibello@lexingtonma.gov.

The lease term shall commence on July 1, 2016 and continue through June 30, 2019, and may be extended for (2) one year terms by the Lexington Public Schools' School Committee. Lease only covers the period of two business days before school begins through the last day of school with 3 days for staff cleanup and storage for the summer.

F - SPECIFICATIONS

GENERAL PRODUCT DESCRIPTION

The following specifications are for the provision of an **AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS** for Lexington Public Schools.

1. PROJECT DESCRIPTION

Lexington Public Schools requests the following program be established in six elementary school buildings. During the term of this lease, there could be a possibility of opening an after school student care program in two middle schools if requested by the School Committee.

2. **SCOPE OF SERVICES**

Lexington Public Schools is accepting proposals for an after school child care program. The Program, which will be run by an independent administration, should provide a safe, supportive environment to meet the varying needs of the participating children. Each day there should be time for indoor and outdoor play, a nutritious snack, and a variety of arts and crafts in a relaxed, well-supervised situation. Activities will be planned to allow the children to move at their own pace and with their own style. The Program will be held from after school until 6:00 p.m. when school is in session and during designated school vacation weeks at one designated school building. Lessee must provide services in the rental space only to Lexington residents who are students in grades K-5 or non-resident students enrolled in the Lexington Public Schools in grades K-5. Facilities will be available for non-school days that occur between the first day of school and the last day of school. Should additional space become available, the Proposers shall provide the number of enrolled children necessary to allow for the opening of another site location.

a. **General Specification Requirements**

- i. Lessee must provide services in the rental space only to Lexington residents who are students in grades K-5 or non-resident students enrolled in the Lexington Public Schools in grades K-5.
- ii. Lessee is restricted to providing after school child care programs.
- iii. Lessee must agree to pay the minimum rental rate established by the School Committee in these proposal documents. Note that the rental rate will not be the primary factor for the proposal award.
- iv. Lessee will be responsible for payment of all administrative costs associated with operating the program at each site (e.g., copying, office supplies, insurance premiums, etc.).
- v. **Internet Access:** Lessee will be provided with internet access via a public guest wireless network for After School Program staff only on their computers/devices. All printing and photocopying must be done off-site. Under certain circumstances limited access to our wired network can also be arranged. A “Use of LPS Network by Non-LPS Group” form must be filled out for each program in each building and emailed to Marianne McKenna, Director of Technology for Lexington Public Schools, at mamckenna@sch.ci.lexington.ma.us as soon as the building leases have been signed and approved.
- vi. **Telephone Service:** Lessee will be responsible for providing their own telephone service for their after school program.
- vii. Lessee will be required to execute and abide by all terms in the lease agreement included with these proposal documents, or a lease in substantially the same form.
- viii. Lessee will be required to provide quarterly student enrollment reports for each location on the following dates: October 1, December 1, March 1 and June 1.

b. **Operation of Program**

- i. Lexington Public Schools’ elementary schools could change their school curriculum day on Thursdays from a half day of school to a full day of school at some point in the future. All Price Proposals list two different pricing formats to include pricing for half day and full day after school care pricing.
- ii. Lessee is prohibited from using the school for office location or mailing address. An offsite address and/or office location is required.
- iii. Only designated spaces listed on price proposal sheets are available. No office or storage space is assumed or included. Additional space needs must be requested and included in the proposal response.

- iv. Gymnasium: The program may schedule and request use of gymnasium space for the next week each Friday on a space available basis for no additional cost, provided, however, that school district and community uses take priority over Program use.
- v. Kitchens: The program may schedule and request use of kitchens with Whitson’s Dining Services, Kevin Silvia, Food Service Director, 781-861-2320 x69107 or ksilvia@sch.ci.lexington.ma.us. Program will be billed for the time of an employee to supervise use and cleanup of equipment by the program. This is to preserve all serving permits and Board of Health regulations required of our kitchens.
- vi. Proposers may contact Kevin Silvia at Food Service Director to inquire about obtaining meals, snacks and food items in compliance with School’s Wellness Policy and Allergy Policy. (See attached or website reference / <http://lps.lexingtonma.org/site/default.aspx?PageType=3&ModuleInstanceID=11159&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=22953&PageID=7799>.)
- vii. Participants in the program will have the use of the playgrounds adjacent to the School during operating hours at no additional charge.
- viii. The Lessee shall not operate its programs when the Lexington Public Schools are not in session due to inclement weather or other emergency conditions.
- ix. The Lessee may operate vacation day programs from 8:00 a.m. to 6:00 p.m. during school vacation weeks at one designated school building during the year. The schedule for these designated school buildings hosting the vacation weeks varies from year to year. Below is the schedule of the designated school building hosting the vacation week student care program within the lease dates listed in this RFP. Lexington Public Schools reserves the right to change the designated school building hosting the vacation week in any given year during the lease.

School	Vacation Week for After School Program
Bridge Elementary School	February 2017
Fiske Elementary School	April 2017
Estabrook Elementary School	February 2018
Harrington Elementary School	April 2018
Bowman Elementary School	February 2019
Hastings Elementary School	April 2019
Bridge Elementary School	February 2020
Fiske Elementary School	April 2020
Estabrook Elementary School	February 2021
Harrington Elementary School	April 2021

- x. The Lessee may have occasional use of the Leased Premises at times other than the established Operating Hours in order to hold Program functions, subject to the prior written approval of the School Principal at least two weeks in advance of the event. Such use is not included as part of the rental payment, and in consideration for such use of the Licensed Premises, the Lessee shall make additional payments in

accordance with the standard Rental Policy Rates established by the School Committee for use by community groups of available school space:
<http://www.lexingtonma.gov/dpf/deptofpublicfacilities.cfm>, subject to revision.

- xi. The Town agrees to cooperate with the Lessee to enable it to meet the guidelines of the Commonwealth Office of Child Care Services.
- xii. Should additional space become available, the Proposers shall provide the number of enrolled children necessary to allow for the opening of another site location.

3. **TERM**

The term is for a thirty six month contract beginning on July 1, 2016 through June 30, 2019 with an option for (2) one year extensions.

4. **ASSURANCES & DELIVERY**

The Lexington Public Schools or a departmental representative shall inspect the work and give directions pertaining to the work. The vendor or subcontractor shall notify the Town or its representative of the time of starting work, interruptions and delays.

The Vendor shall keep the work under its personal control and shall not assign by power of attorney or otherwise, or sublet the work or any part thereof without notice and clearance by the Town. All materials, methods of delivery, and staff involved with delivery must comply with all applicable laws, statutes, policies, and regulations. Ignorance of any law, regulation, policy, or statute is not an excuse for non-compliance with those laws, regulations, policies, or statutes. This includes but is not limited to prevailing wage, MGL 30B, MGL 30 39m, and MGL 149.

5. **INSURANCE REQUIREMENTS:** The Contractor shall carry and maintain, for the life of this contract, all insurance as specified below, and in such form as covered by this contract from all claims and liability for damages for personal injury, including accidental death, and for property damage which may arise from operations under this contract, whether such operations be by him/her self or by any person or anyone directly or indirectly employed by either of them. The coverage shall include Lexington Public Schools as an additional insured and amounts of such insurance shall be as follows:

- a. Workers Compensation
 - Statutory State, Massachusetts
 - Coverage Limit, \$100,000 each employee
- b. General Liability
 - Limits of Liability Combined Single Limit
 - Bodily Injury and Property Damage of \$1,000,000
- c. Arrangement of Coverage
 - Premises Operations
 - Owners and Contractors Protective
 - Broad Form Comprehensive General Liability Endorsement or equivalent to include Broad Form Contractual, Personal Injury, Broad Form Property Damage.

Cross Liability

Professional Liability

Said policies shall be so written that the Lexington Public Schools will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation.

Certificates in duplicate from the insurance carrier stating the limits of liability and expiration

date shall be filed with the Lexington Public Schools before operations are begun. Such certificates shall contain a statement referring specifically to this contract to the effect that all insurance coverage herein required has been provided. Certificates shall be filed before the award can be made. Signatures on all certificates and insurance forms must be original signatures. Insurance under which the Town shall be named as in “Insured” or as “Additional Interest” shall be carried with an insurance company licensed to write such insurance in the Commonwealth of Massachusetts. The Contractor shall indemnify and save harmless the Town, and all of its officers, agents, and employees from all suits, actions or claims of any character.

G - EVALUATION CRITERIA

1. Minimum Evaluation Criteria

Proposals will be evaluated on the basis of the criteria in the Non-Price Proposal included in this RFP. Proposer needs to meet all of the minimum requirements. In addition and to the extent not already included to the required submissions listed above, proposers should submit information addressing the following evaluation criteria:

2. Comparative Evaluation Criteria

The purpose of information requested in this section is to assist the District in evaluating the Proposer’s overall qualifications; including its financial strength, its management capabilities and its commitment to the communities it serves, including the Lexington Public Schools. Responses to the following areas should be brief, yet complete.

a. Proposer/Company Background Length Of Experience:

1.	Ten years or more of operating experience with public school after school programs K – 5 th grade students comparable in size defined by enrollment (within 10%)	Highly Advantageous
2.	Five years but not less than 3 years of operating experience with public school after school programs K – 5 th grade students comparable in size defined by enrollment (within 10%)	Advantageous
3.	Two years or less of operating experience with public school after school programs K – 5 th grade students comparable in size defined by enrollment (within 10%)	Not Advantageous
4.	No experience in operating an after school program in a public school K – 5 th grade students comparable in size defined by enrollment (within 10%)	Unacceptable

b. Qualifications and Experience of the After School Program Director Overseeing Program:

1.	Five or more years work experience overseeing and supervising 4 or more after school structured programs in a public school district	Highly Advantageous
2.	Four but not less than three years of work experience overseeing and supervising 2 to 3 after school structured programs in a public school district	Advantageous
3.	Less than 2 years of work experience overseeing and supervising 1 to 2 after school structured programs in a public school district.	Not Advantageous
4.	No work experience overseeing and supervising less than 2 after school structured programs in a public school district.	Unacceptable

c. Qualifications and Experience Of The After School Program Site Directors Who Will Be Overseeing The Individual District Programs:

1.	Five or more years of work experience conducting an after school structured program for grade K-5 students in a public school district	Highly Advantageous
2.	Four but not less than three years of work experience conducting an after school structured program for grade K-5 students in a public school district	Advantageous
3.	Less than two years of work experience conducting an after school structured program for grade K-5 students in a public school district	Not Advantageous
4.	No work experience conducting an after school structured program for grade K-5 students in a public school district	Unacceptable

d. Overall Program Offerings

1.	Vendor provides more than 5 program offerings in a weekly after school program	Highly Advantageous
2.	Vendor provides 4 program offerings in a weekly after school program	Advantageous
3.	Vendor provides 3 program offerings in a weekly after school program	Not Advantageous
4.	Vendor provides fewer than 3 program offerings in a weekly after school program.	Unacceptable

e. Staff to Child Ratio

1.	1 staff member per 15 or less students	Highly Advantageous
2.	1 staff member per 16 – 22 students	Advantageous
3.	1 staff member per 23 - 30 students	Not Advantageous
4.	1 staff member per 31 or more students	Unacceptable

**Rental Space For An After School
Structured Program RFP Required
Forms**

OFFICIAL BID DOCUMENT

Name of Bidder: _____

COVER SHEET

**Must be submitted as the cover sheet to the completed LEXINGTON PUBLIC SCHOOLS
Rental of Space for After School Structured Program RFP to be valid**

Town of Lexington

LEXINGTON PUBLIC SCHOOLS

Instructions to Bidders

Rental of Space for After School Structured Program RFP

By submitting this bid the undersigned represents to the Town that it has examined and understands the Invitation for Bids, contract forms, and all other documents in this bidding package. By submitting this bid, the undersigned agrees that it shall be subject to the jurisdiction of the courts of the Commonwealth of Massachusetts with respect to any actions arising out of or related to this bid or any contract that may be entered into based upon this bid, and that any such actions commenced by the undersigned shall be commenced in the courts of the Commonwealth of Massachusetts. A bidder wishing to amend this bid after transmittal to the Town may do so only by withdrawing this bid and resubmitting another bid prior to the time for opening bids.

The undersigned proposes to furnish all labor and materials required for the work of the contract referred to above for the prices stated on the attached LEXINGTON PUBLIC SCHOOLS RENTAL OF SPACE FOR AFTER SCHOOL STRUCTURED PROGRAM RFP, which prices are incorporated by reference into this bid form. This undersigned vendor also agrees that, if selected as contractor, it will within five (5) days, Saturdays, Sundays and legal holidays excluded, after receipt of a contract from the Awarding Authority, execute the contract in accordance with the Invitation For Bids.

Authorized Signature

Date

Print Authorized Name

Contact Name for Bid Questions:

Contact Name

Email of Contact Person

Company Name

Contact Person Phone Number

Address

State

Zip Code

Contact Email Address

Exhibit A – Non - Price Proposal for All Schools

OFFICIAL BID DOCUMENT

NON-PRICE PROPOSAL
FOR
BOWMAN ELEMENTARY SCHOOL
BRIDGE ELEMENTARY SCHOOL
ESTABROOK ELEMENTARY SCHOOL
FISKE ELEMENTARY SCHOOL
HARRINGTON ELEMENTARY SCHOOL
HASTINGS ELEMENTARY SCHOOL

Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	Thursday (1/2 day every week)	12:15 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 a.m. – 6:00 p.m.
Program:	<ul style="list-style-type: none"> • 183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June • Vacation Weeks – February and April • Monday through Friday Program • Unused snow days on school calendar do not apply and are unavailable • Program is closed for all school snow days 	

RFP Section B – 3 – Required Proposal Submissions - - the following will be used by the reviewers of the proposal. All documentation is submitted under submission criteria and submittals. Two copies of Non-Price Proposal required. Follow all RFP submission requirements. Proposer shall complete yes or no to confirm required proposal documents are included in proposal submission.

#	Criteria	Page #	Yes	No
a.	A cover letter describing your organization and explaining your philosophy of after school structured programs for elementary school students.	7-8		
b.	After School Structured Programs Offered Form	7-8		
c.	Sample Weekly Program Schedule Form	7-8		
d.	A copy of your license to operate a school-age childcare program from the appropriate state licensing agency.	7-8		
e.	A description of how educational, social, parental, and community involvement will be maintained.	7-8		
f.	Transition Plan	7-8		
g.	A plan for financing your program which demonstrates sufficient revenue to cover program expenses.	7-8		
h.	A detailed plan to evaluate the program's quality and effectiveness. Include the criteria that will be evaluated.	7-8		
i.	A description of your plan relative to the health, safety and nutrition of students, including: procedures to monitor children's arrival and follow up on children who do not arrive; procedures for the safe release of children, first aid, allergies preparedness and emergency procedures.	7-8		
j.	A description of your procedures for student enrollment and registration. The program will begin on or about August 30, 2016.	7-8		
k.	Financial assistance.	7-8		
l.	Annual tuition/fee schedule for the lease term.	7-8		
m.	A sample quarterly enrollment report for each location.	7-8		
n.	Parent Late Pick Up Fee Policy	7-8		

#	Criteria	Page #	Yes	No
o.	A description of training your staff has received in social/emotional learning programs.	7-8		

RFP Section B-4 – Required Site-Specific Submissions- the following will be used by the reviewers of the proposal. All documentation is submitted under submission criteria and submittals. Proposer shall complete yes or no to confirm required site-specific required documents are included in proposal submission.

#	Criteria	Page #	Yes	No
a.	A description of the program structure and content.	8-9		
b.	Proposed hours of operation.	8-9		
c.	A description of staff, including program supervision, management and support, as well as staff qualification requirements.	8-9		
d.	Proposed staff-to-child ratios.	8-9		
e.	A description of how your program would transport students, if needed.	8-9		
f.	A description of program’s Pick up and Drop Off Plan for students after school and vacation weeks.	8-9		
g.	Emergency Action Plan	8-9		

RFP Section B-5 – Required Proposal Form Submissions - the following will be used by the reviewers of the proposal. All documentation is submitted under submission criteria and submittals. Proposer shall complete yes or no to confirm required RFP forms are included in proposal submission.

#	Criteria	Page #	Yes	No
a.	A signed Cover Sheet	9		
b.	Non-Price (Exhibit A) Proposal Form and Price (Exhibit B) Proposal Forms for each elementary school building as requested by RFP	9		
c.	Proposed Tuition Rate Form (Exhibit C)	9		
d.	After School Structured Program Offerings (Exhibit D)	9		
e.	After School Structured Weekly Program Schedule Sample (Exhibit E)	9		
f.	References	9		
g.	A signed Non-Collusion Form	9		
h.	A signed Certificate of Authority	9		
i.	Disclosure of Lobbying Activities Form	9		
j.	Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion	9		
k.	A signed Corporate/Partnership Form (if applicable)	9		

RFP Section E – 1 - QUALITY MINIMUM REQUIREMENTS - the following will be used by the reviewers of the proposal. All documentation is submitted under submission criteria and submittals. Proposer shall complete yes or no to confirm vendor has met has provided required documentation and can meet the requirements requested in this RFP.

#	Criteria	Page #	Yes	No
a.	Provide at least three references.	12		
b.	Must include all forms contained in the document with applicable signatures.	12		
c.	Proposers shall have successfully completed at least two (2) prior years of after school care for elementary school age students.	12		
d.	Proposers must be able to demonstrate the ability to set up and implement an after school day care program in 6 elementary school buildings beginning July 1, 2016 and be ready to accept elementary school students in the program starting the first day of school for students on August 30, 2016 and subsequent first day of school dates for the following years during the term of this contract.	12		
e.	Proposers shall be available to conduct a presentation of their program for 30 minutes on Thursday, March 3, 2016 and time to be determined once all proposals are submitted.	12		

RFP Section F-2A - General Specification Requirements - the following will be used by the reviewers of the proposal. All documentation is submitted under submission criteria and submittals. Two copies of Non-Price Proposal required. Follow all RFP submission requirements. Proposer shall complete yes or no to confirm program will comply with the General Specification Requirements and agree to what is provided and not provided by the district:

#	Criteria	Page #	Yes	No
i.	Lessee must provide services in the rental space only to Lexington residents who are students in grades K-5 or non-resident students enrolled in the Lexington Public Schools in grades K-5.	13-14		
ii.	Lessee is restricted to providing after school child care programs.	13-14		
iii.	Lessee must agree to pay the minimum rental rate established by the School Committee in these proposal documents.	13-14		
iv.	Lessee will be responsible for payment of all administrative costs associated with operating the program at each site (e.g., copying, office supplies, insurance premiums, etc.).	13-14		
v.	Lessee will be provided with internet access via a public guest wireless network for After School Program staff only on their computers/devices. All printing and photocopying must be done off-site.	13-14		
vi.	Lessee will be responsible for providing their own telephone service for their after school program	13-14		

vii.	Lessee will be required to execute and abide by all terms in the lease agreement included with these proposal documents, or a lease in substantially the same form.	13-14		
viii.	Lessee will be required to provide quarterly student enrollment reports for each location on the following dates: October 1, December 1, March 1 and June 1.	13-14		

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lexington Public Schools Program Review:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

Reviewer

Date

OFFICIAL BID DOCUMENT

EXHIBIT B – PRICE PROPOSAL FORMS

OFFICIAL BID DOCUMENT

PRICE PROPOSAL - BOWMAN ELEMENTARY SCHOOL

Site:	Bowman Elementary School 9 Philip Road Lexington, MA 02421	
Space:	Cafeteria Gym (a classroom will be provided if gym is needed for school meeting) Office	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1. Thursday s(1/2 day every week) or	12:15 p.m. – 6:00 p.m.
	2. Thursdays (Full day every week) **If school district changes from half day to full day on Thursdays **	or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:
(Organization)

RENTAL RATE:

	YEAR 1 July 2016 – June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$14,500.00 Thursday Half Day	\$12,300.00 Thursday Full Day	\$14,900.00 Thursday Half Day	\$12,700.00 Thursday Full Day	\$15,400.00 Thursday Half Day	\$13,000.00 Thursday Full Day	\$15,800.00 Thursday Half Day	\$13,400.00 Thursday Full Day	\$16,300.00 Thursday Half Day	\$13,800.00 Thursday Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

PRICE PROPOSAL - BRIDGE ELEMENTARY SCHOOL

Site:	Bridge Elementary School 55 Middleby Road Lexington, MA 02421	
Space:	Cafeteria Only	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1.Thursdays(1/2 day every week) or 2.Thursdays (Full Day) **If school district changes from half day to full day on Thursdays **	12:15 p.m. – 6:00 p.m. or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:
(Organization)

RENTAL RATE:

	YEAR 1 July 2016– June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$7,400.00 Thursday Half Day	\$6,200.00 Thursday Full Day	\$7,600.00 Thursday Half Day	\$6,400.00 Thursday Full Day	\$7,900.00 Thursday Half Day	\$6,600.00 Thursday Full Day	\$8,100.00 Thursday Half Day	\$6,800.00 Thursday Full Day	\$8,300.00 Thursday Half Day	\$7,000.00 Thursday Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

PRICE PROPOSAL - ESTABROOK ELEMENTARY SCHOOL

Site:	Estabrook Elementary School 117 Grove Street Lexington, MA 02420	
Space:	Cafeteria and Gym (Designated Days), Music Room, Storage Room, Office and Sorting Room	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1. Thursdays (1/2 day every week) OR 2. Thursdays (Full Day) **If school district changes from half day to full day on Thursdays **	12:15 p.m. – 6:00 p.m. or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:
(Organization)

RENTAL RATE:

	YEAR 1 July 2016– June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$4,900.00 Thursday Half Day	\$3,800.00 Thursday Full Day	\$5,000.00 Thursday Half Day	\$3,900.00 Thursday Full Day	\$5,200.00 Thursday Half Day	\$4,000.00 Thursday Full Day	\$5,400.00 Thursday Half Day	\$4,200.00 Thursday Full Day	\$5,500.00 Thursday Half Day	\$4,300.00 Thursday Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

PRICE PROPOSAL - FISKE ELEMENTARY SCHOOL

Site:	Fiske Elementary School 55 Adams Street Lexington, MA 02420	
Space:	Cafeteria, Gym, Office, Storage Room	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1.Thursday s(1/2 day every week) or 2. Thursdays (Full Day) **If school district changes from half day to full day on Thursdays **	12:15 p.m. – 6:00 p.m. or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:
(Organization)

RENTAL RATE:

	YEAR 1 July 2016– June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$18,500.00 Thursday Half Day	\$15,700.00 Thursday Full Day	\$19,100.00 Thursday Half Day	\$16,200.00 Thursday Full Day	\$19,600.00 Thursday Half Day	\$16,700.00 Thursday Full Day	\$20,200.00 Thursday Half Day	\$17,200.00 Thursday Full Day	\$20,800.00 Thursday Half Day	\$17,700.00 Thursday Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

PRICE PROPOSAL - HARRINGTON ELEMENTARY SCHOOL

Site:	Harrington Elementary School 328 Lowell Street Lexington, MA 02420	
Space:	Cafeteria, Gym, Office, Teachers Break Room, Storage Closet	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1. Thursdays (1/2 day every week) OR 2. Thursdays (Full Day) **If school district changes from half day to full day on Thursdays **	12:15 p.m. – 6:00 p.m. or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:
(Organization)

RENTAL RATE:

	YEAR 1 July 2016 – June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$14,100.00 Thursdays Half Day	\$13,700.00 Thursdays Full Day	\$14,500.00 Thursdays Half Day	\$14,100.00 Thursdays Full Day	\$15,000.00 Thursdays Half Day	\$14,500.00 Thursdays Full Day	\$15,400.00 Thursdays Half Day	\$15,000.00 Thursdays Full Day	\$15,900.00 Thursdays Half Day	\$15,400.00 Thursdays Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

PRICE PROPOSAL - HASTINGS ELEMENTARY SCHOOL

Site:	Hastings Elementary School 7 Crosby Road Lexington, MA 02421	
Space:	Cafeteria, Gym, Storage Room	
Day of Week Available:	Monday/Tuesday/Wednesday/Friday	3:00 p.m. – 6:00 p.m.
	1. Thursdays (1/2 day every week) OR 2. Thursdays (Full Day) **If school district changes from half day to full day on Thursdays **	12:15 p.m. – 6:00 p.m. or 3:00 p.m. – 6:00 p.m.
	Vacation Weeks (February and April only)	8:00 p.m. – 6:00 p.m.
Program:	183 Schools Days beginning first day of school (August or September depending upon school calendar) ending last day of school in June Vacation Weeks – February and April Monday through Friday Program Unused snow days on school calendar do not apply and are unavailable Program is closed for all school snow days	

The _____ proposes the following rate:

(Organization)

RENTAL RATE:

	YEAR 1 July 2016– June 2017		YEAR 2 July 2017 – June 2018		YEAR 3 July 2018 – June 2019		YEAR 4 July 2019 – June 2020		YEAR 5 July 2020 – June 2021	
Minimum Price Proposal	\$15,700.00 Thursday Half Day	\$13,300.00 Thursday Full Day	\$16,200.00 Thursday Half Day	\$13,700.00 Thursday Full Day	\$16,700.00 Thursday Half Day	\$14,100.00 Thursday Full Day	\$17,200.00 Thursday Half Day	\$14,500.00 Thursday Full Day	\$17,700.00 Thursday Half Day	\$15,000.00 Thursday Full Day
Vacation Weekdays	\$275 per day of operation x number of days		\$283 per day of operation x number of days		\$291 per day of operation x number of days		\$300 per day of operation x number of days		\$309 per day of operation x number of days	
Supplemental Price Proposal	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day
Total Annual	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day	\$ Thursday Half Day	\$ Thursday Full Day

Certification:

I certify that the above facts are true and that I am authorized to offer the above proposal on behalf of:

Lessee (print)

Lessee's Address

Lessee Signature

Position

Date

EXHIBIT C - PROPOSED TUITION RATE FORM

FOR THE

AFTER SCHOOL STRUCTURED PROGRAM FOR ELEMENTARY STUDENTS RFP

List below the cost for tuition for each student to attend your After School Structured Program for Elementary Students. The table below represents the cost for all grades.

Program	Cost per Block	2 Blocks	3 Blocks	4 Blocks	5 Blocks	6 Blocks
	(Block=3hr units)					
Bowman	\$	\$	\$	\$	\$	\$
Estabrook	\$	\$	\$	\$	\$	\$
Fiske	\$	\$	\$	\$	\$	\$
Harrington	\$	\$	\$	\$	\$	\$
Hastings	\$	\$	\$	\$	\$	\$

If a different cost is associated for a certain grade, list the information in the table below:

Grade	Cost per Block	2 Blocks	3 Blocks	4 Blocks	5 Blocks	6 Blocks
	(Block=3hr units)					
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

EXHIBIT D - AFTER SCHOOL STRUCTURED PROGRAM OFFERINGS FORM

PROGRAMS OFFERED?	OFFERED YES OR NO (write yes or no in the box corresponding to program)	If Yes, # Of times per week, month or year offered	If Yes, list whether per Week, Month or Year
Tutoring/Homework Time			
Outdoor Education Programs			
Field Trips			
Dance Classes			
Exercise Classes			
Music Classes			
Arts & Craft Classes			
Enrichment Programs/Performances/Guest visits			
Instruction Classes – foreign language, science, etc.			
Free Play (socializing with friends)			
Outdoor/Indoor Recreation (sports, board games, etc.)			
Snack Time			
Team Building Exercises			
Other (list below)			

EXHIBIT E - AFTER SCHOOL STRUCTURED SAMPLE WEEKLY PROGRAM SCHEDULE

List in Designated Box a Sample of What Activity/Program Students Would Participate in a Week.

School Year Weekly Scheduled Time	Monday	Tuesday	Wednesday	Thursday <small>½ Day Every Week</small>	Friday
12:15 – 6:00 p.m.					
3:00 – 4:00 p.m.					
4:00 – 5:00 p.m.					
5:00 – 6:00 p.m.					
VACATION WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 9:00 a.m.					
9:00 - 10:00 a.m.					
11:00 -12:00 a.m.					
12:00 – 1:00 p.m.					
1:00 – 2:00 p.m.					
2:00 – 3:00 p.m.					
3:00 – 4:00 p.m.					
4:00 – 5:00 p.m.					
5:00 – 6:00 p.m.					

REFERENCES

References of similar customers to whom you have provided similar services. Provide 3 references with two being parents who have participated in your program.

1. _____
Contact Name _____
Company/School _____
Contact Email Address _____
Contact Phone Number _____

2. _____
Parent Name _____
Company/School Child Attended _____
Contact Email Address _____
Contact Phone Number _____

3. _____
Parent Name _____
Company/School Child Attended _____
Contact Email Address _____
Contact Phone Number _____

Bidders shall submit this form fully completed with each proposal.

Lexington Public Schools
CERTIFICATE OF NON-COLLUSION

M.G.L. Ch. 30B, s10, BID PROPOSALS: **Certificate of Non-Collusion - MANDATORY.**

The undersigned certifies, under the penalties of perjury, that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Company or Corporation

Dated: _____

Authorized Official's Signature

ATTESTATION STATEMENT: State Taxes Paid
MANDATORY

Pursuant to M.G.L. Ch. 62c 49a, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

State tax paid to _____ using Federal ID or SS# _____

Company or Corporation

Dated: _____

Authorized Official's Signature

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(name of corporation)

held on* _____ at which all the Directors were present or waived notice, it
_____ was voted that _____, _____ of this _____ (date)
(name) (office)

corporation, be it he or she, hereby is authorized to execute bid documents, contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any bid document or contract or obligation in this corporation's name on its behalf under seal of the corporation, shall be valid and binding upon this corporation.

ATTEST: _____
(clerk or secretary)

Place of Business: _____

I certify that I am the clerk/secretary of the _____
(name of Corporation)

and that _____ is the duly elected _____
(name) (office)

and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: _____
(clerk or secretary)

Date:** _____

* This date must be on or before the date of the Contract

** This date must be on or before the date of the Contract

DISCLOSURE OF LOBBYING ACTIVITIES FORM

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: ^{4c}	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, [≡] without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

CORPORATE/PARTNERSHIP FORM

NOTE: If the bidder is a corporation, indicate state of incorporation; if a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address. Use the following spaces:

If a Corporation:

Incorporated in what state: _____

President: _____

Treasurer: _____

Secretary: _____

If a foreign corporation (incorporated or organized under laws other than laws of the Commonwealth of Massachusetts), is the corporation registered with the Secretary of State of Massachusetts? Yes ___
No ___

If the bidder is selected for the work referred to above, it is required under M.G.L. c.30 §39L to furnish to the awarding Town a certificate of the Secretary of State stating that the corporation has complied with M.G.L. c.181 §§3, 5 and the date of such compliance.

If a Partnership: (Name all Partners)

Name of Partner: _____

Residence: _____

Name of Partner: _____

Residence: _____

If an Individual:

Name: _____

Residence: _____

If an Individual doing business under a firm name:

Name of Firm: _____

Name of Individual: _____

Business Address: _____

Residence: _____

Other form of business organization: _____

CORI FORM



Lexington Public Schools
146 Maple Street ♦ Lexington, Massachusetts 02420

CORI REQUEST FORM

Applicant Employee Volunteer Student Intern Other: _____
Contract Service/Company Name: _____

Print: Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known.)

Date of Birth Place of Birth

Last six digits of your social security number (REQUIRED): XXX-_____-_____

Sex: _____ Height: _____ ft _____ in. Eye Color: _____ Race(optional): _____

Mother's Full Maiden Name Father's Full Name

Current Street Number and Name City/Town State Zip

Former Street Number and Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

Driver's License or ID Number: _____ State of Issue: _____

Other Form of Photo ID: _____

VERIFIED BY: _____
Printed Name of Verifying Employee Signature: Date:

Level 3 CORI Record Found Y N
Date _____ Initial _____ 5/2012





Lexington Public Schools
146 Maple Street ♦ Lexington, Massachusetts 02420

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Lexington Public Schools is registered under the provisions of M.G.L. c.6, § 173 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to Lexington Public Schools to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Lexington Public Schools with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Lexington Public Schools may conduct subsequent CORI checks within one year of the date of this form was signed by me provided, however, that Lexington Public Schools must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on the back of this Acknowledgement Form is true and accurate.

Name Printed

Signature

Date

FINGERPRINT INFORMATION



Lexington Public Schools
146 Maple Street ♦ Lexington, Massachusetts 02420

FINGERPRINTING – QUICK REFERENCE FOR CONTRACT SERVICE EMPLOYEES

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS) PROGRAM

PLEASE BE ADVISED THAT YOUR FINGERPRINTS WILL BE USED TO CHECK THE FBI'S CRIMINAL HISTORY RECORDS

Go to www.identogo.com/FP/Massachusetts.aspx

- Click on Forms and Links to read the SAFIS Registration Guide

TO REGISTER:

- Click on On-line Scheduling or call 866-349-8130
- Schedule an appointment date and time. When you are asked to provide a "Provider ID", please use the following code, address and phone number:

District	01550000	146 Maple Street, Lexington, MA 02420	781-861-2580
----------	----------	---------------------------------------	--------------

- **PRINT 2 COPIES OF YOUR REGISTRATION CONFIRMATION.** Bring one copy of the registration confirmation with you to the appointment along with a photo ID. Provide the second copy to: Lexington Public Schools, Attention: Human Resources Department, 146 Maple Street, Lexington, MA 02420 with YOUR COMPANY NAME ADDED to the confirmation.
- Fees:
 - \$35 for contract service employees
 - Online payment options include credit cards and e-checks
 - Onsite payments must be made by check or money order

YOU ARE INELIGIBLE TO WORK IN THE LEXINGTON PUBLIC SCHOOLS UNTIL YOU HAVE REGISTERED FOR A FINGERPRINT APPOINTMENT AND YOUR FINGERPRINT RESULTS ARE RECEIVED BY THE LEXINGTON PUBLIC SCHOOL HUMAN RESOURCES DEPARTMENT.

For site locations, go to www.identogo.com/FP/Massachusetts.aspx and click on Locations.

For information concerning Rescheduling Appointments, refunds, etc, please refer to the Registration Guide under Forms and Links at www.identogo.com/FP/Massachusetts.aspx



Date: _____

Use of LPS Network by non-LPS Groups

Where such service is available, LPS will provide internet/network access to outside groups using its facilities via a **public guest wireless network**. Under certain circumstances, limited access to our wired network can also be arranged.

Users agree to install and maintain updated virus protection on all devices.

Users are still subject to all applicable terms outlined in the school's Acceptable use policy. (A copy of the AUP can be found at: <http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/201/AUPPolicyDraft28Aug12.pdf>)

Users understand that this is a public network, and as such is not secured. Our network is monitored and content is filtered on the network as appropriate to a public school. Users are responsible for securing their own devices as LPS is not liable for any damage or data loss due to use on our network. LPS does not allow outside groups open access to our printers, network services, **or any of our AV or multi-media equipment without prior permission** of the building administrators and of the Technology Department. If permission is granted, users must also participate in an orientation/training session to insure proper equipment use. Users will be responsible for reimbursing LPS for any use related costs.

We ask that you provide a contact name for your group, contact information, the approximate number and location of the devices you expect will be using the network, expected dates and times, and if possible, description /type of the equipment you anticipate your group will be using. The group contact person must sign an acknowledgement for their group that all users have received, read and understand the LPS Acceptable Use policy. We will provide you with access instructions. If needed, network passwords are provided to your group specifically and should not be shared. Users understand that there will be no technical support available during non-school hours.

Users agree to contact LPS Technology department if their network requirements change after initial agreement is signed.

Any group wishing to use our public network should contact Marianne McKenna, Director of IT department. (email: mamckenna@sch.ci.lexington.ma.us phone: (781) 861-2320 x1625)

Primary Contact for Group: _____

Contact Info: (Email/Phone): _____

Group Name: _____

Dates/Times for Access: _____

Access Type Requested: _____

LPS Locations: _____

Expected No. of Devices: _____

Description of Devices/Types of Use:

Acknowledgement of AUP: _____

Agreed and Signed:

(Outside Group Contact)

LPS

OFFICIAL

OFFICIAL

SAMPLE LEASE

LEASE OF SPACE AT

THE _____ ELEMENTARY SCHOOL

BETWEEN THE TOWN OF LEXINGTON

and

The Town of Lexington, acting through its School Committee, (hereinafter referred to as the TOWN or LESSOR), enters into this lease with _____, (hereinafter referred to as LESSEE).

The TOWN shall lease space to the LESSEE at the _____ Elementary School, in Lexington, Massachusetts, for the purpose of running a structured program for elementary school students after school hours, according to the terms specified below.

I. SERVICES PROVIDED BY THE LEXINGTON PUBLIC SCHOOLS

A. The Lexington School Committee agrees to provide the following spaces to the LESSEE at the _____ Elementary School, subject to any and all of the following restrictions:

1. Use of the space identified in and for the hours listed in Exhibits A & B.
2. Use of the following facilities from 3:00 p.m. to 6:00 p.m., Monday, Tuesday, Wednesday and Friday and Thursdays from 12:15 p.m. to 6:00 p.m.:
 - a) Parking in the parking lots only; there shall be no parking in the driveway or access roads;
 - b) Gymnasium: Program unless already stipulated in Exhibits A & B may schedule and request use of gymnasium space for the next week each Friday on a space available basis for no additional cost, provided, however, that school district and the community uses take priority over Program use.
 - c) Parking Plan for the drop-off and pick-up of children attending the LESSEE'S program; and
 - d) The use of, in common with others, the corridors and the entrances to the School for access to the Leased Premises.
3. Use of designated buildings listed in this Lease, during school vacations, from 8:00 a.m. to 6:00 p.m., Tuesday through Friday.
4. Specific Spaces to be leased (completed as a date of the award).

B. Utility, maintenance and custodial services provided by the Lexington Public Schools

1. Utility services. The Town will provide the necessary heat, hot water and other utilities, but not telephone service, to ensure the safe operation of the space provided, in accordance with local and state building codes.
2. Regular maintenance and custodial services. The Town agrees to provide reasonable cleaning of all areas used by the Program during its Operating Hours including any bathrooms in close proximity to the Licensed Premises (the "Bathrooms").
3. Repairs. The Department of Public Facilities maintains all school facilities. The lessee shall contact the Assistant Director for standard procedures on requesting services and the emergency reporting procedure. If such unsafe or dangerous conditions are the result of any action of the Lessee or its

employees, agents or representatives, the Lessee shall provide written notice to the School Principal, Business Administrator and Director of Public Facilities of such conditions and the School Department shall have the option of requiring the Lessee to make repairs or shall repair the condition itself at the sole cost and expense of the Lessee.

II. LESSEE agrees that:

- A. The LESSEE shall only use these leased facilities sited in this Lease for the purpose of providing after-school structured programs for elementary school students.
- B. LESSEE must have an offsite mail location. Neither the LESSEE nor the Program may use the mail delivery or the address of the School Building in which the Leased Premises are located.
- C. LESSEE shall not interfere with the Lexington School Department's use of the premises during the hours of school attendance.
- D. The LESSEE shall supervise children who are attending its program within the Leased Premises and within the School Building at all times, and LESSEE shall ensure that all such children are orderly when moving between areas leased to LESSEE.
- E. LESSEE will prevent children from wandering throughout the School Building unsupervised.
- F. Food will be allowed only in assigned areas.
- G. LESSEE shall comply with all applicable federal, state and local laws, regulations and ordinances, including without limitation, applicable licensing requirements School Committee wellness policy and allergy policy.
- H. LESSEE shall not assign this lease or sublet the whole or any part of the leased premises.
- I. LESSEE shall not modify or impair the Leased Premises in any manner without the prior written consent of the Lessor.
- J. LESSEE shall meet or exceed all criteria listed in the January 2016 Request for Proposal during the entire lease term (see below).
- K. LESSEE agrees to respectful use of the buildings and will clean up extraordinary messy conditions caused by Lessee or children under its supervision.

IV. LEASE TERM

- A. The lease term shall commence on two business days prior to the start of school for the 2016-2017 school year, and continue through the third day following the close of school for the school year. The Lease covers the school years of 2016-2017, 2017-2018 and 2018-2019, and may be extended for (2) one year terms at the sole option of the Town.
- B. Notwithstanding anything contained herein to the contrary, The TOWN may terminate this Lease :
 - 1. immediately in the event of fire or other casualty to the Leased Premises that will result in repairs taking more than 10 days to complete;
 - 2. the Building, or portion thereof, is determined by a majority of the Lexington School Committee to be necessary to meet its educational responsibilities as defined in Mass. Gen. L. ch. 71; or
 - 3. the LESSEE is in breach of the lease as referred to in Article X of this Agreement.

V. THE TOWN’S RIGHT TO ACCESS LEASED PREMISES

- A. The TOWN reserves the right for itself and its agents to enter the Premises or any parts thereof at any time to make inspections, alterations, or additions in or to the Leased Premises or the Building. The TOWN shall give LESSEE notice of such inspections, alterations and additions as soon as the TOWN has such information and in no event shall LESSEE be given less than twenty-four (24) hours notice. Notwithstanding the above, the LESSOR may enter the Premises at any hour and without twenty-four (24) hour notice in the case of emergency affecting the Premises or Building.
- C. The exercise of these reserved rights by the TOWN shall not be deemed an eviction or disturbance of the LESSEE'S use and possession of the premises, nor a ground for abatement of any rent due hereunder, and it shall never render the TOWN liable in any manner to the LESSEE or any other person.

VI. RENT

- A. The rent for each school year within the time frame of July 1, 2016, to June 30, 2019 and possibly (2) one year extensions, shall be paid in four installments annually on the dates and amounts specified below. The Town of Lexington shall not render invoices for the lease payments. The lease payments shall be calculated as follows:

Lease Payment Due Date	Lease Payment Amount	Year 1	Year 2	Year 3	Year 4	Year 5
October 15						
December 15						
March 15						
June 5						
Total Annual Lease Amount		\$	\$	\$	\$	\$

Total student enrollments are to be reported by Lessee quarterly with Lease payment.

- B. Failure to make any payment within ten days after it is due shall be considered a violation of this lease.

VII. INSURANCE

- A. LESSEE will provide to TOWN, prior to commencement of the Term of this License Agreement, certificate(s) of insurance evidencing that LESSEE carries insurance as required herein with a licensed insurance company acceptable to the TOWN. Such insurance shall not be cancelled nor modified without thirty (30) days’ written notice to the TOWN. LESSEE shall carry, throughout the Term, the coverages and limits as indicated below:

Commercial general liability insurance, written on an occurrence basis, for bodily or personal injury or death of persons or damage to property on or about the Leased Premises. The limit to such liability insurance shall be not less than \$1,000,000 per occurrence and in the aggregate. Such liability insurance shall name the TOWN as an additional insured.

Worker’s compensation insurance as required by the laws of the Commonwealth of Massachusetts covering persons employed by Licensee.

VIII. ASSUMPTION OF LOSS AND LIABILITY

- A. LESSEE agrees that it shall pay for all labor performed or furnished, all materials used or employed in the performance of work by LESSEE under this lease, and all rent or hire of equipment employed by LESSEE in its work.

- B. During the term of the lease, the LESSEE'S relationship to the TOWN shall be that of an independent organization. LESSEE shall have no capacity to involve or bind the TOWN in any contract nor to incur any liability on the part of the TOWN.
- C. LESSEE shall be responsible for any and all damages caused by clients, staff and/or visitors of the leased premises and contents, including acts of vandalism.
- D. Indemnification. LESSEE agrees to indemnify and hold harmless the TOWN, the School Committee and their respective servants, agents, employees, representatives and assigns, against any and all injury, loss or damage, of whatever nature, including without limitation reasonable counsel fees and expenses, arising out of the willful misconduct or negligent act or omission of the LESSEE or its servants, agents, employees and representatives; provided if LESSEE'S insurer is defending any claims against the TOWN, then LESSEE shall not be liable for the separate counsel fees of the TOWN in absence of a manifest conflict of interest.

IX. ALTERATIONS AND RENOVATIONS

Any renovation or alteration to the building by LESSEE must be submitted to the Director of Public Facilities and approved in advance in writing. The cost of any renovation or alteration will be at the expense of LESSEE. Upon termination of this lease, LESSEE must restore the building to its original condition.

X. REMEDIES OF THE TOWN

LESSEE agrees that if the TOWN at any time determines that the LESSEE has violated any of the provisions of this lease, the TOWN shall terminate the lease upon thirty (30) days notice to the LESSEE of such violation. The decision of the TOWN shall be final.

XI MISCELLANEOUS

- A. Notices. Any notice required or permitted hereunder shall be in writing and shall be hand delivered or sent by registered or certified mail, postage prepaid, return receipt requested, and addressed:

if to the Town, to:

Lexington School Committee,
School Administration Building,
146 Maple Street
Lexington, Massachusetts 02420,

and if to the Licensee, to:

- B. Hiring of Town of Lexington Employees: Must be reviewed and approved by the Director of Human Resources.
- C. The failure of either the LESSOR or the LESSEE to insist upon the strict performance of any provision of this Lease Agreement shall not constitute a waiver of compliance with the remaining provisions of this Lease Agreement.
- D. This Lease Agreement shall constitute the only agreement between the LESSEE and the TOWN relative to the use of the Leased Premises, and no oral statements and no prior written matter not specifically incorporated herein shall be of any force and effect. In entering into this Lease Agreement, the LESSEE relies solely upon the representations and agreements contained herein.

- E. The documents, and the requirements, terms and conditions contained therein, which were part of the TOWN's Request for Proposals for rent of the Leased Premises, together with the LESSEE's Proposal in response thereto, are expressly incorporated into this Lease Agreement.
- F. This Lease Agreement may be amended only by written agreement of both the LESSOR and the LESSEE.
- G. This Lease Agreement shall be signed in three (3) counterparts, each of which shall have the force and effect of any original.
- H. This Lease Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

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

LEXINGTON SCHOOL COMMITTEE,

[Name], Chairperson

LESSEE

Individual or Corporate Name

BY: _____

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

Procurement Officer: _____ Date: _____