LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, September 10, 2013
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

7:30 p.m. **Call to Order and Welcome:**

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

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

1. School Opening

7:50 p.m. **School Committee Member Announcements:**

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

1. Greenway Corridor Signage on Public School Property (10 minutes)
2. Recommended Plan to Add Modular Classrooms at Lexington High School (40 minutes)
3. Lexington High School Class Size Policy – Third Reading (10 minutes)
4. Preliminary 2013-2014 Enrollment Numbers (15 minutes)
5. FY15 Budget Guidelines (20 minutes)
6. Recommended Agendas for Future School Committee Meetings (15 minutes)
7. Vote to Appoint the Official and Alternate Voting Delegates to the MASC Annual Business Meeting (5 minutes)

9:55 p.m. **Consent Agenda (5 minutes):**

1. Vote to Approve 2013-2014 Superintendent Evaluation Process
2. Vote to Approve 2013-2014 Clarke Middle School Grade 8 Spanish Field Trip to La Guácima de Alajuela, Costa Rica, March 12 - 21, 2014
3. Vote to Approve 2013-2014 Diamond Middle School Grade 8 Spanish Field Trip to La Guácima de Alajuela, Costa Rica, January 29, 2014 – February 7, 2014
4. Use of Drugs and Alcohol on School Premises Policy – Third Reading
5. Homelessness Policy – Second Reading

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

The next meeting of the School Committee is scheduled for Tuesday, September 24, 2013, at 7:30 p.m. in the Town Offices Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue.

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

Memo

To: Dr. Paul Ash, Superintendent of Schools, Lexington, MA
Lexington School Committee
Mr. Pat Goddard, Director of Public Facilities

Date: August 21, 2013

From: Rick Abrams, Vice-Chair, Lexington Greenways Corridor Committee on behalf of the Lexington Greenways Corridor Committee

Subject: Seeking permission to install signage on 2nd ACROSS Lexington Route

The Lexington Greenways Corridor Committee, a Lexington Board of Selectmen appointed committee is seeking permission to install signage for our second ACROSS Lexington route. Our goal is to install the signage by October 15, 2013.

This route will traverse Bridge and Clarke School property and will be near Lexington High School. The signage and placement will be very similar to the Pilot route signage installedat Diamond Middle School last October, 2012.

ACROSS Lexington is a proposed 40-mile network of walking, jogging and off-road biking trails that will cover virtually all of Lexington. ACROSS stands for- **A**ccessing **C**onservation land, **R**ecreation areas, **O**pen space, **S**chools and **S**treets. Our Pilot route, completed last October is 5.5 miles and has been extremely well received by residents, town committees, Board of Selectmen, Town staff and visitors.

Additional information about the Greenways Corridor Committee and ACROSS Lexington can be found on the Lexington town website at: www.acrosslexington.org

This second route will be 4.5 miles in length and will connect the town center with the Park Drive Center Recreation Complex (near LHS), Lincoln Park and Lincoln Fields, Bridge Elementary School, the Old Res, Clarke Middle School, Dunback Meadow, Cotton Farm, Upper Vine Brook, residential streets and the bikeway back to the town center.

Attached you will find a PDF file that contains maps of the Pilot Route, this new route, a graphic showing slightly revised signage, and photographs of the proposed signage locations on or very near school property. You will also see photos of the existing signage at Diamond.

I will be meeting with the Anna Monaco, Principal of Clarke Middle School and Margaret Colella, Principal of Bridge Elementary School this Thursday afternoon asking for their permission. I will email you a summary the two meetings so that you have the information in time for your meetings.

I hope this memo provides a nice overview of ACROSS Lexington and our request to install signage on school property. Please don't hesitate to contact me by email or phone with any questions.
Rickya@me.com and 339 927-4345

I look forward to presenting at the September 10 School Committee Meeting.

Pilot Route- Complete Oct 2012

Great feedback from residents, committees, town staff and visitors

Eventual 40 mile trail network

ACROSS LEXINGTON

WWW.ACROSSLEXINGTON.ORG

Accessing Conservation land, Recreation areas, Open space, Schools and Streets

PILOT ROUTE - 5.5 MILES

Route divided into 0.5 mile (10 minute) increments.

ACROSS Lexington will be a network of well-marked routes that will link many parts of the Lexington community. Eventually nearly 40 miles of routes will be created. To provide feedback or for more information, visit: www.acrosslexington.org

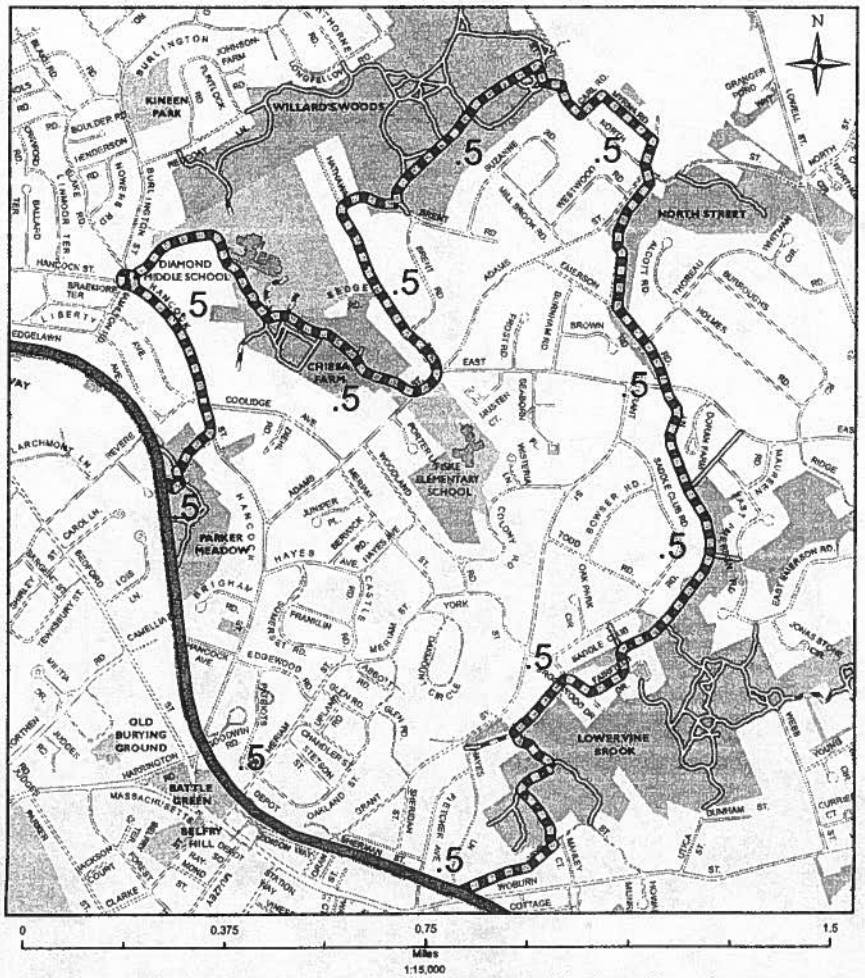
Legend

- ACROSS Lexington Pilot Route
- Minuteman Commuter Bikeway
- Trail on conservation land
- Trail on other land
- Street
- School Building

Open Space

- Lexington - Conservation
- Lexington - Recreation/School
- Lexington - Other Municipal

Data provided by the Office of Geographic and Environmental Information (MassGIS), Commonwealth of Massachusetts Executive Office of Environmental Affairs and the Town of Lexington. The information is provided as a reasonably accurate point of reference, but is not intended to represent authoritative location. The Town of Lexington shall not be held responsible for the accuracy or misuse of these data.

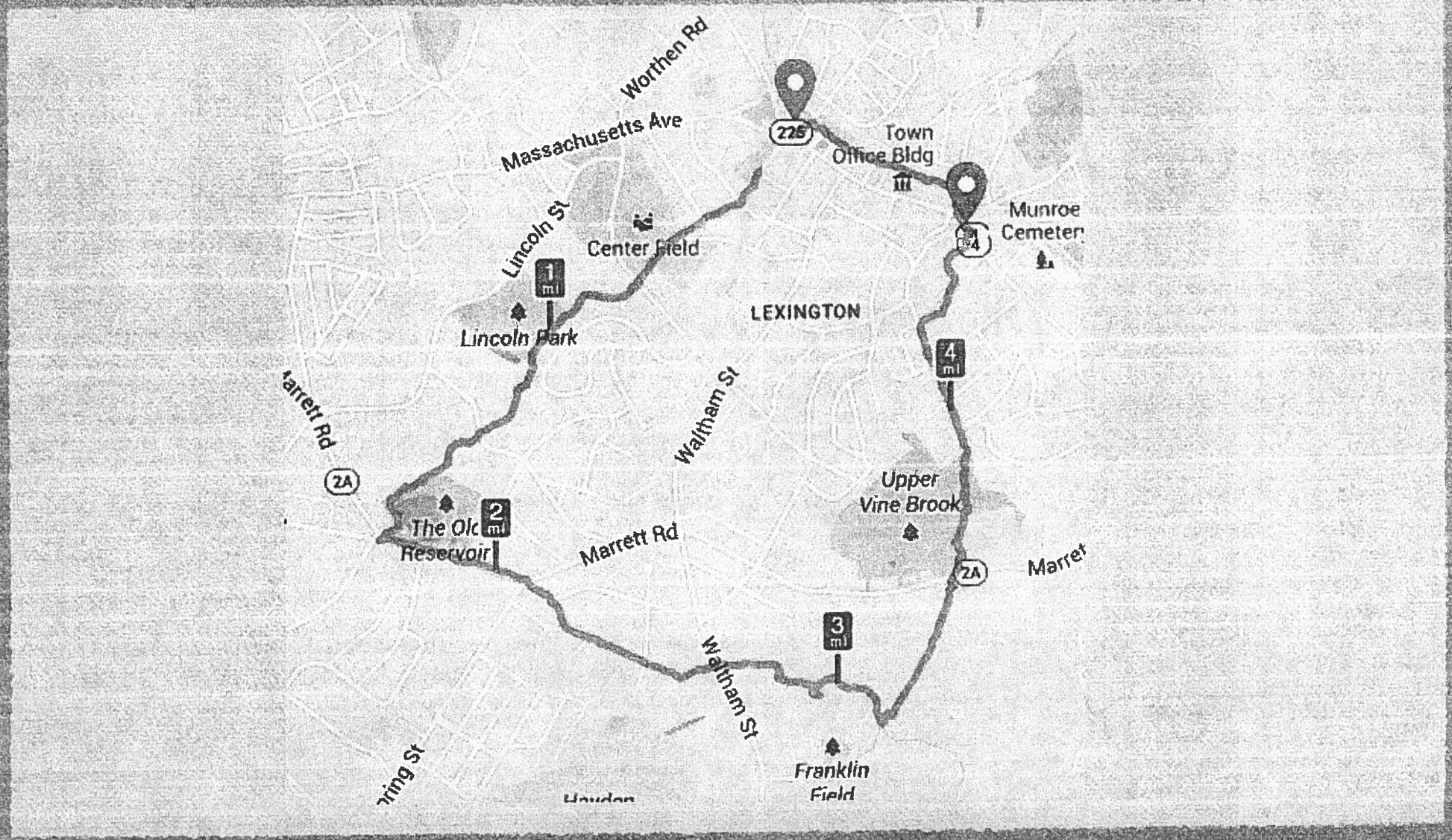


0 0.375 0.75 1.5 Miles

1:15,000

An initiative of the Lexington Greenways Corridor Committee

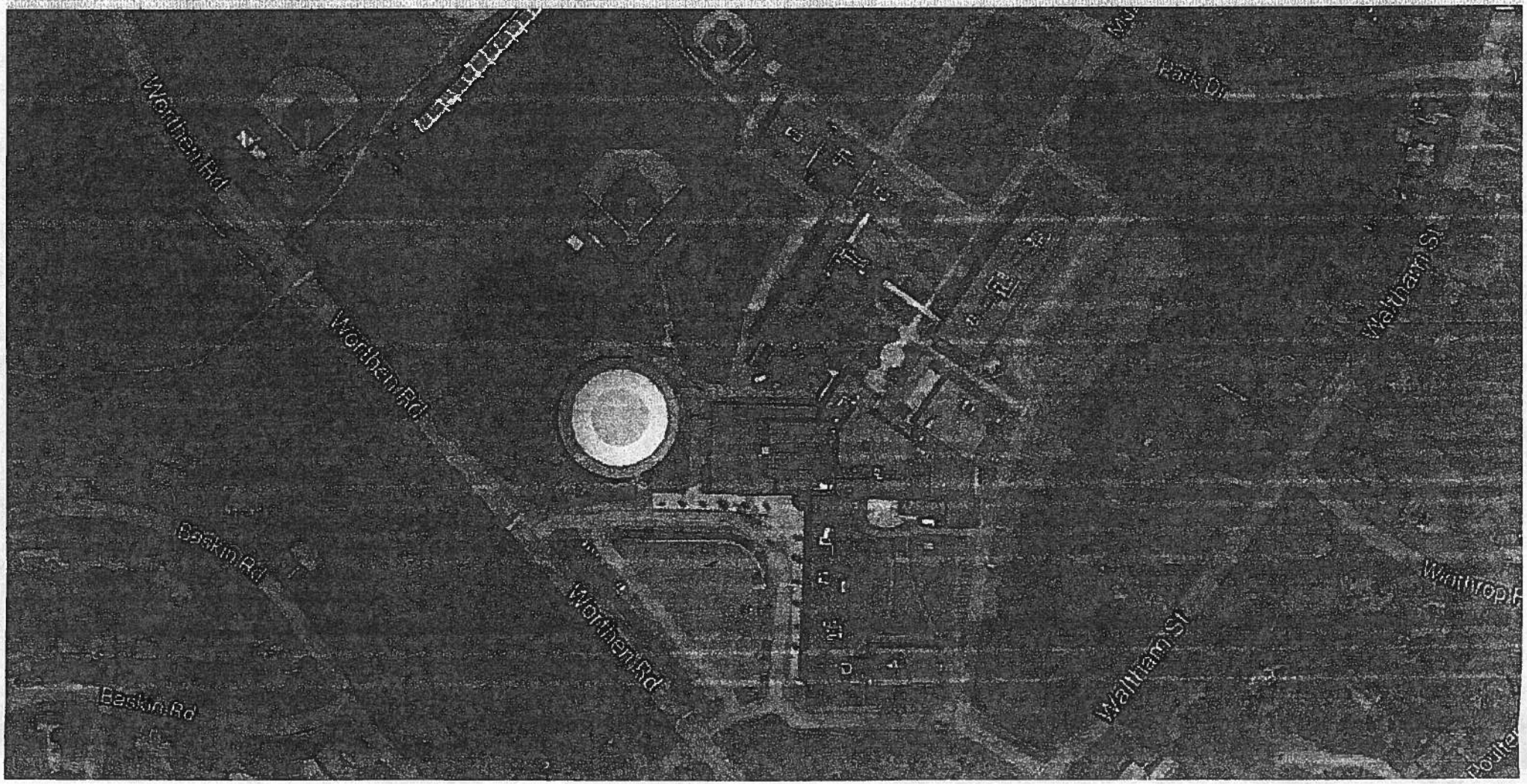
Proposed 2nd ACROSS Lexington Route
4.5 miles



Lexington High School Overcrowding

School Committee Update

September 10, 2013



Agenda

- Space recommendation
- Budget estimate
- Construction schedule

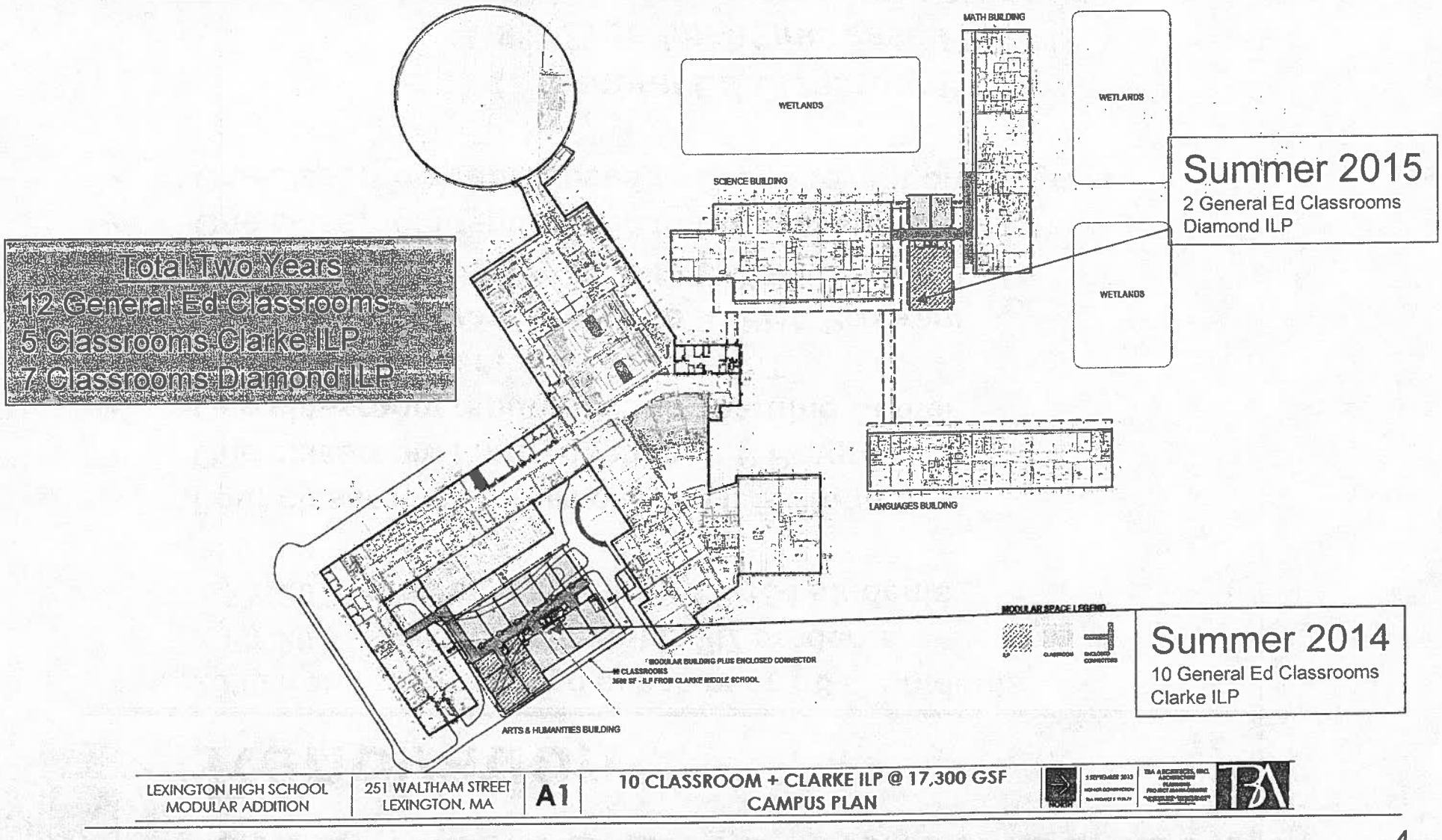
LHS Space Drivers since 2000 Renovation

- 2000 Renovation design capacity of 1,842 students
  FY 2013 actual enrollment 2,007 students
  FY 2016 projected enrollment 2,154 students

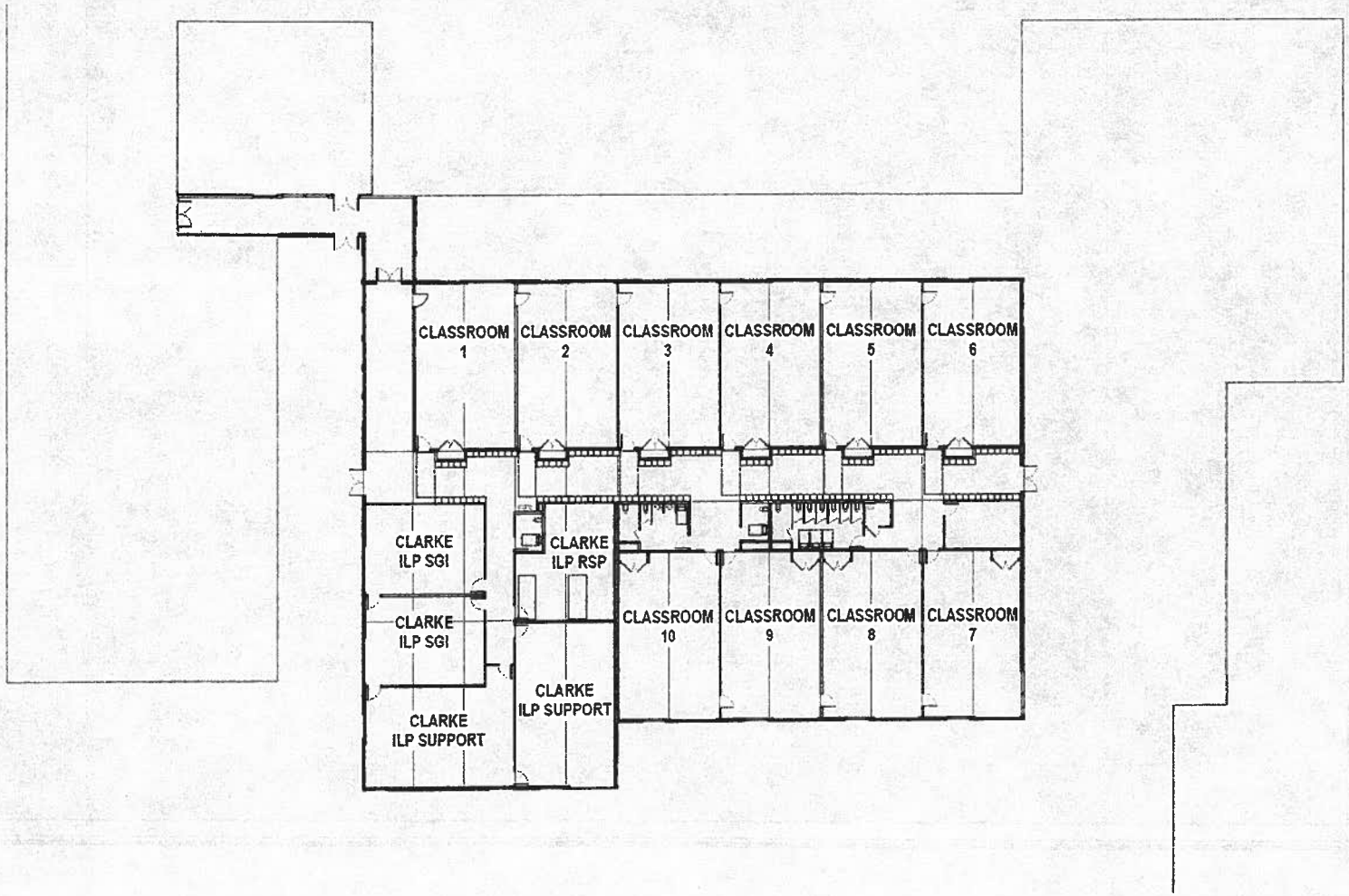
- Four classrooms repurposed to ILP Program
- One classroom repurposed to LLP Program
- One classroom repurposed to Learning Center
- Two classrooms repurposed to MST
- One classroom repurposed to ALPHA Program
- One classroom repurposed to LABBB
- One classroom repurposed to District IT Department
- One classroom repurposed to Drug Prevention Program

12 General Ed Classrooms Fewer
9% Enrollment Increase FY 2013
17% Increase Projected FY 2016

Space Recommendation

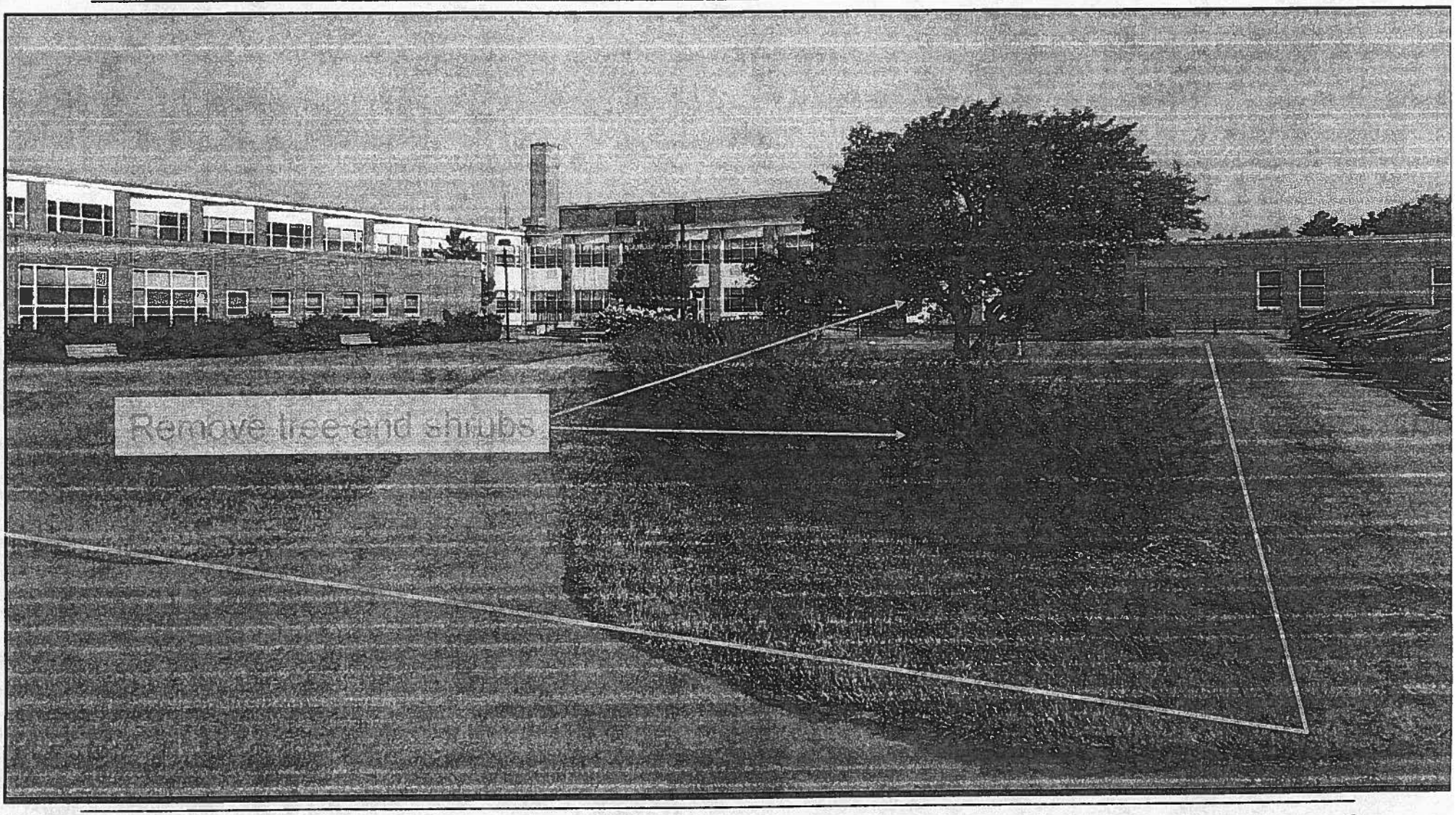


Summer 2014

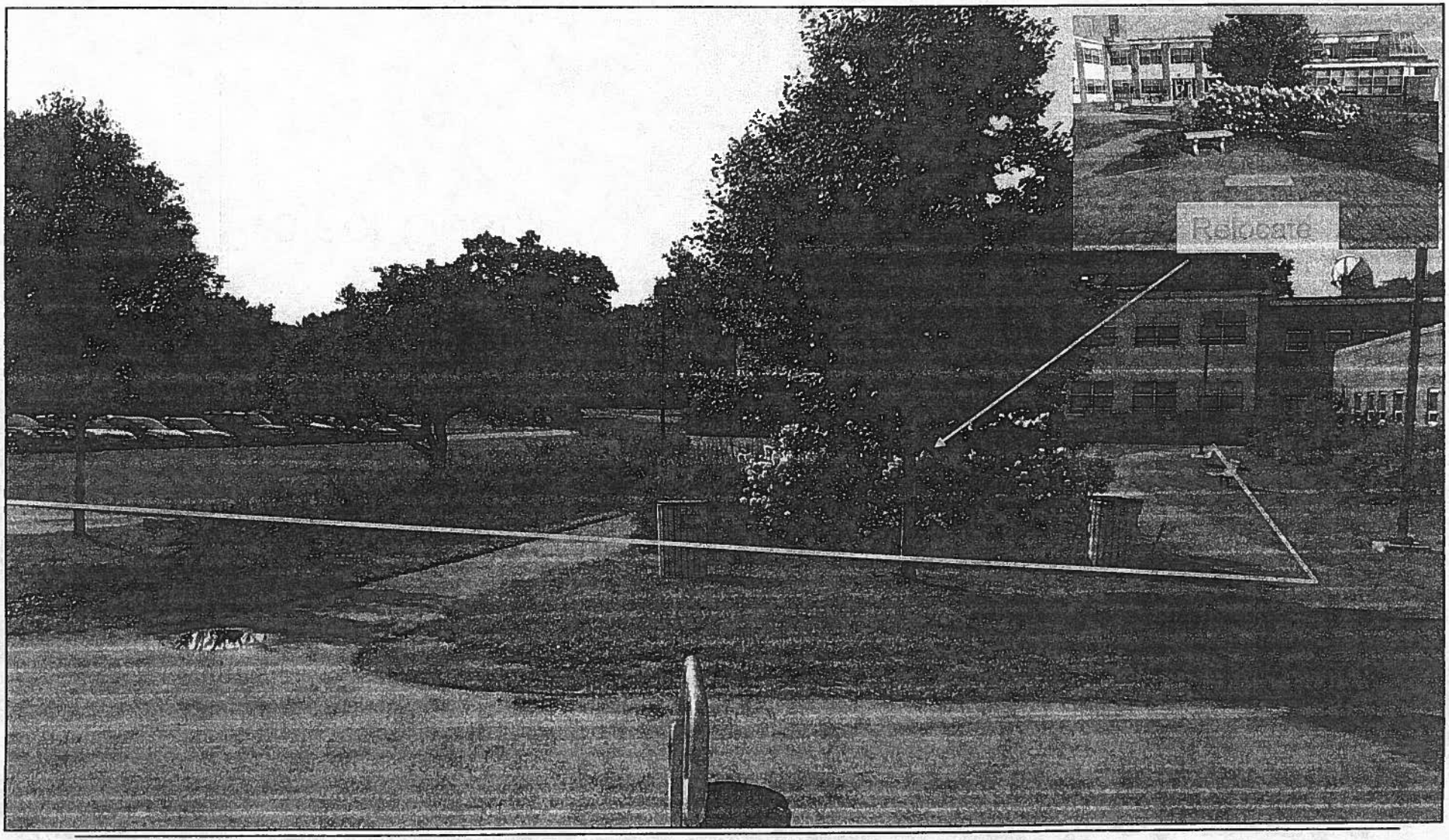


LEXINGTON HIGH SCHOOL MODULAR ADDITION	251 WALTHAM STREET LEXINGTON, MA	A2	10 CLASSROOM + CLARKE ILP FLOOR PLAN

Modular Footprint A



Modular Footprint B



Total Project Budget Estimate

Spring and Summer 2014: $4.9M – $5.6M

Spring and Summer 2015: $1.8M - $2.1M

Total Project Cost: $6.7M - $7.7M

Construction Schedule

- November 4, 2013 - Special Town Meeting Appropriation
- November 27 – Bid Package Issued
- Late January, 2014 – Signed Contract
- Early March – Site Work
- Late June – Modular buildings delivered
- August, 2014 – Certificate of Occupancy

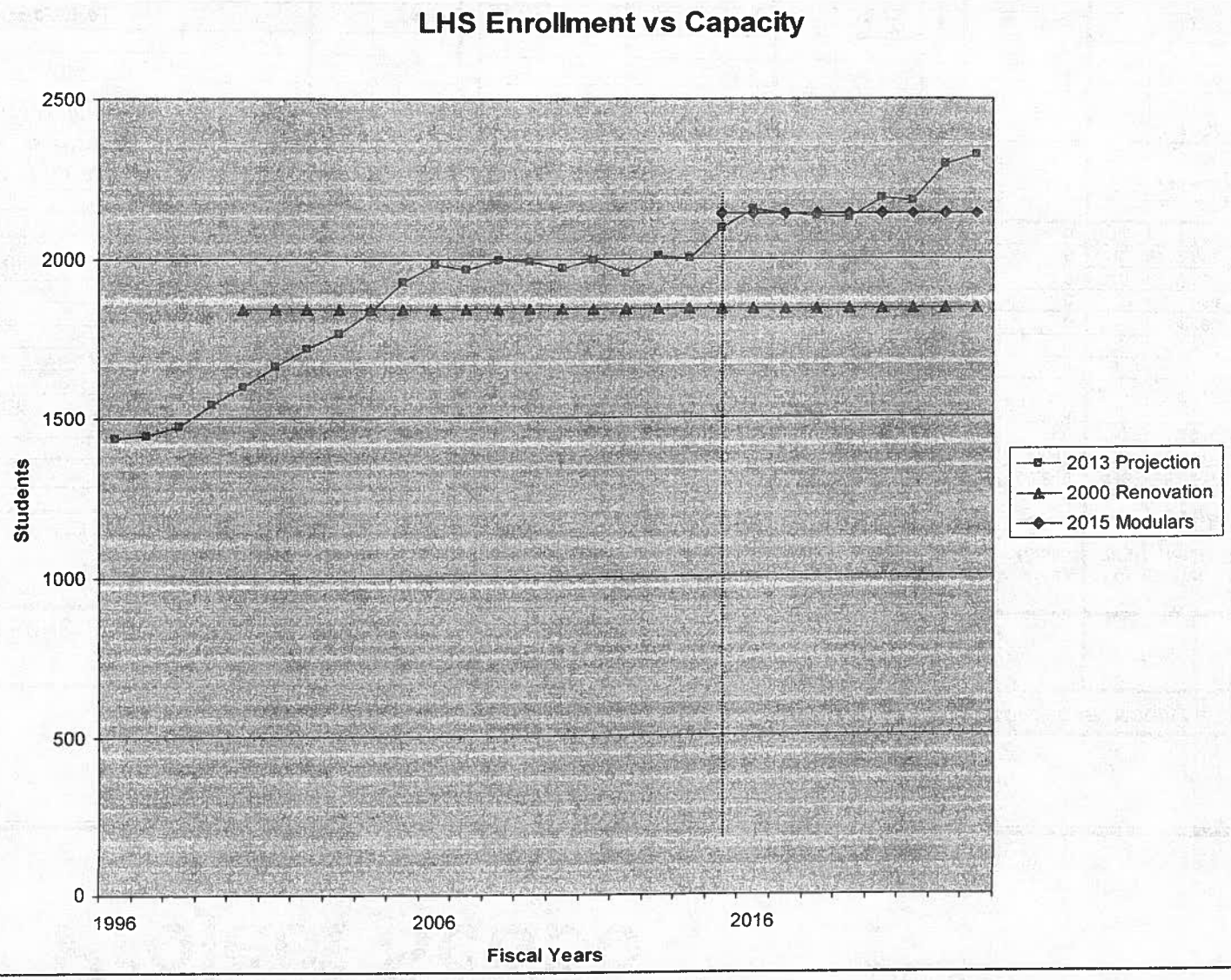
Back Up

Presentation:

School Committee March 12, 2013

TMMA Information Session, March 14, 2013

LHS Enrollment Trends and Capacity

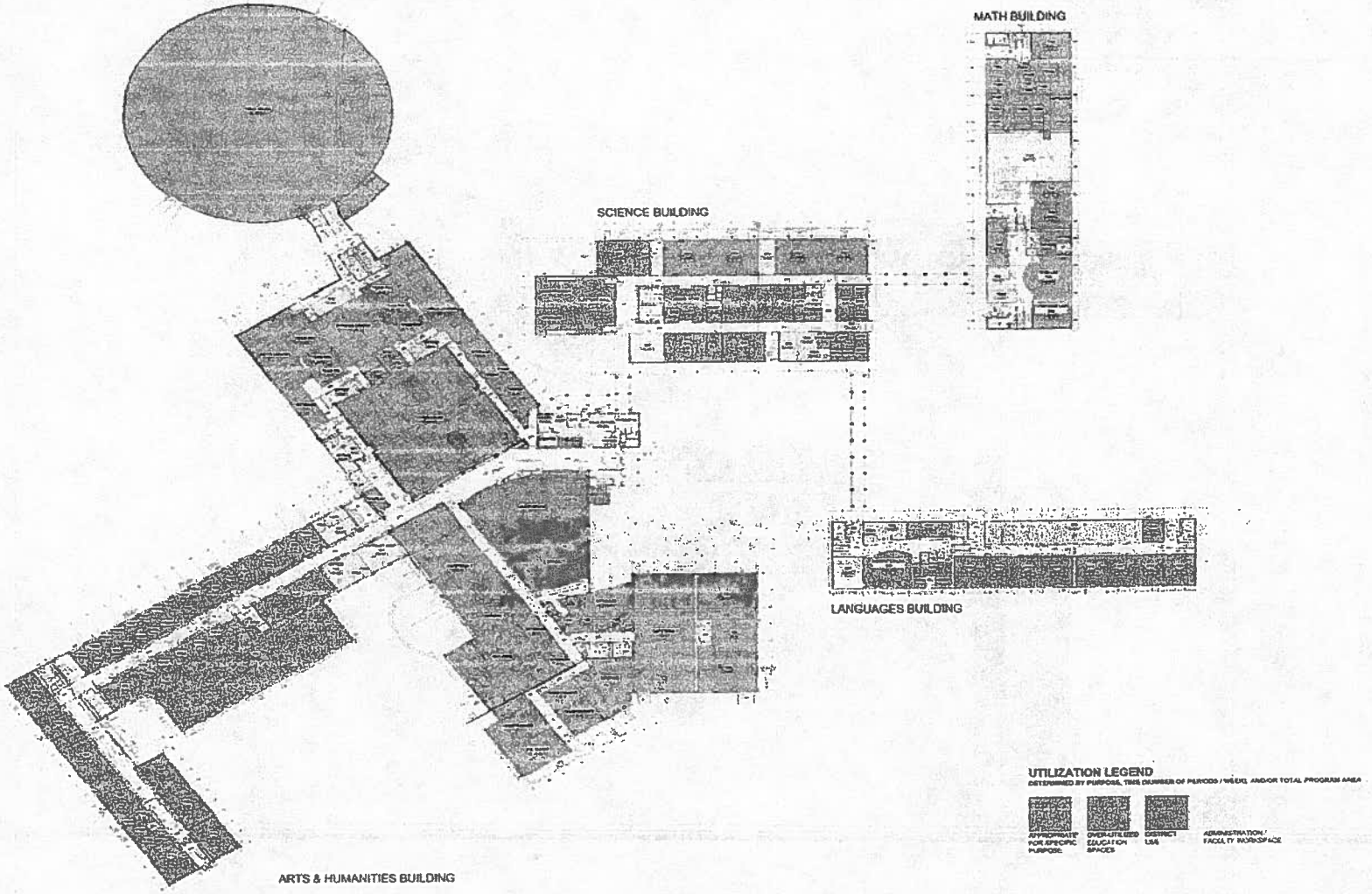


Project Scope

Proposed Space Summary - High Schools

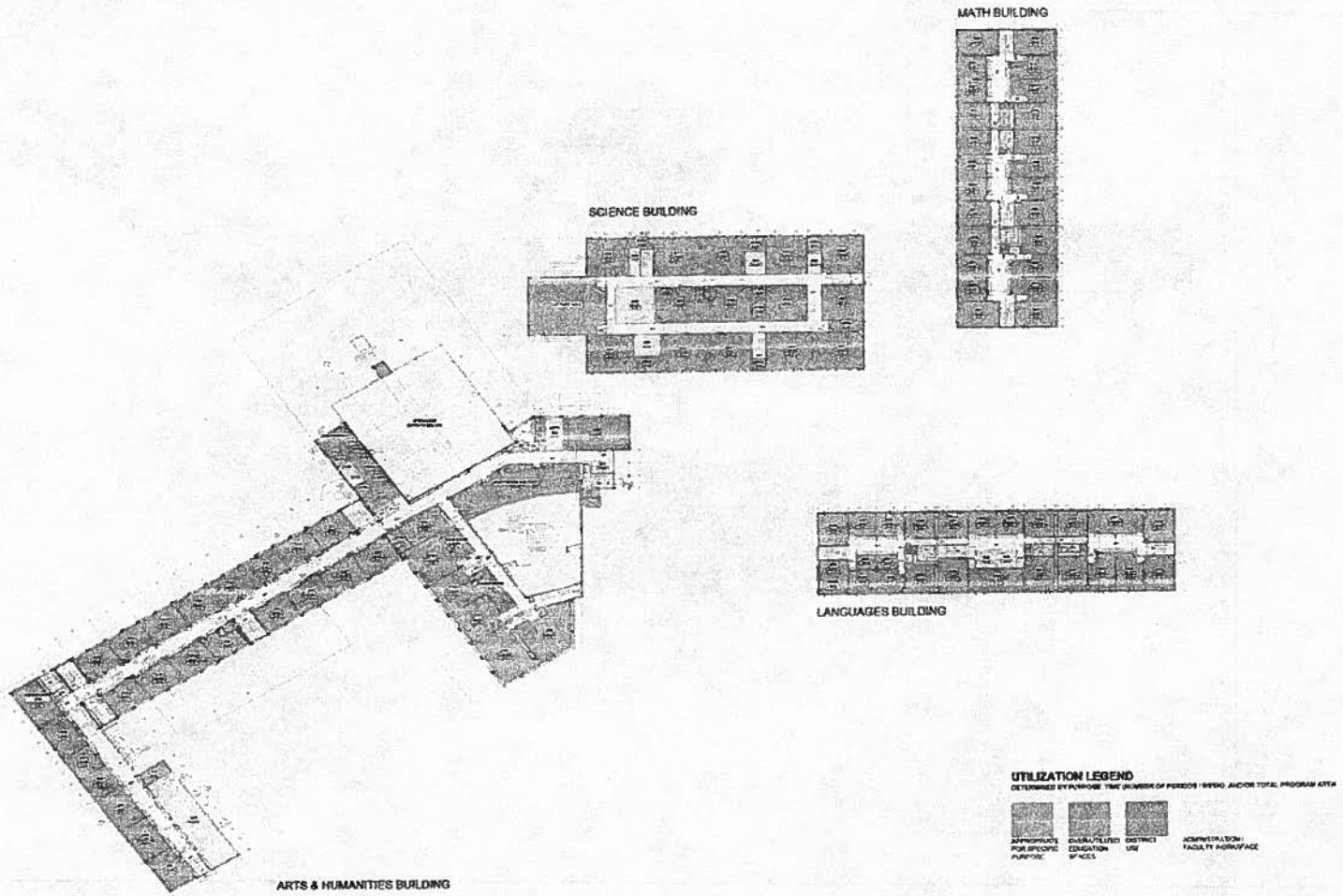
LEXINGTON HIGH SCHOOL	Existing Conditions		2009 PROPOSED EXPANSION						2014 PROPOSED MODULAR				MSBA GUIDELINES	
			Existing to Remain/Renovated		New		Total		New		Total		Total	
ROOM TYPE	# OF RMS	area totals	# OF RMS	area totals	# OF RMS	area totals	# OF RMS	area totals	# OF RMS	area totals	# OF RMS	area totals	# OF RMS	area totals
CORE ACADEMIC SPACES	101	70,767	82	58,887	17	13,175	99	72,062	12	10,800	113	81,567	115	95,220
SPECIAL EDUCATION	62	18,331	84	25,314	7	2,000	91	27,314	23	9,686	85	28,017	46	23,150
ART & MUSIC	20	12,845	18	13,254	5	1,870	23	15,124	0	0	20	12,845	17	8,750
VOCATIONS & TECHNOLOGY	0	0	0	0	0	0	0	0		0	0	0		25,600
HEALTH & PHYSICAL EDUCATION	17	56,940	14	54,268	2	1,300	16	55,568	0	0	17	56,940	11	22,100
MEDIA CENTER	7	9,413	7	9,393	1	3,000	8	12,393	0	0	7	9,413	1	13,363
AUDITORIUM / DRAMA	15	14,624	15	17,061	2	1,550	17	18,611	0	0	15	14,624	6	10,400
DINING & FOOD SERVICE	5	14,194	5	12,694	1	4,400	6	17,094	0	0	5	14,194	4	15,702
MEDICAL	7	934	7	934	0	0	7	934	0	0	7	934	7	810
ADMINISTRATION & GUIDANCE	75	19,366	72	20,956	6	4,370	78	25,326	0	0	75	19,366	24	5,798
CUSTODIAL & MAINTENANCE	7	2,685	4	3,375	0	0	4	3,375	0	0	6	2,685	7	3,241
OTHER ACADEMIC SPACES	12	7,869	14	10,583	1	900	15	11,483	0	0	12	7,869	0	0
Total Building Net Floor Area (NFA)		227,968		226,719		*32,565*		259,284		*20.486*		248,454		224,133
Total Number of Rooms	328		322		42		364		35		362		238	
Student Capacity/Enrollment		2,007						2,012				2,154		2,154
Total Building Gross Floor Area (GFA)		333,354		333,354		*45,250*		378,604		*24,525*		357,879		398,490
Grossing factor (GFA/NFA)		1.46		1.47		1.39		1.46		1.20		1.44		1.78

LHS 1st Floor Utilization Analysis



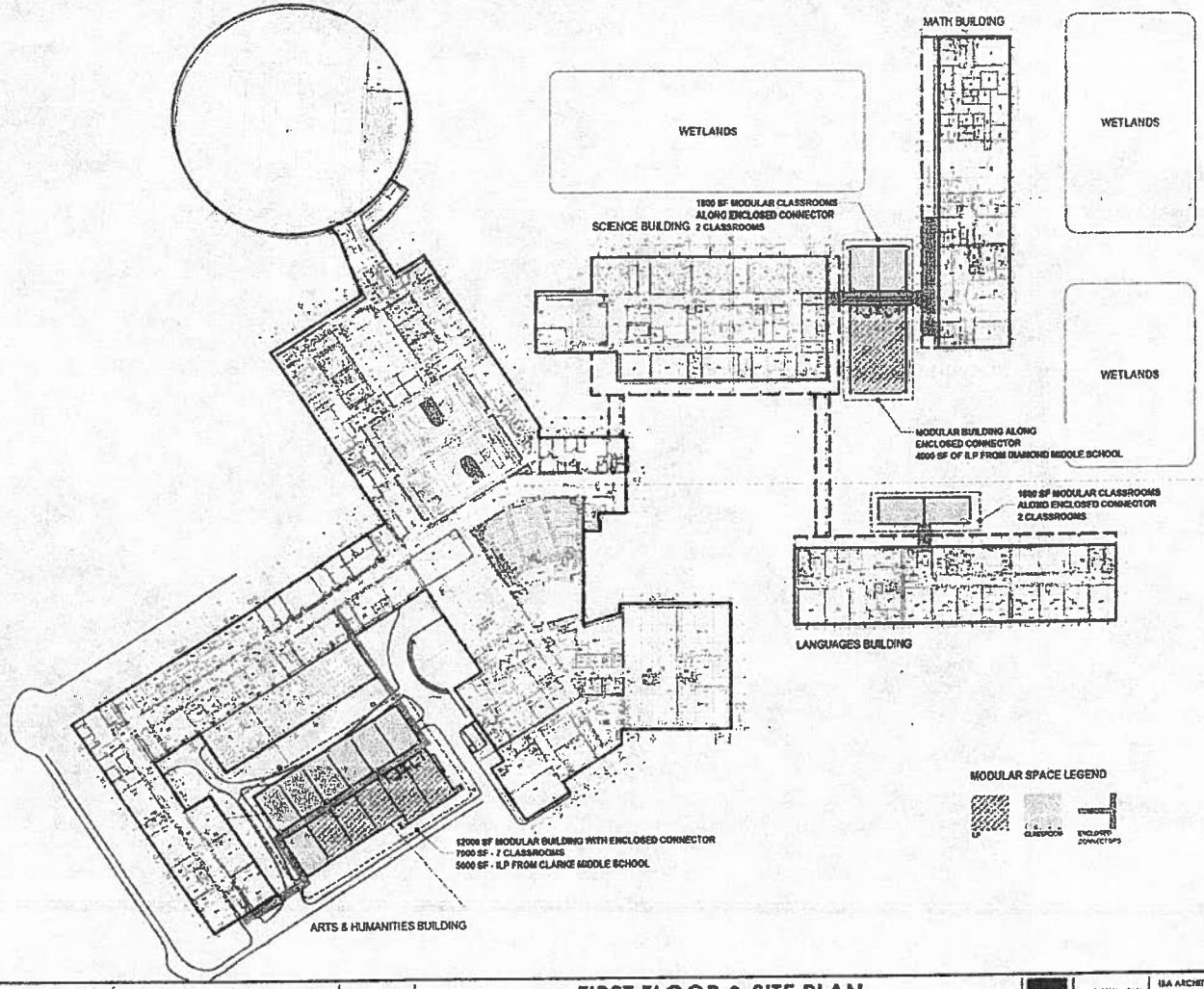
HIGH SCHOOL PLANNING TOWN OF LEXINGTON	251 WALTHAM STREET LEXINGTON, MA	1	FIRST FLOOR PLAN UTILIZATION ANALYSIS	NORTH	21 FEBRUARY 2013	TBA ARCHITECTS, INC. ARCHITECTURE PLANNING PROJECT MANAGEMENT

LHS 2nd Floor Utilization Analysis



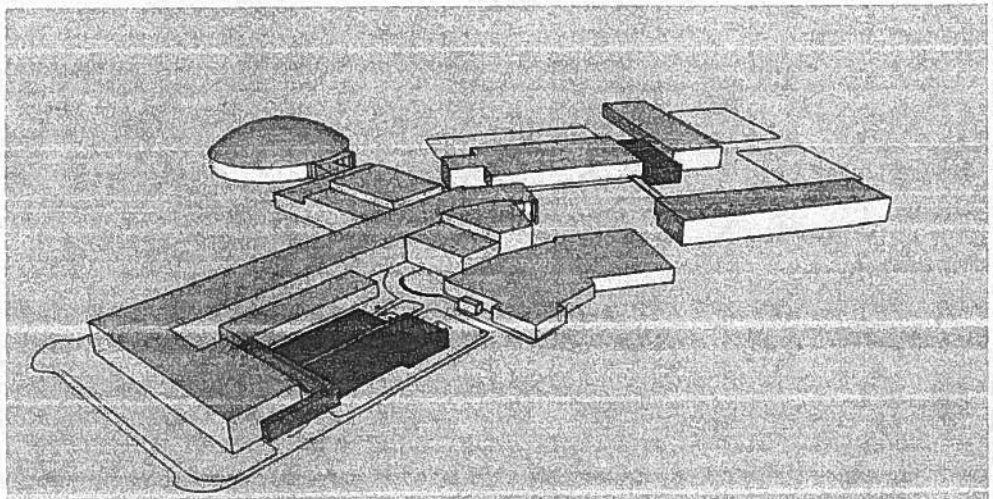
HIGH SCHOOL PLANNING TOWN OF LEXINGTON	251 WALTHAM STREET LEXINGTON, MA	2	SECOND FLOOR PLAN UTILIZATION ANALYSIS	NORTH	21 FEBRUARY 2013	TBA ARCHITECTS, INC. ARCHITECTURE PLANNING PROJECT MANAGEMENT

Potential Classroom & ILP Locations

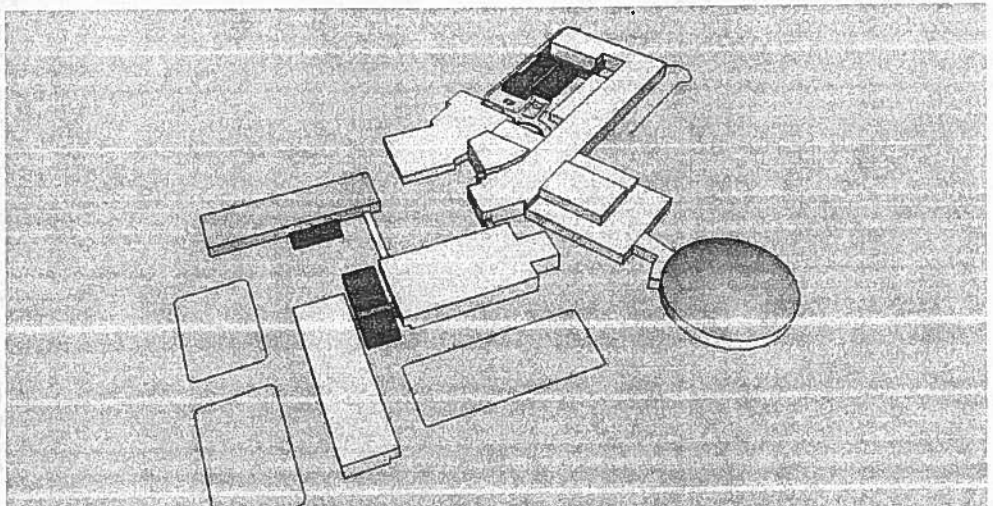


HIGH SCHOOL PLANNING TOWN OF LEXINGTON	251 WALTHAM STREET LEXINGTON, MA	4	FIRST FLOOR & SITE PLAN MODULAR BUILDINGS & LINKS - FULL EXPANSION

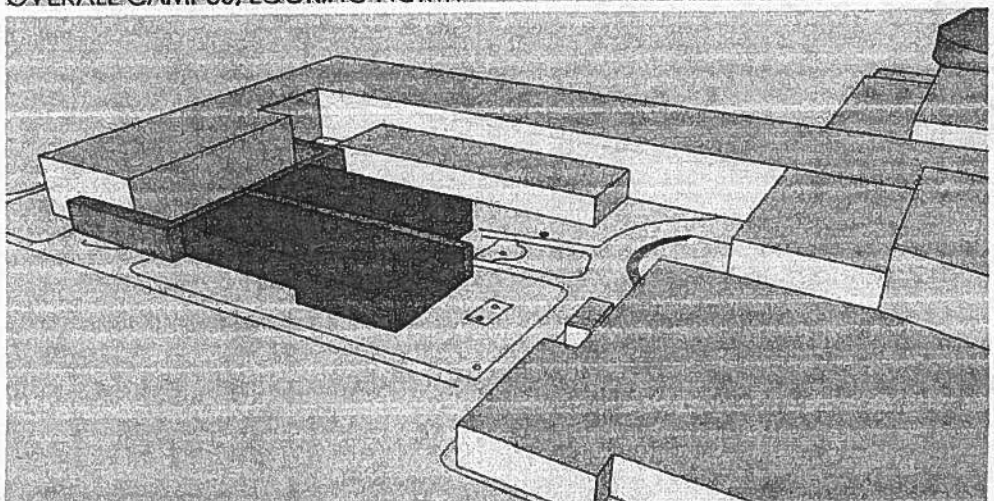
Massing Overview



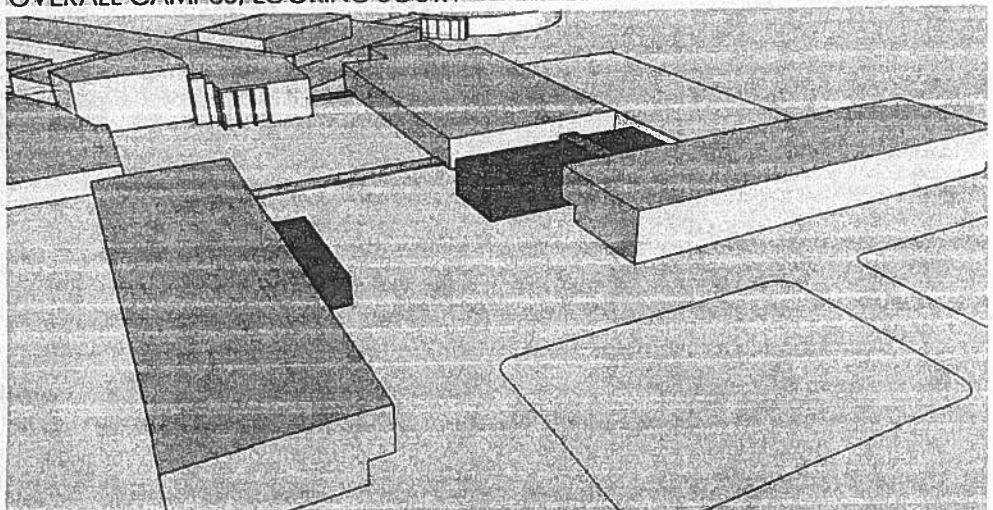
OVERALL CAMPUS, LOOKING NORTH



OVERALL CAMPUS, LOOKING SOUTH



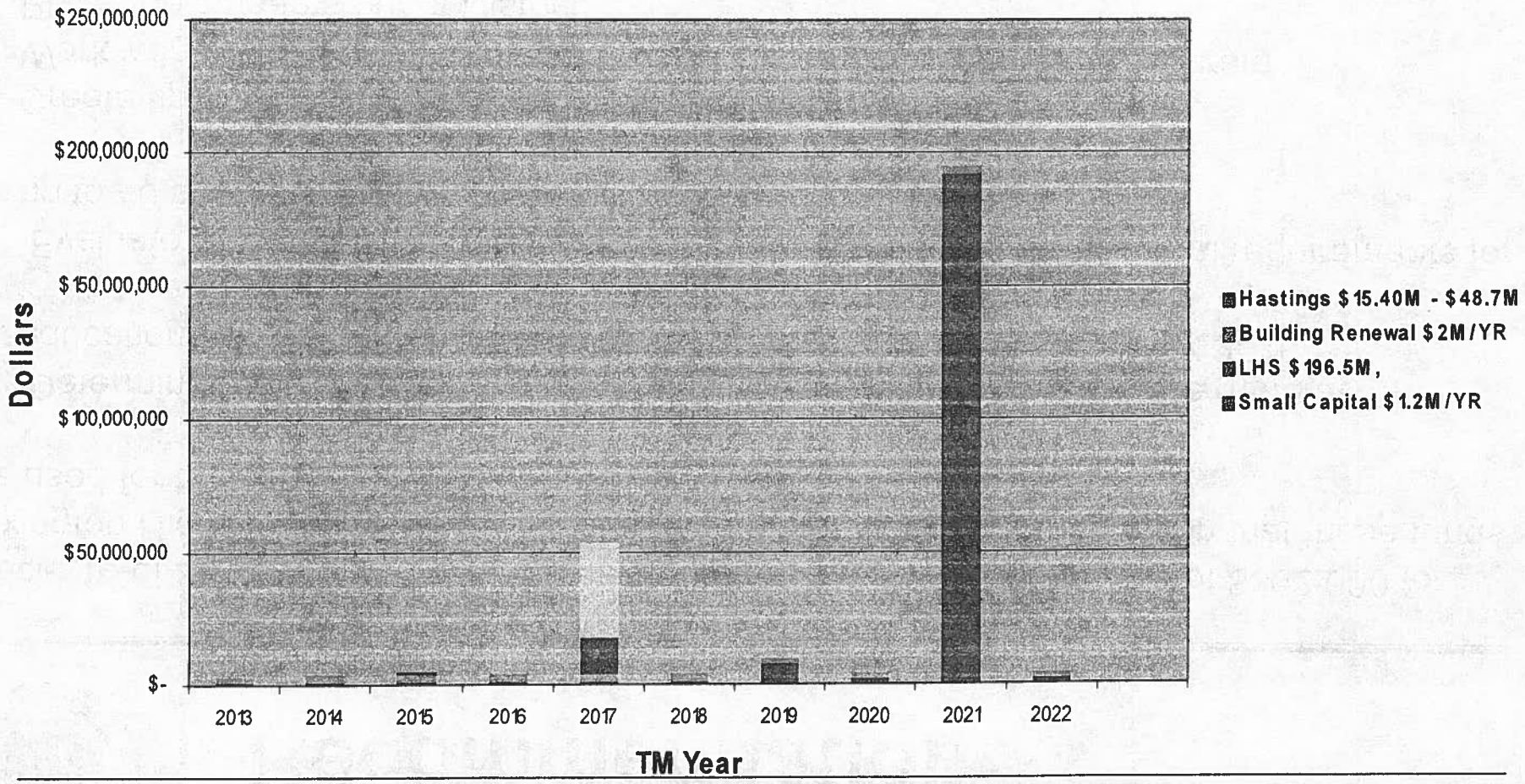
HUMANITIES COURTYARD, LOOKING WEST



CENTER COURTYARD, LOOKING WEST

10 Year Facility Master Plan

Lexington Public Facility Capital Spending $247.7M - $282.2M
2013 - 2022 TM
(revised School Committee January 8, 2013)



Note: Small capital and building renewal funding for all DPF buildings, increased 2.5% annually. New construction cost escalated 3.5% annually.

Recommendation

Article 14 of 2013 Annual Town Meeting is requesting an appropriation of $362,000 for Lexington High School Overcrowding- Phase 3. It is our recommendation that these funds be used for the following:

- Determine the number of additional classrooms required to meet the general educational need with enrollment increasing to 2,154 students for FY 2016

- Evaluate at least three space options for meeting the ILP educational requirements for up to 48 students graduating to LHS over the next several years

1. Create space at LHS to accommodate the program
2. Work with LABBB to determine if LABBB can accommodate the program
3. Place the students out of District

Project Schedule

2013 Annual Town Meeting- Appropriate $362,000 for development of design and construction bid documents.

2013 Special Fall Town Meeting- Appropriate construction funds for modular classrooms (estimate $3.5M – $5.5M.)

Spring 2014 – Begin site work to prepare for delivery of modular classrooms.

Summer 2014 – Install classrooms and construction corridors to connect with existing buildings.

MEMORANDUM

TO: Paul Ash, Superintendent

FROM: Linda Chase, Director of Student Services
Ellen Sugita, Director of Special Education

DATE: 9/4/2013

RE: ILP Program Space Needs for LHS

In anticipation of a large cohort of students in the ILP programs at Diamond and Clarke that will be transitioning to LHS for grade 9 in 2015-16, and planning for the education of students who will require services up until the age of 22, increased space at LHS is required. To address this need, a consultant from the New England Center for Children was contracted to conduct a program review and recommend space that will be needed.

The recommendation for additional space to educate high school ILP students is due to a number of factors:

- The pre-k through 8 numbers are increasing. Therefore, the number of grade 9 through age 22 ILP students will increase during the next few years (see chart attached).

- The total cost of educating an ILP student within the district is less than a typical out-of-district placement tuition (primarily due to transportation costs). Exclusive of transportation, theses tuitions range from $47,000 to $312,000 per student per year, with the highest tuitions being private residential placements.

- Planning for the additional space and resources is necessary because we are not confident that there will be out-of-district placements available for these students in the future. Additionally, the ability to educate these students within the district supports their right to a free and appropriate public education within the least restrict environment, the basic tenets of IDEA. In-district programming also allows for an educational experience and social interaction with typical peers, especially important as social interaction skills development is a hallmark of the disability.

ILP PROGRAM STUDENT POPULATION

Grade	Number of Students
Pre-k	5
	SUBTOTAL: 5
Kindergarten	10
Grade 1	11
Grade 2	6
Grade 3	13
Grade 4	9
Grade 5	11 SUBTOTAL 60 Avg. # per grade: 10
Grade 6	6
Grade 7	15
Grade 8	5 SUBTOTAL 26 Avg. # per grade: 9
Grade 9	5
Grade 10	5
Grade 11	5
Grade 12	13 SUBTOTAL 28 Avg. # per grade: 7
	TOTAL: 119
Out of District	32*

*18 of these students are 18-22 years of age.

LEXINGTON SCHOOL COMMITTEE POLICY

LEXINGTON HIGH SCHOOL
CLASS SIZE POLICY

First Reading: _____May 28, 2013_____

Second Reading: ___August 27, 2013___

Date Approved by
School Committee: _____

Signature of Chair: _____

The Lexington School Committee strives to maintain class sizes at Lexington High School that ensure effective instruction and efficient use of personnel.

In most instances, courses at Lexington High School (LHS) will not be offered when there are fewer than 10 students registered for two consecutive years. The Principal of LHS may recommend exceptions to the Superintendent when the elimination of a course may:

1. interrupt a sequential course (e.g. the second year of a language sequence);

2. affect specific courses which are a *vital part of an academic high school program, e.g., Latin IV or advanced placement courses); or

3. for other good cause (e.g., some students dropping the course because of scheduling conflicts, lowering the number below 10).

* vital may be defined as what is important to the Lexington school system's and Lexington community's "educational philosophy."

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

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

(781) 861-2550, ext. 212
email: pash@sch.ci.lexington.ma.us
fax: (781) 863-5829

To: School Committee

From: Paul B. Ash, Ph.D PA.
Superintendent of Schools

Re: Low LHS Class Sizes

Date: September 3, 2013

I have attached to this memorandum a list of all LHS classes with fewer than ten students, excluding highly specialized classes such as special education services and English Language Learner classes.

Ms. Lasa provided the following additional information, which explains why some of the classes are below ten students.

Conceptual Environmental Earth Science (9 students) – Currently, there are two sections. One class has eleven students and the other has nine. If we were to combine the two classes, our prior experience has showed us that the class size would be too large later in the year, as students transfer into the class.

Digital Video Production (6 students) – Past experience has shown that after the first few weeks/month of school, this elective course usually doubles in size. We will monitor what happens this year.

Advanced Drama (7 students) – Ms. Lasa is gathering more information. She plans to attend the September 10 School Committee meeting to answer your questions.

World Language courses (German 4, 8 students; Latin 4, 8 students; Mandarin 2, 8 students) – These courses are part of a four-year sequence. Our strong preference is to ensure that students can complete a four-year sequence, even though the class sizes are below ten. We will get more information about the Mandarin 2 class.

Jazz (Jazz Combo, 7 students; Seminar in Jazz Improvisation, 8 students) – The Jazz Combo course has been offered at this level for about three decades, as it is a specialized chamber ensemble. Please note that the assigned instructor, while teaching this class of seven students, has another class with 92 students. Overall, that teacher's total student load is well above the contracted level, at about 140 students.

The Seminar in Jazz Improvisation was enrolled above the limit in June when student registration selections were due. When students received their schedules this summer, they found they had not received other classes they had selected and had free blocks/studies instead. Some of their requested courses were in conflict with the Jazz Seminar, so they needed to drop Seminar over the summer to accommodate the other classes (often a Language, History or other elective). This enrollment typically grows over the course of the year.

LHS classes below 10 students as of 8/28/13

Course	Level	Description	Teacher	Sem	Block	Enroll
4104-001	CP2	Conceptual Environmental Earth Science	Horesh, Michael	ALL	BD2	9
5248-001	Hon	German IV	Floerke, Heidemarie	ALL	E	8
5446-001 + 5448-001	Hon+CP1	Latin IV	Haviland, Maureen	ALL	C	8
5526-001	CP1	Mandarin II	Yao, Jieying	ALL	B	8
6312-001	NL	Digital Video Production 2	Pappas, Mary	S 1	A	6
6560-001	NL	Advanced Drama Workshop	DiMartino, Sandra	S 2	F$	7
6860-002	NL	Seminar in Jazz Improvisation	Held, Andrew	ALL	F$	8
6878-001	Hon	LHS Jazz Combo	Held, Andrew	ALL	D	7

Current Enrollment

Lexington Public Schools

2013-2014 Enrollment as of September 3, 2013

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	16	16	20	21	20	19	444
	16	16	21	21	20	20	
	16	17	20	21	20	19	
	15	17	20	22			
	15	16					
1	20	24	24	21	21	17	482
	20	24	24	20	21	18	
	20	24	23	20	21	18	
	19	25		21		18	
	19						
2	21	22	22	25	18	23	463
	21	23	23	25	18	24	
	22	23	22	25	18	23	
	23	23			19		
3	21	24	25	24	26	18	534
	22	25	25	24	25	19	
	23	25	26	24	25	19	
	24	25	23	24		18	
4	23	25	22	21	19	19	525
	24	25	23	20	20	18	
	25	26	23	22	19	19	
	25	26	22	20	20	19	
5	23	20	22	27	23	25	490
	24	20	23	26	23	25	
	24	20	22	26	24	25	
	25	20	23				
Total Enrollment	546	551	498	500	420	423	**2938**
Sections	26	25	22	22	20	21	**136**

Middle School

	Clarke	Diamond	
6	278	261	539
7	283	271	554
8	311	264	575
Total	**872**	**796**	**1668**

High School

9	526
10	535
11	484
12	485
Total	**2030**

District Total 6636

Lexington Public Schools
Projected versus Actual Enrollment for FY14
As of September 3, 2013

School		K	G1	G2	G3	G4	G5	TOTAL	G6	G7	G8	TOTAL	G9	G10	G11	G12	TOTAL	GRAND TOTAL
Bowman	P	78	101	87	96	98	92	552										
Bowman	**A**	**78**	**98**	**87**	**90**	**97**	**96**	**546**										
difference		*0*	*-3*	*0*	*-6*	*-1*	*4*	*-6*										
Bridge	P	91	89	92	93	93	80	538										
Bridge	**A**	**82**	**97**	**91**	**99**	**102**	**80**	**551**										
difference		*-9*	*8*	*-1*	*6*	*9*	*0*	*13*										
Estabrook	P	58	73	63	90	88	87	459										
Estabrook	**A**	**81**	**71**	**67**	**99**	**90**	**90**	**498**										
difference		*23*	*-2*	*4*	*9*	*2*	*3*	*39*										
Fiske	P	78	88	73	101	87	80	507										
Fiske	**A**	**85**	**82**	**75**	**96**	**83**	**79**	**500**										
difference		*7*	*-6*	*2*	*-5*	*-4*	*-1*	*-7*										
Harrington	P	59	65	65	72	82	69	412										
Harrington	**A**	**60**	**63**	**73**	**76**	**78**	**70**	**420**										
difference		*1*	*-2*	*8*	*4*	*-4*	*1*	*8*										
Hastings	P	60	82	70	82	79	70	443										
Hastings	**A**	**58**	**71**	**70**	**74**	**75**	**75**	**423**										
difference		*-2*	*-11*	*0*	*-8*	*-4*	*5*	*-20*										
TOTAL Elementary	P	424	498	450	534	527	478	2911										
TOTAL Elementary	**A**	**444**	**482**	**463**	**534**	**525**	**490**	**2938**										
Elementary difference		*20*	*-16*	*13*	*0*	*-2*	*12*	*27*										

School		K	G1	G2	G3	G4	G5	TOTAL	G6	G7	G8	TOTAL	G9	G10	G11	G12	TOTAL	GRAND TOTAL
Clarke	P								273	284	324	881						
Clarke	**A**								**278**	**283**	**311**	**872**						
difference									*5*	*-1*	*-13*	*-9*						
Diamond	P								255	263	267	785						
Diamond	**A**								**261**	**271**	**264**	**796**						
difference									6	8	-3	11						
TOTAL Middle	P								528	547	591	1666						
TOTAL Middle	**A**								**539**	**554**	**575**	**1668**						
Middle difference									*11*	*7*	*-16*	*2*						
High School	P												512	542	478	468	2000	
High School	**A**												**526**	**535**	**484**	**485**	**2030**	
difference													*14*	*-7*	*6*	*17*	*30*	
TOTAL High	P												512	542	478	468	2000	
TOTAL High	**A**												**526**	**535**	**484**	**485**	**2030**	
High difference													14	-7	6	17	30	
GRAND TOTAL	P	424	498	450	534	527	478	2911	528	547	591	1666	512	542	478	468	2000	6577
GRAND TOTAL	**A**	**444**	**482**	**463**	**534**	**525**	**490**	**2938**	**539**	**554**	**575**	**1668**	**526**	**535**	**484**	**485**	**2030**	**6636**
Total difference		*20*	*-16*	*13*	*0*	*-2*	*12*	*27*	*11*	*7*	*-16*	*2*	*14*	*-7*	*6*	*17*	*30*	*59*

Lexington Public Schools

Last Year's Numbers

2012-2013 Enrollment as of September 4, 2012

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	23	20	22	19	17	19	432
	22	19	21	20	18	17	
	22	19	21	20	17	17	
	22	19		19		19	
1	21	21	20	22	21	17	423
	19	23	20	23	20	17	
	21	22	19	23	20	15	
	20	22				17	
2	23	22	21	24	23	20	510
	23	22	22	24	23	19	
	23	22	22	24	23	21	
	22	22	22	24		19	
3	23	22	21	21	20	19	507
	24	22	20	21	19	20	
	24	22	23	21	20	19	
	23	22	22	21	20	18	
4	21	19	20	19	23	22	466
	23	20	21	19	22	23	
	24	20	21	20	23	23	
	22	19	22	20			
5	22	24	23	26	20	22	506
	21	25	24	27	20	23	
	21	25	22	27	21	23	
	22	24	24		20		
Total Enrollment	531	517	473	484	410	429	**2844**
Sections	24	24	22	22	20	22	**134**

Middle School

	Clarke	Diamond	
6	279	260	539
7	317	261	578
8	264	263	527
Total	**860**	**784**	**1644**

High School

9	544
10	488
11	477
12	513
Total	**2022**

District Total 6510

LEXINGTON PUBLIC SCHOOLS
RECOMMENDED FY15 BUDGET GUIDELINES

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2015 budget that will:

1. Continue the current level of services with the understanding the School Committee will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.

2. Ensure all legal mandates will be met.

3. Ensure professional staffing guidelines will be met.

4. Continue to identify and plan alternatives that will provide services in more cost-effective ways.

5. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and to ensure the health and safety of our students and staff.

6. Identify ways to reduce the budget, if there are not sufficient monies available to fund a level-service budget.

7. Include recommendations to increase the capital plan for Lexington High School modular classroom for Special Education (Phase 2)

8. Include high priority new program initiatives.

Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

Lexington School Committee

email: school-com@comet.ci.lexington.ma.us

September 4, 2013

Dear Colleagues:

On September 10, we are scheduled to discuss our FY 15 budget guidelines. In order to focus our discussion to set priorities, I recommend we use the following criteria as we consider budget guidelines for next year:

1. Committee members identify the goals they are seeking to achieve or problems they are trying to solve (as opposed to the precise solution, such as create the XYZ position).
2. Committee members fully explain the reasons for their views.
3. The Committee, as a whole, then debates which of the School Committee member suggestions the Superintendent should either include in the budget, or bring back a study with his recommendation.

Margaret

DRAFT

SUPERINTENDENT EVALUATION

Procedures and Timeline for 2013-2014

August: Cycle Step 1: Superintendent Self-Assessment. The Superintendent will conduct a self-assessment using the performance standards and rubric, data about student learning, past progress on school goals, the prior year's evaluation, and other relevant evidence. Based on that assessment, the Superintendent will identify two goals to propose to the School Committee: one related to improving his own professional practice and one related to improving student learning.

October: Cycle 2: Meeting with the School Committee: Prior to the meeting with the School Committee, the Superintendent will provide the School Committee a copy of his proposed goals for the year. At the meeting, the School Committee will review the proposed goals and approve or amend them. The School Committee will also identify specific indicators under standards 1 through 4 that the Committee wants the Superintendent to focus on during the 2013-2014 school year.

October through January: Cycle Step 3: Superintendent Implements the Plan and the Collection of Evidence. The district goals that were voted in January 2013, in combination with the two superintendent goals, will serves as a basis for assessing the Superintendent's performance during the 2013-2014 school year. The School Committee and the Superintendent will both collect evidence of progress on goals and performance against the standards.

February: Cycle Step 4: Mid-Cycle Goals Review. At a mid-cycle public meeting (or series of meetings), the will Superintendent will report on the progress being made on the district and personal goals in the Superintendent's plan. The School Committee will review the Superintendent's report, offers feedback, and discusses progress and possible mid-cycle adjustments with the Superintendent.

May: Cycle Step 5: End-of-Cycle and Summative Evaluation Reports. The Superintendent will prepare an End-of-Cycle report on progress toward each goal and performance against the standards. The School Committee will complete a performance review and End-of-Cycle Summative Evaluation Report assessing attainment of the goals and the Superintendent's performance against the standards by the last School Committee meeting in June.

July 3, 2013

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Superintendent Rubric At-A-Glance

Standard I: Instructional Leadership	Standard II: Management & Operations	Standard III: Family and Community Engagement	Standard IV: Professional Culture
A. Curriculum Indicator 1. Standards-Based Unit Design 2. Lesson Development Support	**A. Environment Indicator** 1. Plans, Procedures, and Routines 2. Operational Systems 3. Student Safety, Health, and Social and Emotional Needs	**A. Engagement Indicator** 1. Family Engagement 2. Community and Business Engagement	**A. Commitment to High Standards Indicator** 1. Commitment to High Standards 2. Mission and Core Values 3. Meetings
B. Instruction Indicator 1. Instructional Practices 2. Quality of Effort & Work 3. Diverse Learners' Needs	**B. Human Resources Management & Development Indicator** 1. Recruitment & Hiring Strategies 2. Induction, Professional Development, and Career Growth Strategies	**B. Sharing Responsibility Indicator** 1. Student Support 2. Family Collaboration	**B. Cultural Proficiency Indicator** 1. Policies and Practices
C. Assessment Indicator 1. Variety of Assessments 2. Adjustment to Practice	**C. Scheduling & Management Information Systems Indicator** 1. Time for Teaching and Learning 2. Time for Collaboration	**C. Communication Indicator** 1. Two-Way Communication 2. Culturally Proficient Communication	**C. Communications Indicator** 1. Communication Skills
D. Evaluation Indicator 1. Educator Goals 2. Observation s & Feedback 3. Ratings 4. Alignment Review	**D. Law, Ethics & Policies Indicator** 1. Laws and Policies 2. Ethical Behavior	**D. Family Concerns Indicator** 1. Family Concerns	**D. Continuous Learning Indicator** 1. Continuous Learning of Staff 2. Continuous Learning of Administrator
E. Data-Informed Decision Making Indicator 1. Knowledge & Use of Data 2. School and District Goals 3. Improvement of Performance, Effectiveness, and Learning	**E. Fiscal Systems Indicator** 1. Fiscal Systems		**E. Shared Vision Indicator** 1. Shared Vision Development
			F. Managing Conflict Indicator 1. Response to Disagreement 2. Conflict Resolution 3. Consensus Building

Summative Evaluation Report Form

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: _____

Primary Evaluator—Name/Title: _____

Supervising Evaluator, if any—Name/Title/Role in evaluation:

_____

School(s): _____

Current Plan:

- ☐ Self-Directed Growth Plan
- ☐ Developing Educator Plan
- ☐ Directed Growth Plan
- ☐ Improvement Plan

Progress Toward Student Learning Goal(s)

Attach additional pages as needed.

☐ Did not meet ☐ Some progress ☐ Significant Progress ☐ Met ☐ Exceeded

Rationale, evidence, and feedback for improvement:

Progress Toward Professional Practice Goal(s)

Attach additional pages as needed.

☐ Did not meet ☐ Some progress ☐ Significant Progress ☐ Met ☐ Exceeded

Rationale, evidence, and feedback for improvement:

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: _____

Rating on Each Standard				
I: Curriculum, Planning, & Assessment	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Exemplary
Rationale, evidence, and feedback for improvement:				
II: Management & Operations	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Exemplary
Rationale, evidence, and feedback for improvement:				
III: Family & Community Engagement	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Exemplary
Rationale, evidence, and feedback for improvement:				
IV: Professional Culture	☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Exemplary
Rationale, evidence, and feedback for improvement:				

Summative Evaluation Report Form

Massachusetts Department of ELEMENTARY & SECONDARY EDUCATION

Educator—Name/Title: _____

Overall Performance Rating			
☐ Unsatisfactory	☐ Needs Improvement	☐ Proficient	☐ Exemplary

Rationale, evidence, and feedback for improvement:

Plan Moving Forward			
☐ Self-Directed Growth Plan	☐ Directed Growth Plan	☐ Improvement Plan	☐ Developing Educator Plan

The educator shall have the opportunity to respond in writing to the summative evaluation as per 603 CMR 35.06(6) on the Educator Response Form.

Signature of Evaluator _____ Date Completed: _____

Signature of Educator* _____ Date Received: _____

* Signature of the educator indicates acknowledgement of this report; it does not necessarily denote agreement with the contents of the report. Educators have the opportunity to respond to this report in writing and may use the Educator Response Form.