LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, December 6, 2011
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

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

7:05 p.m. **Executive Session:**
Exemption 3 – Collective Bargaining

7:30 p.m. **Return to Public Session and Welcome:**
Public Comment – (Written comments to be presented to the School Committee; oral presentations not to exceed three minutes.)

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

7:50 p.m. **Members' Reports / Members' Concerns:**

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

1. Vote to Approve Lexington High School Field Trip to Panama City, Panama, April 12-19, 2012 (5 minutes)
2. Vote to Approve Lexington High School Community Service Field Trip to Golfito, Costa Rica, February 20-29, 2012 (5 minutes)
3. Estabrook School (60 minutes)
   a. Vote to Request MSBA to Approve a New School
   b. Discussion of Other Related Matters
4. Vote to Approve School Transportation Study Group Charge and Membership (15 minutes)
5. Vote to Accept a Donation of $5,000 from Joe Pato for the Purchase of $20,000 in HP Equipment through HP's Employee Donation Program (3 minutes)
6. Vote to Approve Third Reading of the Life Threatening Allergies Policies (5 minutes)
7. Vote to Approve School Committee Minutes of November 8, 2011 (2 minutes)
8. Vote to Approve School Committee Minutes of November 15, 2011 (2 minutes)
9. Vote to Approve School Committee Minutes of November 22, 2011 (2 minutes)
10. Vote to Accept a $275 Donation to Lexington Children's Place (2 minutes)
11. Vote to Accept a $500 Cash Award from the "You Can Do the Rubik's Cube" New England Team Tournament to the Clarke Middle School (2 minutes)

The next meeting of the School Committee is scheduled for Tuesday, December 20, 2011, at 7:30 p.m. in the Town Office Building, Selectmen's Meeting Room, 1625 Massachusetts Avenue.

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

LEXINGTON SCHOOL COMMITTEE POLICY

LIFE THREATENING ALLERGIES POLICY

First Reading: _September 20, 2011_

Second Reading: _October 25, 2011_

Date Approved by School Committee: _____

Signature of Chair: _____

The Lexington Public Schools (LPS) will maintain a system-wide response plan to address life-threatening allergic reactions. Parents/guardians, primary care physicians and/or allergists are encouraged to provide recommendations in writing to the appropriate building principal regarding the content of an Individual Health Care Plan (IHCP) for any student who has a life threatening allergy.

I. IMPLEMENTATION OF THE LIFE-THREATENING ALLERGY POLICY

The Lexington Public Schools (LPS) will:

A. Provide life-threatening allergy awareness education and EpiPen training for all LPS employees based on Department of Public Health and Department of Elementary and Secondary Education recommendations.

B. The use of food for curriculum instruction or special luncheons during the school day will be restricted to approval by the principal and school nurse. The use of food as a reward in any classroom will be eliminated, ***unless otherwise specified in an Individualized Education Plan (IEP) or 504. All schools will require that any parties and celebrations during the school day are food free.***

C. The principal or designee in each school will implement a "No Food or Utensil Sharing" practice, with particular focus at the elementary school level.

D. If necessary, each elementary school will provide peanut free/tree-nut free tables in the cafeteria. Reasonable efforts will be made for such tables to become "free" of other allergens as deemed needed for an individual student through documentation from the student's primary care physician or board certified allergist. At the middle and high schools accommodations will be made as needed.

E. No bake sales will be permitted at elementary or middle schools during the school day. Bake sales conducted outside the school day are limited to those at which only adults are allowed to purchase products. At the high school level, the sale of food products as a fundraiser will be at the discretion of the principal. ***LPS staff is not responsible for implementing the Life Threatening Allergy Policy and related protocols and procedures during (1) school sponsored events beyond the school day that are open to the public (e.g. school athletic contests, plays, or ceremonies) or (2) programs or events on LPS property that are sponsored by various parent, community, and private groups. Parents of children with known life-threatening allergies are responsible for***

communicating with those in charge of programs about their child's allergy and medical plan. School nurses are not available after school hours.

F. At the elementary school level, when a student's medical need to be in an LTA-safe environment is clearly documented by a board certified allergist, and clear directions from the allergist are provided, LPS will make reasonable efforts to create LTA-***safe*** classrooms for the student. LPS reserves the right to consult with a board certified allergist of its choice to review the recommendation to determine if it will authorize its implementation.

G. Each school's Incident Management Plan will include how to respond to a life-threatening allergic reaction. This plan will be reviewed annually by each building principal and will be part of all LTA and EpiPen Administration training.

H. Because of the confidentiality of medical records, a student's parent/guardian has the responsibility for notifying school bus drivers directly of any life threatening allergies of which the bus driver should be aware.

I. For any event outside of the regular school day which is neither sponsored by LPS nor part of the LPS curriculum, the sponsor of such event is responsible for assuring that appropriate provisions concerning LTA's of participants are in place.

II. EMPLOYEE/CONTRACTOR TRAINING AND EDUCATION

A. Life-threatening allergy (LTA) awareness training will be required of all teachers, aides, tutors, secretaries and student teachers in the school system.

B. The custodial staff either will be included in staff LTA-awareness training or will be offered informational sessions on life-threatening allergies by the building principal.

C. All substitute teachers contracted by the LPS will receive LTA-awareness training, following the LPS curriculum. No substitute will be employed in the system who has not received this training. The Director of Human Resources will be responsible for ensuring that personnel who provide contracted services to LPS students and substitute teachers are provided LTA-awareness training.

D. Food-service personnel contracted by LPS will be given building-based LTA-awareness training annually.

E. The LPS Business Office will offer to bus drivers the opportunity for LTA-awareness training annually, and will as part of the specifications with the bus contractor, require their participation.

F. Principals or their designees will be responsible to schedule LTA-awareness training in their schools and to ensure that all employees are trained.

RESOURCES

MA Department of Public Health: 105 CMR 210.100

Sicherer MD, Scott ,et al. "Prevalence of peanut and tree nut allergy in the United States ...A 5 year follow-up study" (December 2003) . Journal of Allergy and Clinical Immunology.

"Report on EpiPen Administration in Schools." (2009). Boston, MA: Massachusetts Department of Public Health School Health Unit.

"Managing Life-Threatening Food Allergies in Schools" Massachusetts Department of Education (2002).

Sheetz, A. H. & Goodman, I. F. (Eds.). (2007). *The Comprehensive School Health Manual.* Boston, MA: Massachusetts Department of Public Health.

Bold/Italic typeface represents suggested Second Reading changes.

Ad hoc School Transportation and Safety Study Committee

Members: 7 members (and one liaison from both the Board of Selectmen and School Committee)
Appointed by: Board of Selectmen and School Committee
Length of term: As needed
Meeting times: As needed

Description: The manner in which Lexington's 6,400 public school students are transported to and from school has become a community-wide public safety issue. The results of a March 2011 parent survey conducted by Safe Routes to school, Lexington Public School Transportation, and Lexpress found that the public school community wants our neighbor's behavior to change. Changes include seeing an increase in students using school buses and increased safety for those students who walk or bike to and from school. A report prepared as a result of the survey found that:

- Increased school bus ridership is desirable
- More students should consider walking or biking
- Deterrents should be made to drivers in order to decrease the number of vehicles on school grounds
- Bus service should be modified to better serve its population

The study group would be charged with identifying solutions and proposal for implementation of action items to address these issues, including:

- Identifying proposal(s) to reduce the cost of school bus service
- Identifying ways to increase school bus timeliness
- Proposing initiatives to promote school bus ridership
- Proposing approaches to address traffic and pedestrian safety concerns in and around our schools

Criteria for membership:

- One member from the Sidewalk Committee/Safe Routes to School
- One member from the LPS administration
- One member from LPS transportation
- One member from the Transportation Advisory Committee
- One member from the Police Department
- Two members at large

Prior to serving as a member of this Committee, appointees are required to:

1. Acknowledge receipt of the Summary of the Conflict of Interest Statute. Further, to continue to serve on the Committee the member must acknowledge annually receipt of the Summary of the Conflict of Interest Statute. Said summary will be provided by and acknowledged to the Town Clerk.
2. Provide evidence to the Town Clerk that the appointee has completed the on-line training requirement required by the Conflict of Interest statute. Further, to continue to serve on the Committee, the member must acknowledge every two years completion of the on-line training requirement.

Ref.: Charge adopted by the Board of Selectmen on November 7, 2011.
Charge adopted by the School Committee on _____
Selectmen designated members of this committee as Special Municipal Employees on November 7, 2011.

DiNisco Design Partnership Limited architects and planners

01 December 2011

Dr. Paul Ash
Superintendent of Schools
Town of Lexington
146 Maple Street
Lexington, MA 02420

Reference: **Estabrook Elementary School**
Lexington, MA

Subject: MSBA Preferred Schematic Study and Report

Dear Dr. Ash:

In anticipation of the Preferred Schematic Study and Report to be submitted to the Massachusetts School Building Authority on December 9, 2011, we request that the School Committee formally approve to further develop Options 2, 3 and 4 which all consist of a New Elementary School on the existing Estabrook School site as the preferred solution for the Estabrook Elementary School Project. Enclosed for the School Committee's reference is Part 6 – PROPOSED LIST OF ALTERNATIVES of the Preliminary Design Program. The rationale is as follows:

Preferred Solution

A new elementary school for grades K-5 provides the most educationally appropriate and cost effective solution of the four (4) options considered. A new school is the preferred option for the following reasons:

- The new elementary school will provide better educational spaces than a renovation/addition option.
- The new elementary school will have significantly less disruption to the students and staff than a renovation/addition option.
- The new elementary school improves and enhances the site.
- The new elementary school is the most cost effective solution when taking into consideration all the factors of construction duration, impact on site during construction, and the safety of students and staff.

Sincerely,

Donna DiNisco-Crawford
DiNISCO DESIGN

DJC/sc

Enclosure: PART 6: Proposed List of Alternatives, MSBA Preliminary Design Program (11/10/11)

Cc: Patrick Goddard, Director of Public Facilities

Kenneth DiNisco Richard N. Rice Gary T. Ainslie Donna Crawford
87 Summer Street Boston MA 02110 617.426.2858 fax 426.1457

PART 6: PROPOSED LIST OF ALTERNATIVES

INTRODUCTION

Based upon the educational program, initial space summary, evaluation of existing conditions and site development requirements, a list of preliminary alternatives have been developed. Each alternative satisfies the Educational Program, Standards, Policies and with the exception of the renovation/addition option satisfy the Guidelines of the MSBA.

As part of the process the following items were evaluated and considered.

SCHOOL ASSIGNMENT PRACTICES

There is no other available space in any of the other District facilities. All other Lexington Public Schools are at or over capacity so alternatives such as re-districting or using vacant space in another school facility do not exist. In fact, the Bridge and Bowman elementary schools are currently being designed for renovations and limited expansions.

TUITION AGREEMENTS

The Lexington Public Schools does not participate in the Massachusetts School Choice program or other Tuition Agreements. The only program Lexington Public Schools participates in is the Metropolitan Council for Educational Opportunity (METCO) program.

NO BUILD OPTION

The no-build option is not a consideration for the Estabrook Elementary School. In addition to the aging and inadequate school, in August 2010, the first air results were available that indicated PCB concentrations in Estabrook School exceeded EPA guidelines. The school district has worked aggressively to reduce the airborne levels. In this effort, several building materials have been identified as containing PCB's in concentrations that exceed the Toxic Substance Control Act (TSCA).

The work plan at Estabrook School has been performed under an interim approval of the EPA Region 1 PCB Coordinator. The district has performed several mitigation steps to remove and encapsulate known PCB contaminated materials. EPA has authorized this interim plan to allow the district to expedite measures to bring the exposure levels within the guidelines. With several materials, EPA has temporarily allowed the continued unauthorized use due to the district's ten year plan which included replacement of the Estabrook School for educational reasons.

RENOVATION / ADDITION / NEW CONSTRUCTION

As a result of the above, several options were evaluated for renovation and addition to the existing facility as well as new construction on the same site. There are no other town owned sites available for the construction of an approximately 90,000 SF elementary school facility. The result of which is included on the following pages.

PART 6 : PROPOSED LIST OF ALTERNATIVES

Option 1 - Renovation/Addition to existing school

Program Area			Gross Square Footage			Construction Cost			Project Cost	Duration / Year Complete
Reno	New	Total	Reno	New	Total	Reno	New	Total		
32,600 NFA	26,149 NFA	58,749 NFA	56,252 GSF	34,085 GSF	90,337 GSF	$16,313,080	$12,270,600	$28,583,680	$35,729,600	36 months Bldg + Site 2016

1. Design Capacity = 540 students
2. Program Area = Program Area as preliminarily agreed to with MSBA
3. Construction Cost =
   New Construction Mid Point of Construction estimated @ $360/SF
   Renovation Mid Point of Construction @ $290/SF
4. HazMat + PCB's included in renovation cost
5. Portable classrooms (6 for Cafeteria/Admin) + (6 General Clrms) included in construction cost
6. Extended General Conditions included in Construction Cost
7. Escalation at 5% compounded per year x 3 years included in construction costs
8. Project Cost = Construction cost x 25% soft costs

Option 2 - New construction of a 2-story school

Program Area	Gross Square Footage	Construction Cost	Project Cost	Duration / Year Complete
59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 Months Bldg 4 Months Site 2014

1. Design Capacity = 540 students
2. Program Area = Program Area as preliminarily agreed to with MSBA
3. Construction Cost = Mid Point of Construction estimated @ $325/SF
4. Construction Cost includes demolition/HazMat Abatement of existing facility
5. Project Cost = Construction cost x 25% soft costs
6. Town must continue design development prior to MSBA PS&BA or full town appropriation of funds.

Option 3 - New construction of a 3-story school

Program Area	Gross Square Footage	Construction Cost	Project Cost	Duration / Year Complete
59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 Months Bldg 4 Months Site 2014

1. Design Capacity = 540 students
2. Program Area as preliminarily agreed to with MSBA
3. Construction Cost = Mid Point of Construction estimated @ $325/SF
4. Construction Cost includes demolition/HazMat Abatement of existing facility
5. Project Cost = Construction cost x 25% soft costs
6. Town must continue design development prior to MSBA PS&BA or full town appropriation of funds.

Option 4 - New construction of a 3-story model school

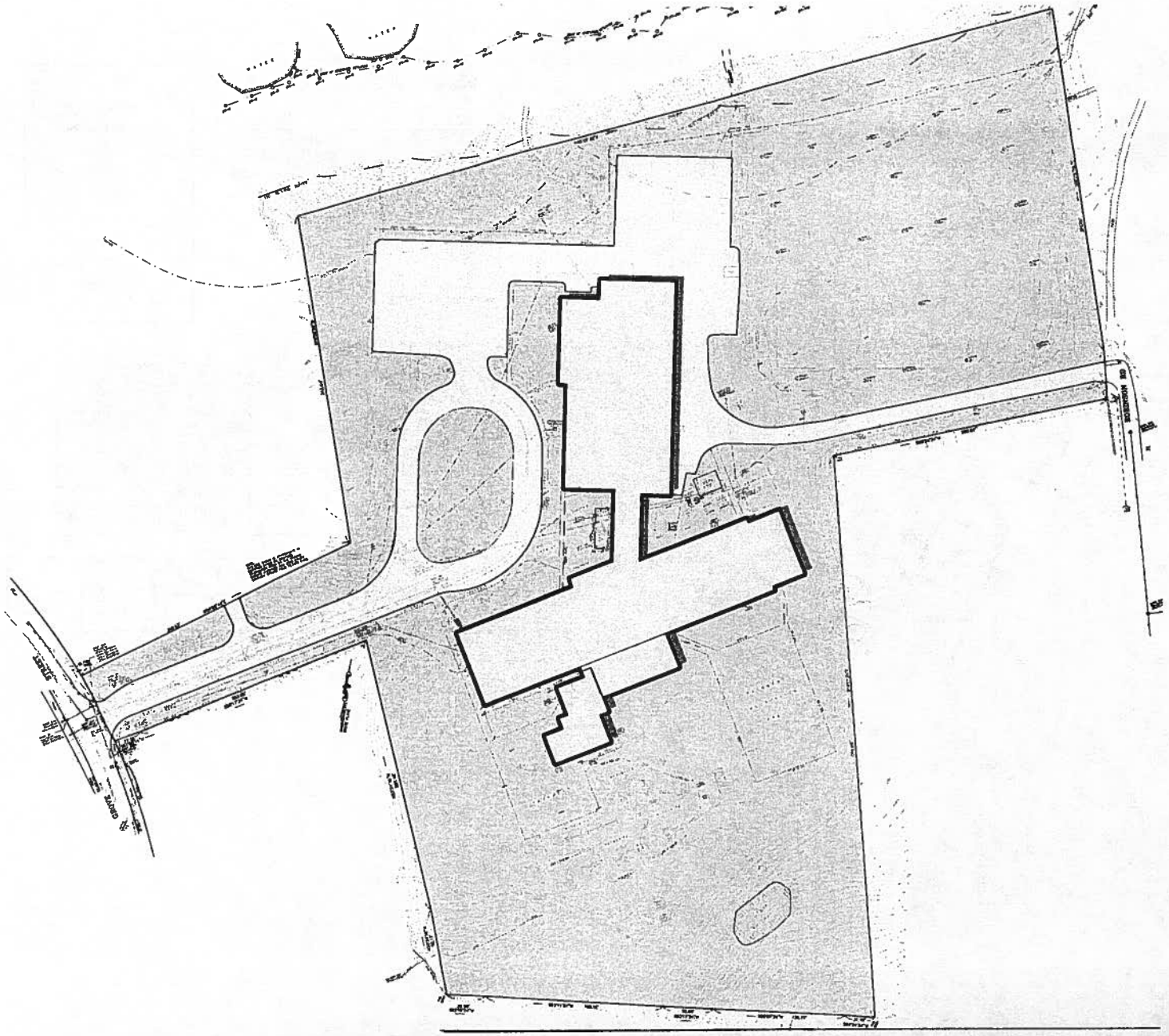
Program Area	Gross Square Footage	Construction Cost	Project Cost	Duration / Year Complete
59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 Months Bldg 4 Months Site 2014

1. Design Capacity = 540 students
2. Program Area = Program Area as preliminarily agreed to with MSBA
3. Construction Cost = Mid Point of Construction estimated @ $325/SF
4. Construction Cost includes demolition/HazMat Abatement of existing facility
5. Project Cost = Construction cost x 25% soft costs

SUMMARY

OPTION	Program Area	Gross Square Footage	Construction Cost	Project Cost	Duration / Year Complete
Option 1 Renovation/ Addition	58,749 NFA	90,337 GSF	$28,583,680	$35,729,600	36 months Bldg + site 2016
Option 2 New 2 Story School	59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 months bldg 4 months site 2014
Option 3 New 3 Story School	59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 months bldg 4 months site 2014
Option 4 New 3 Story Model School	59,310 NFA	90,000 GSF	$29,250,000	$36,562,500	18 months bldg 4 months site 2014

Based on the evaluation of education, safety and site design of the options presented, it is the District's preference to further evaluate Options 2, 3 and 4 – a new school on the existing Estabrook Elementary School site to bring forth a Preferred Schematic Design to the MSBA.



JOSEPH
ESTABROOK
ELEMENTARY
SCHOOL

Lexington, MA

Feasibility Study

EXISTING SITE PLAN

0 50 100

N

11 November 2011

DiNisco Design Partnership
architects and planners

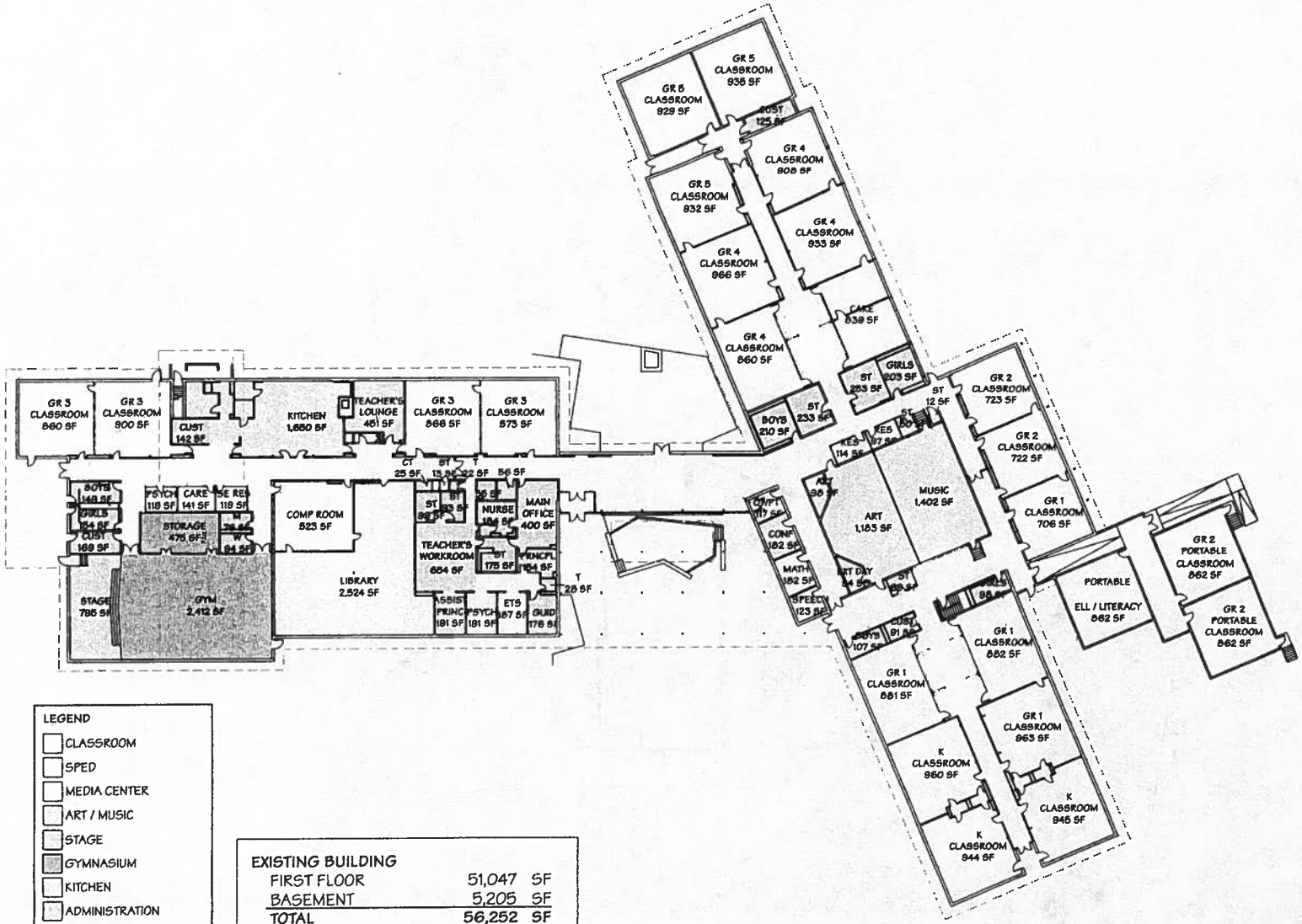
JOSEPH ESTABROOK ELEMENTARY SCHOOL

Lexington, MA

Feasibility Study

EXISTING PROGRAM

FIRST FLOOR PLAN



LEGEND

- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

EXISTING BUILDING		
FIRST FLOOR	51,047	SF
BASEMENT	5,205	SF
TOTAL	56,252	SF
PORTABLE CLASSROOMS	3,706	SF

0 20 40

N

11 November 2011

DiNisco Design Partnership
architects and planners

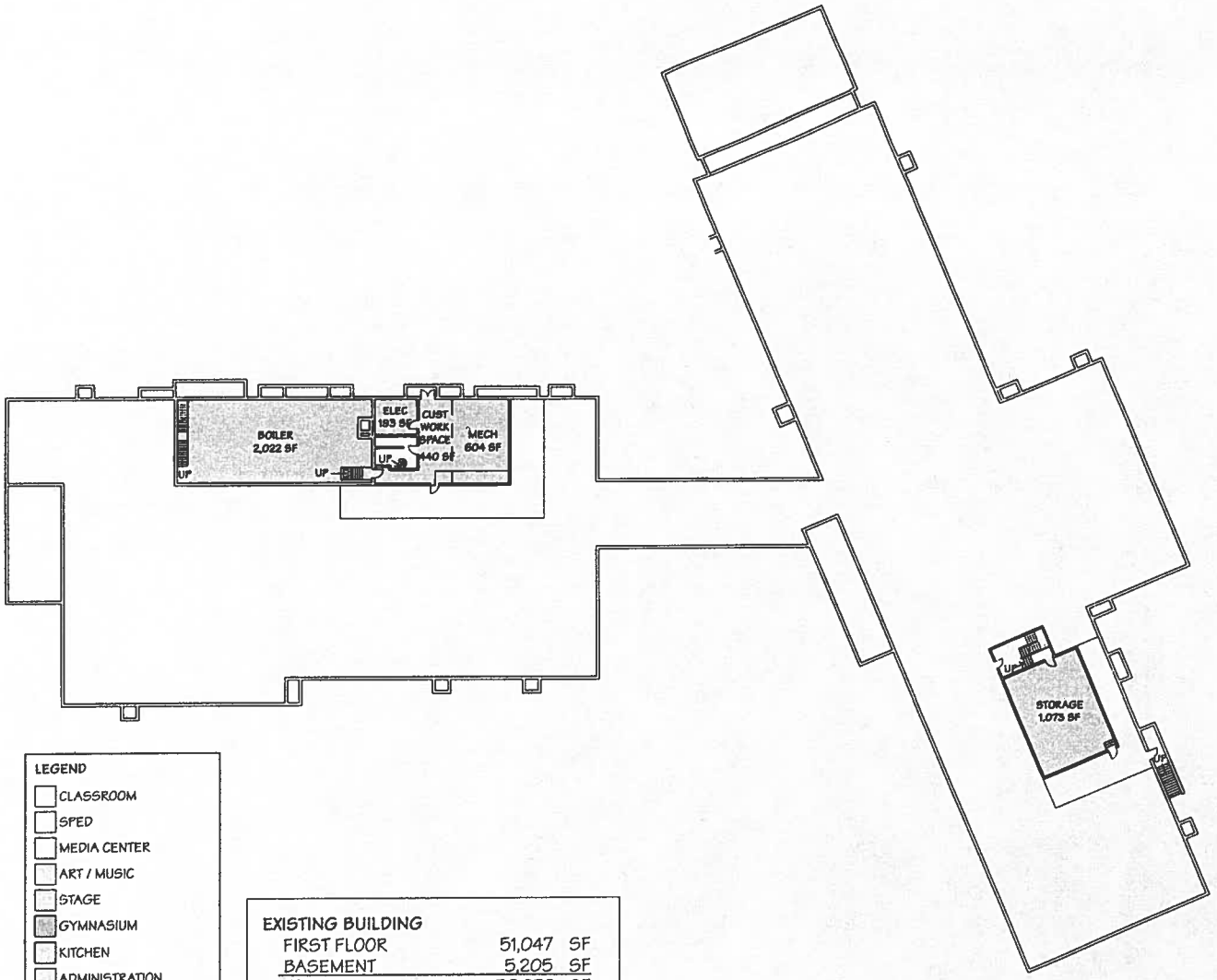
JOSEPH
ESTABROOK
ELEMENTARY
SCHOOL

Lexington, MA

Feasibility Study

EXISTING PROGRAM

BASEMENT PLAN



LEGEND

- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

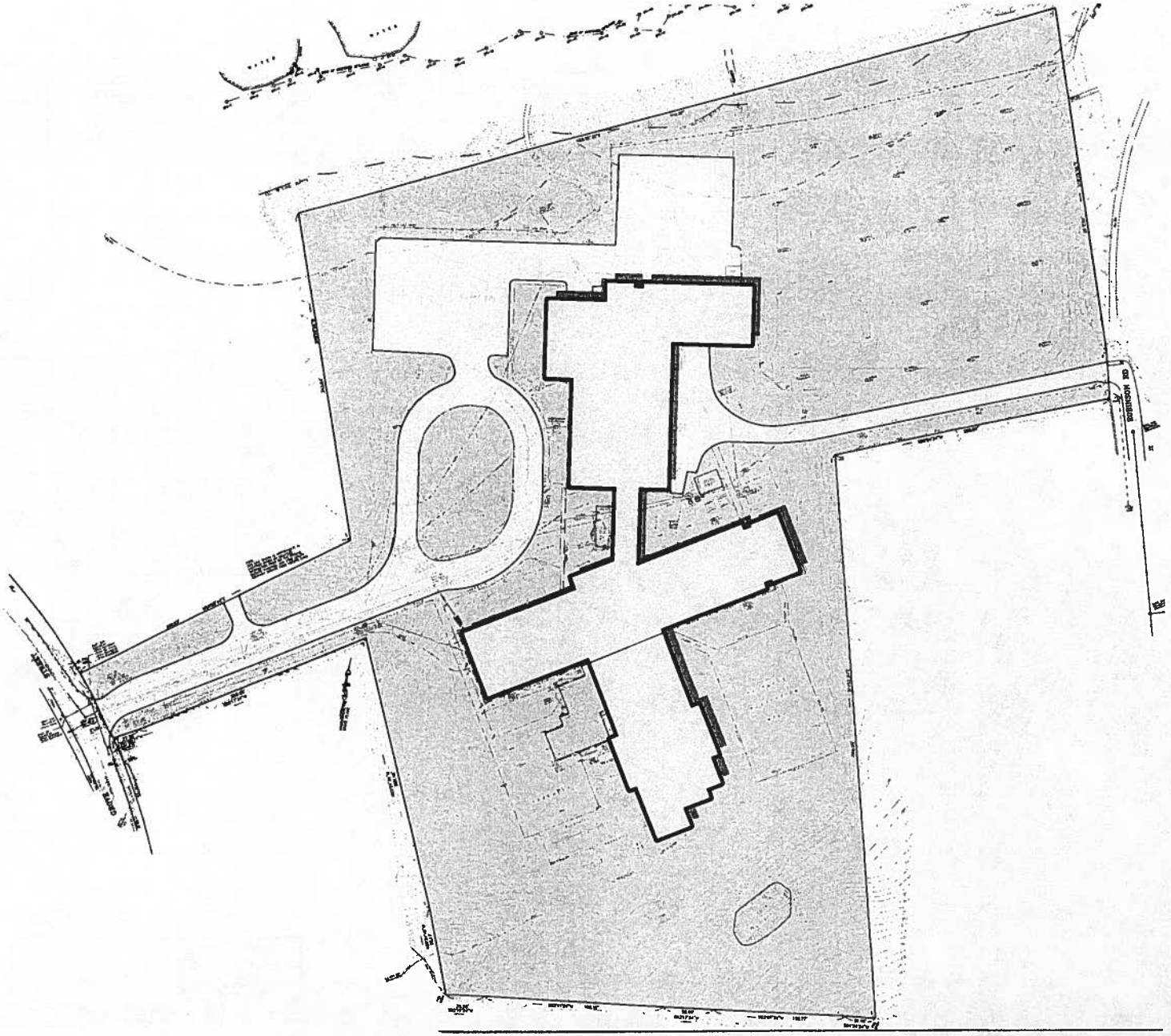
EXISTING BUILDING		
FIRST FLOOR	51,047	SF
BASEMENT	5,205	SF
TOTAL	56,252	SF
PORTABLE CLASSROOMS	3,706	SF

0 20 40

N

11 November 2011

DiNisco Design Partnership Limited
architects and planners



JOSEPH
ESTABROOK
ELEMENTARY
SCHOOL

Lexington, MA

Feasibillty Study

OPTION 1

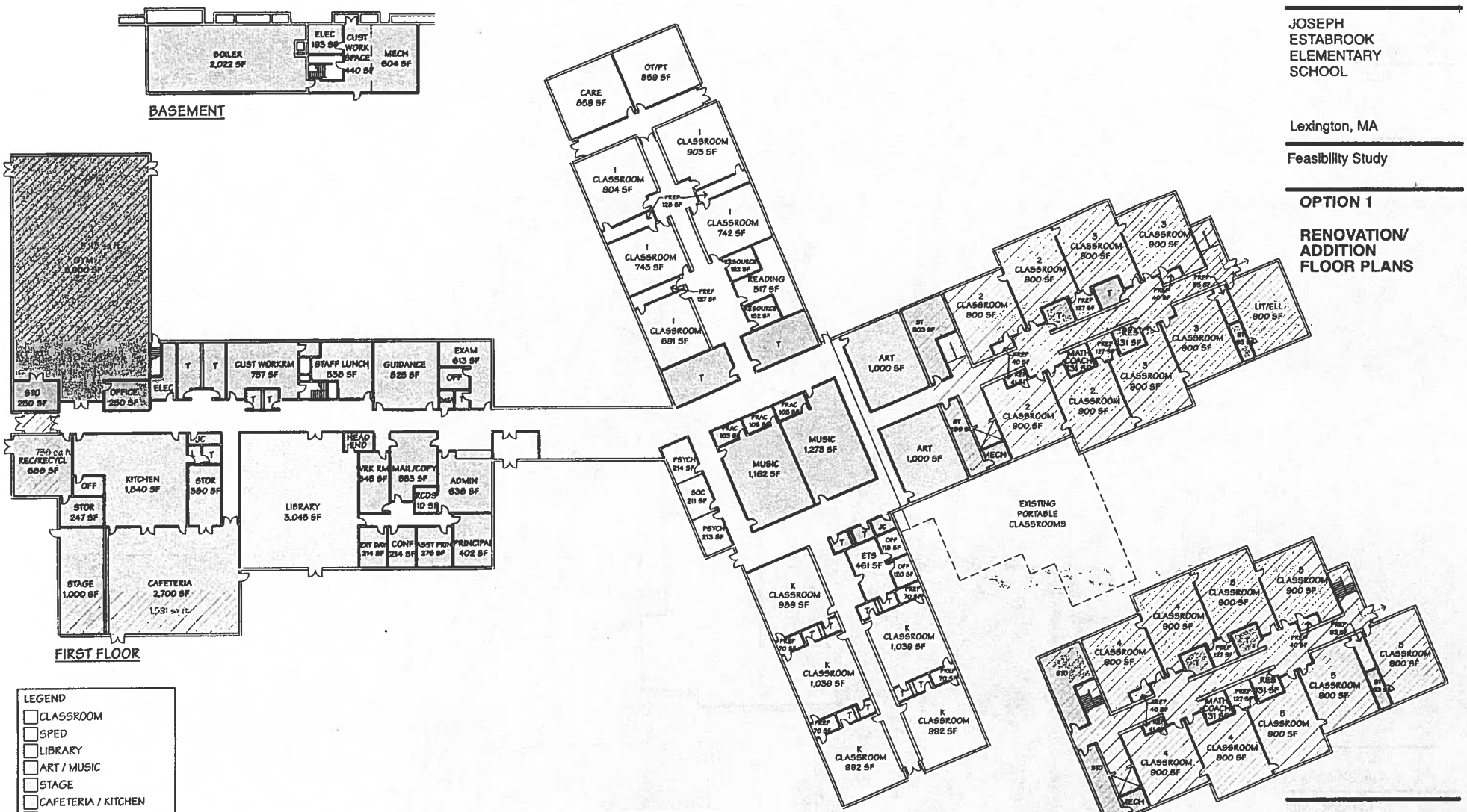
RENOVATION/ADDITION
SITE PLAN

0 50 100

N

11 November 2011

DiNisco Design Partnership
Limited
architects and planners



	RENOVATION	ADDITION	TOTAL RENO/ADD
BASEMENT	5,205 SF	0 SF	5,205 SF
FIRST FLOOR	51,047 SF	20,776 SF	71,823 SF
SECOND FLOOR	0 SF	13,309 SF	13,309 SF
TOTAL	56,252 SF	34,085 SF	90,337 SF

JOSEPH ESTABROOK ELEMENTARY SCHOOL

Lexington, MA

Feasibility Study

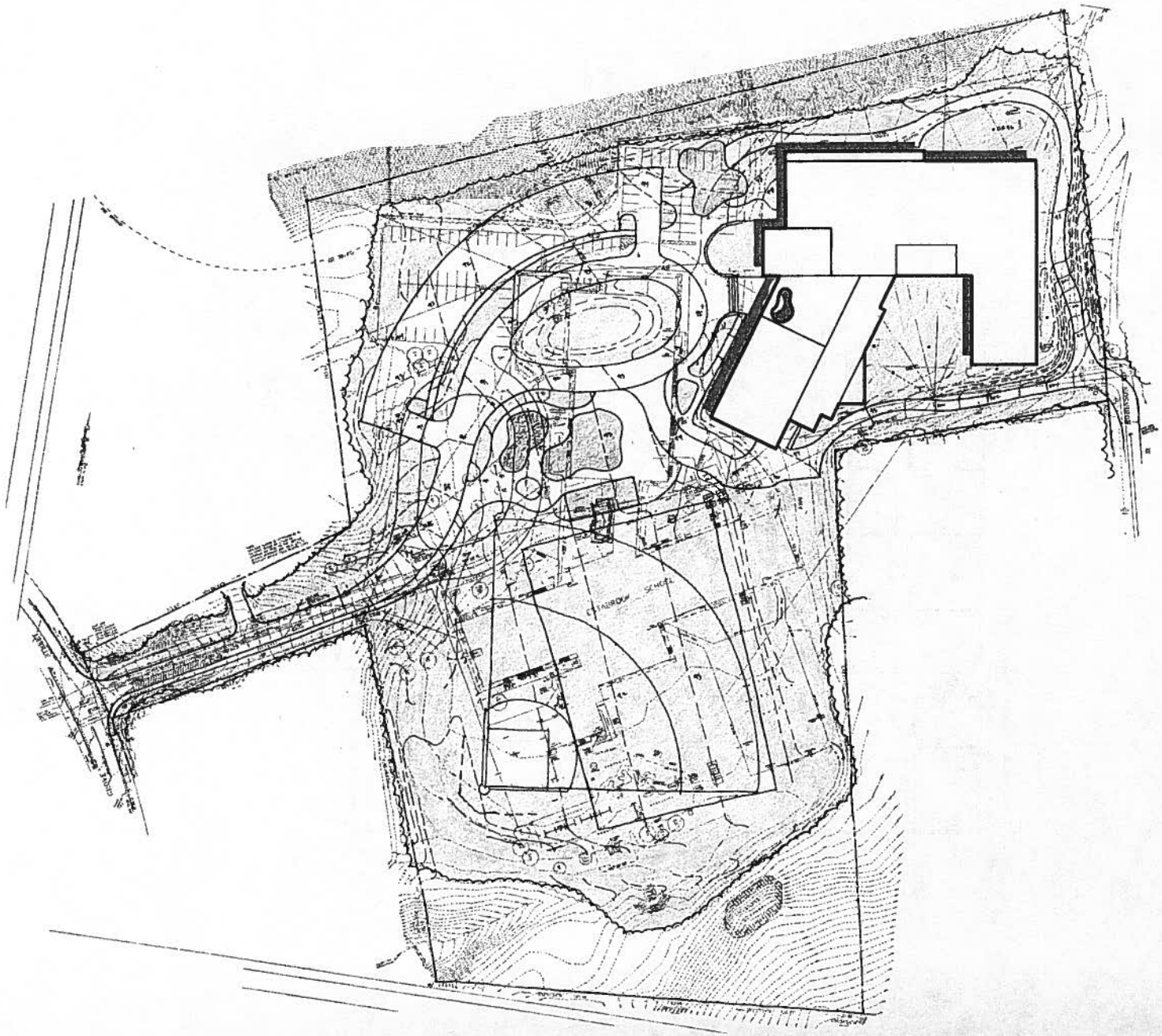
OPTION 1

RENOVATION/ ADDITION FLOOR PLANS

0 20 40 N

11 November 2011

DiNisco Design Partnership Limited
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 2

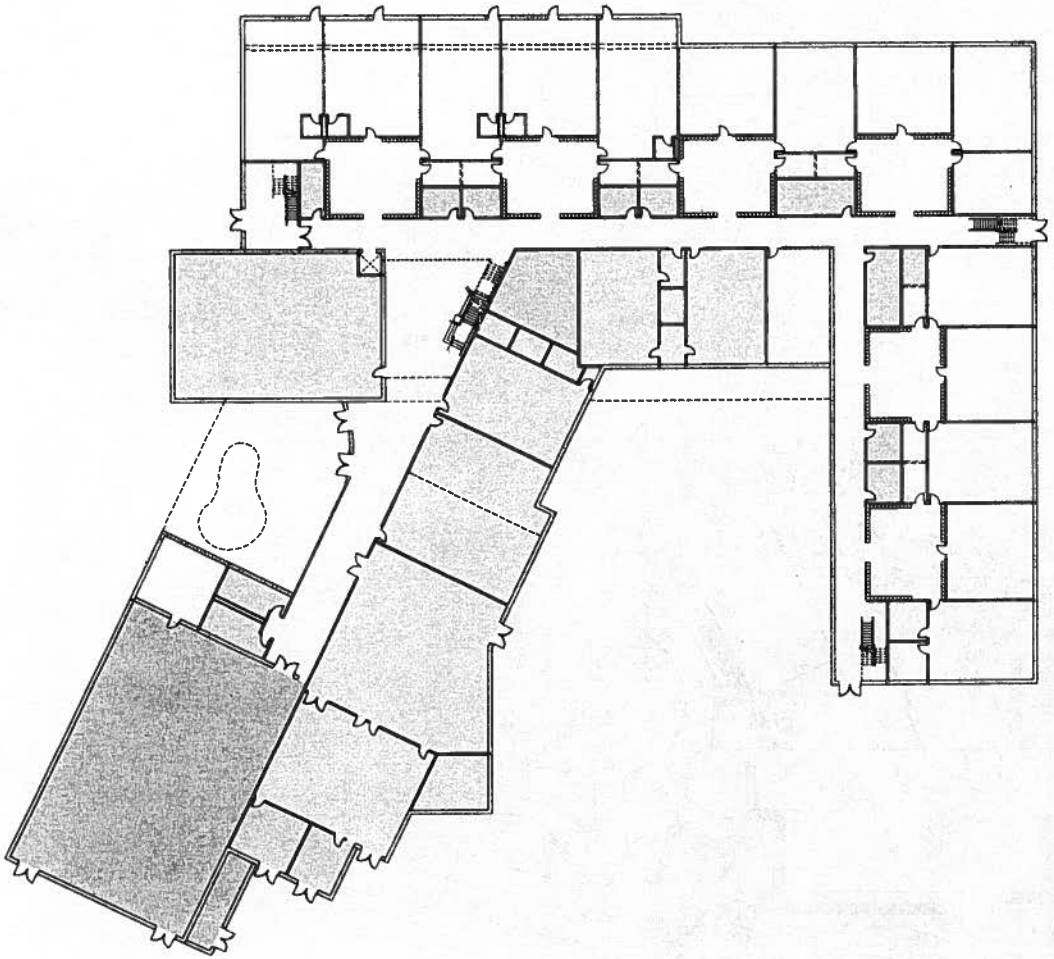
NEW 2 STORY SCHOOL
SITE PLAN

0 50 100

N

11 November 2011

DiNisco Design Partnership Limited
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 2

NEW 2 STORY SCHOOL
FIRST FLOOR PLAN

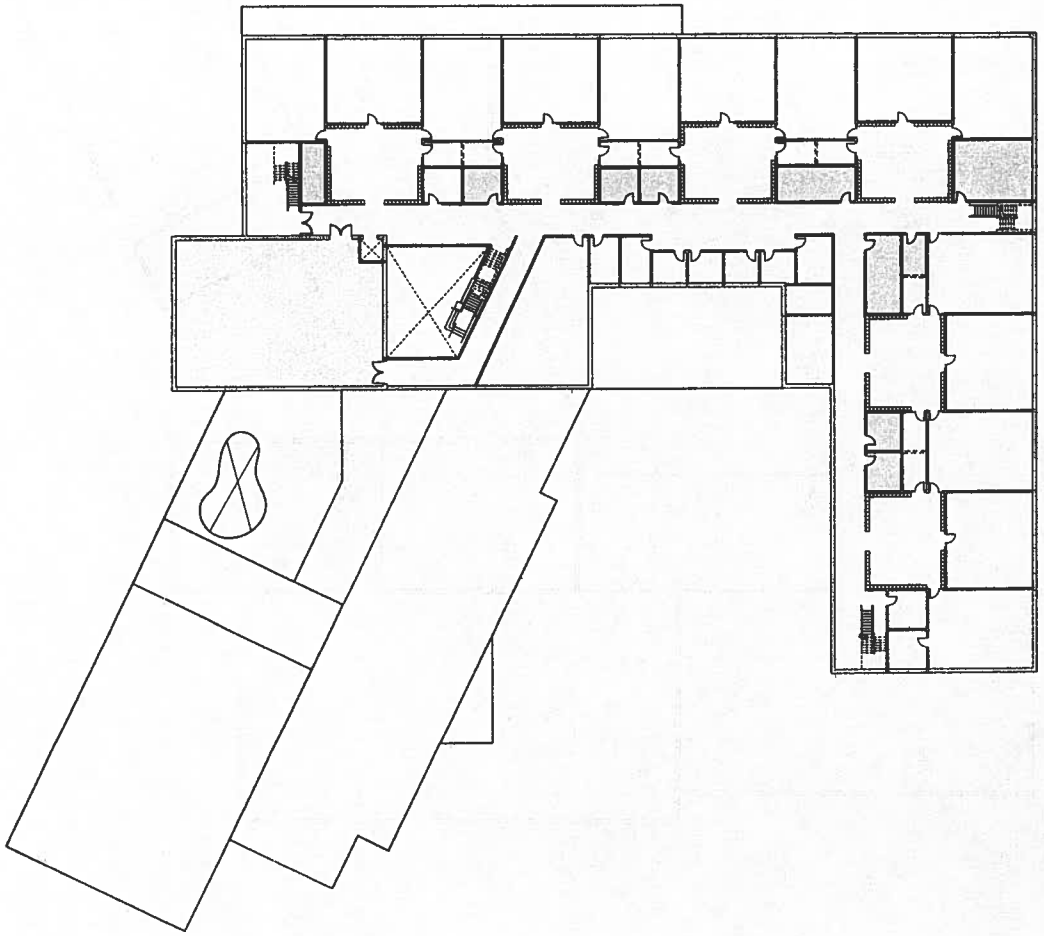
LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

N

11 November 2011

DiNisco Design Partnership Limited
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 2

NEW 2 STORY SCHOOL
SECOND FLOOR PLAN

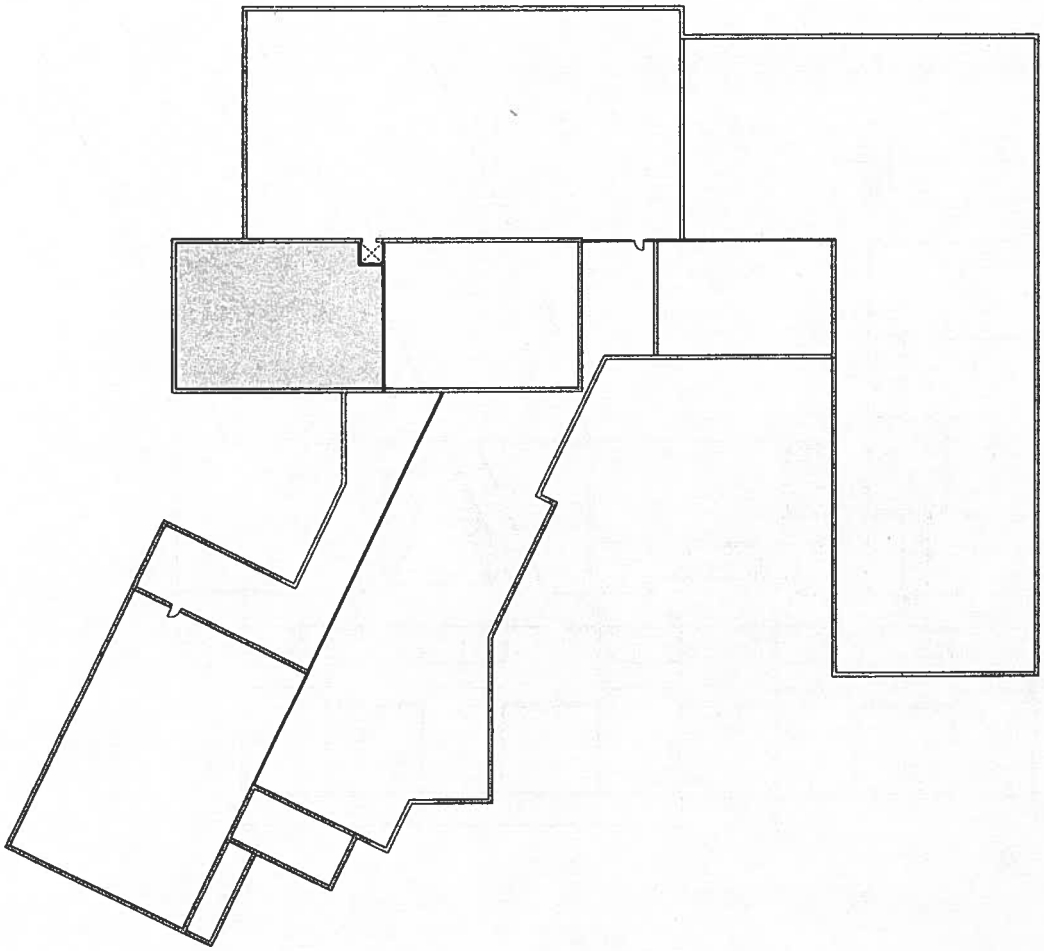
LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

N

11 November 2011

DiNisco Design Partnership
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 2

NEW 2 STORY SCHOOL
BASEMENT FLOOR PLAN

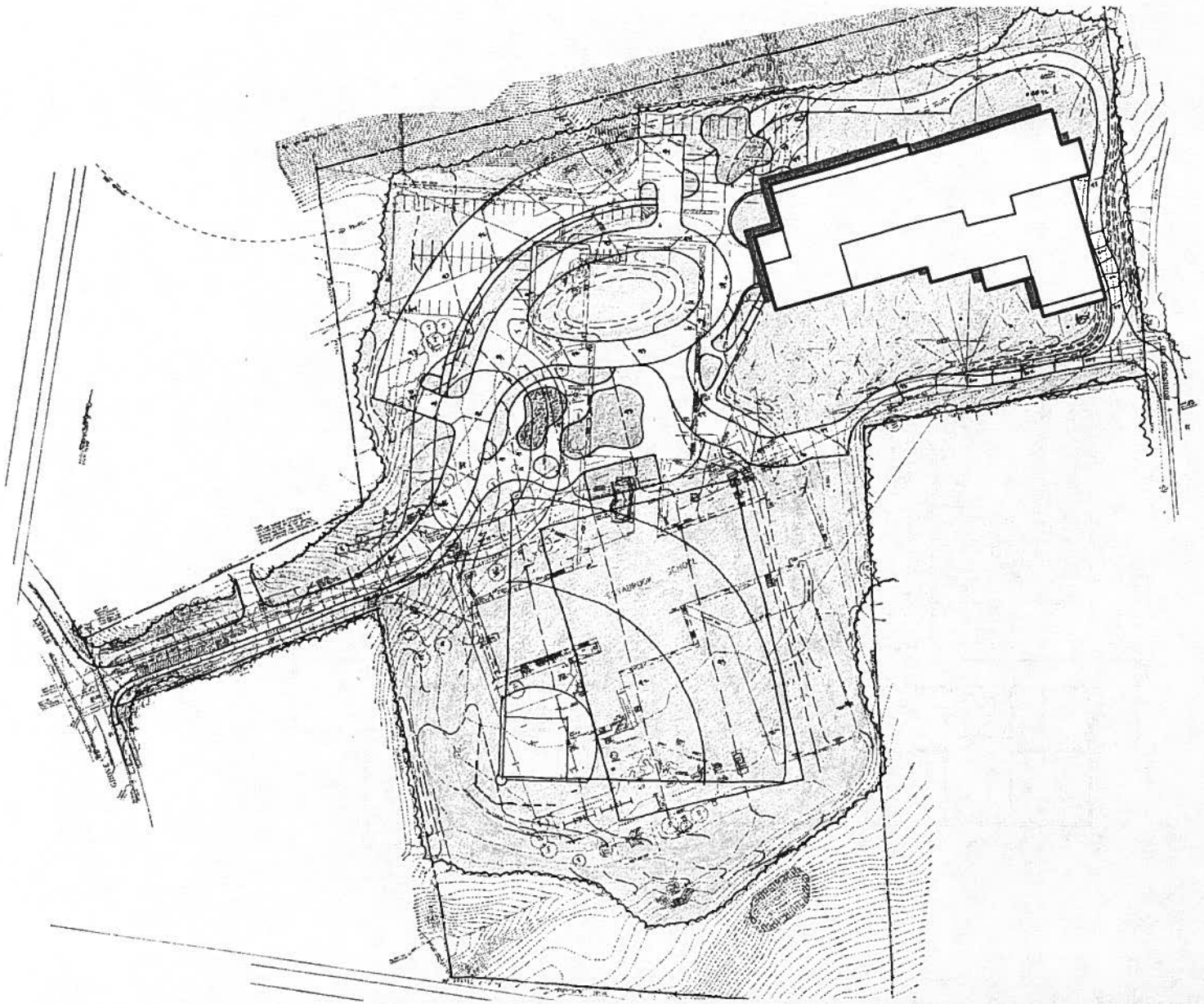
LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

N

11 November 2011

DiNisco Design Partnership Limited
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 3

NEW 3 STORY SCHOOL
SITE PLAN

0 50 100

N

11 November 2011

DiNisco Design Partnership
architects and planners

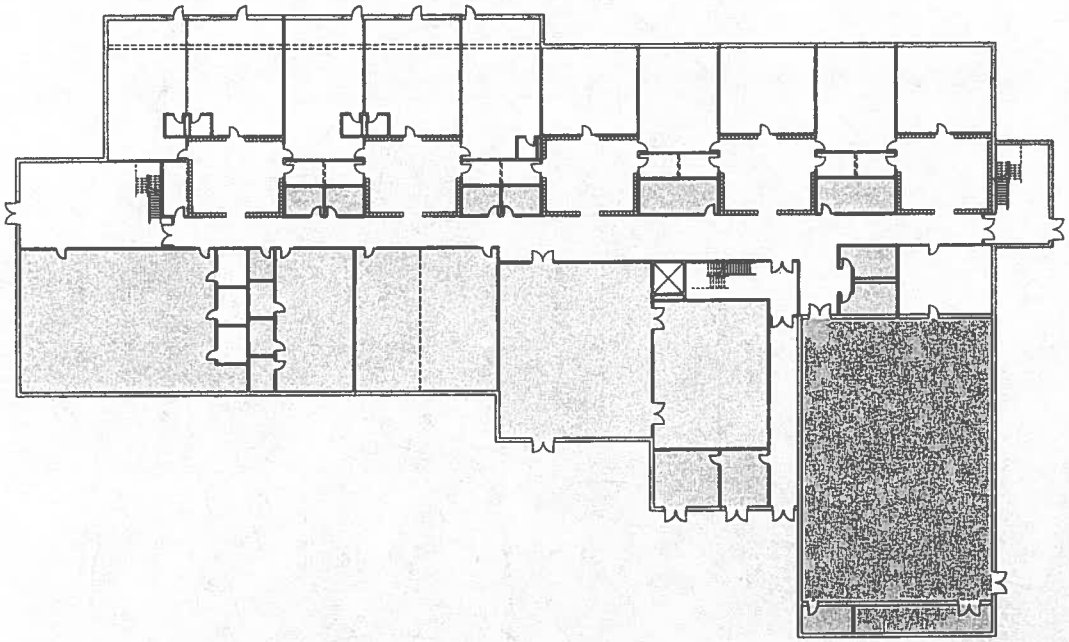
Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 3

NEW 3 STORY SCHOOL
FIRST FLOOR PLAN



LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

N

11 November 2011

DiNisco Design Partnership Limited
architects and planners

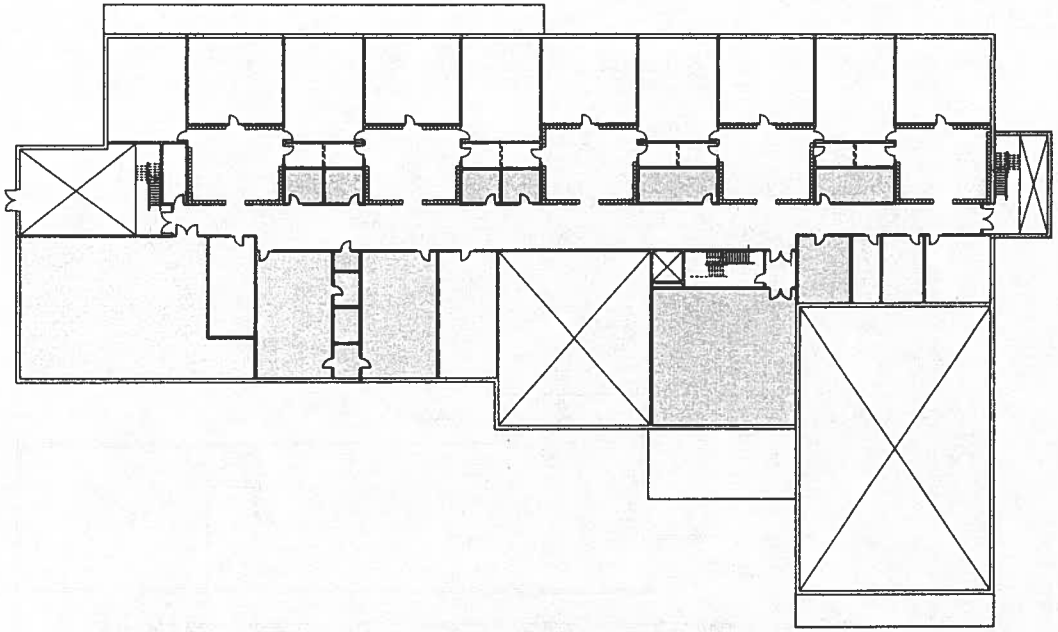
Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 3

NEW 3 STORY SCHOOL
SECOND FLOOR PLAN



LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

N

11 November 2011

DiNisco Design Partnership
architects and planners

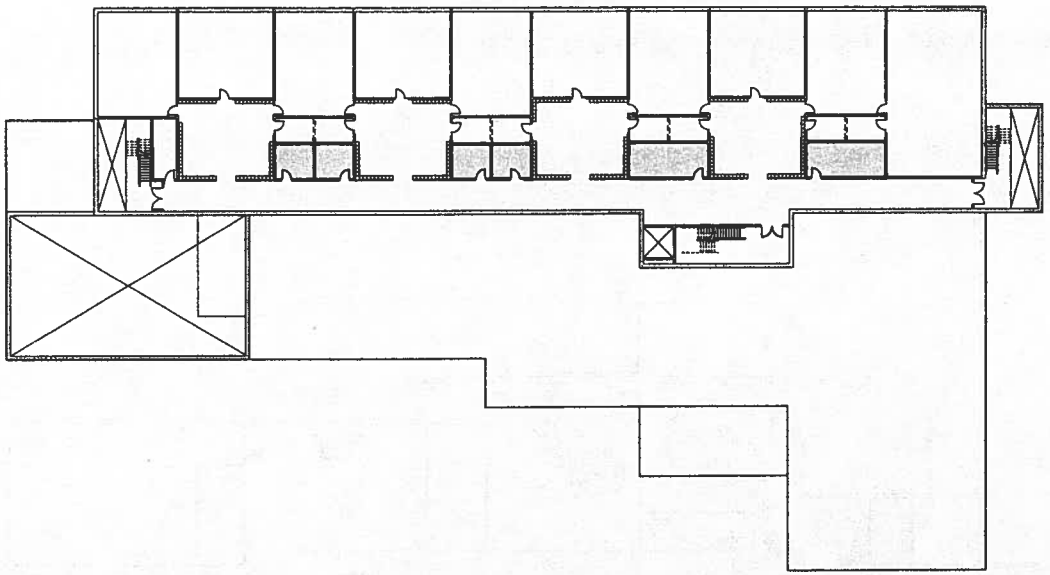
Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 3

NEW 3 STORY SCHOOL
THIRD FLOOR PLAN



LEGEND
- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40 N

11 November 2011

DiNisco Design Partnership Limited
architects and planners

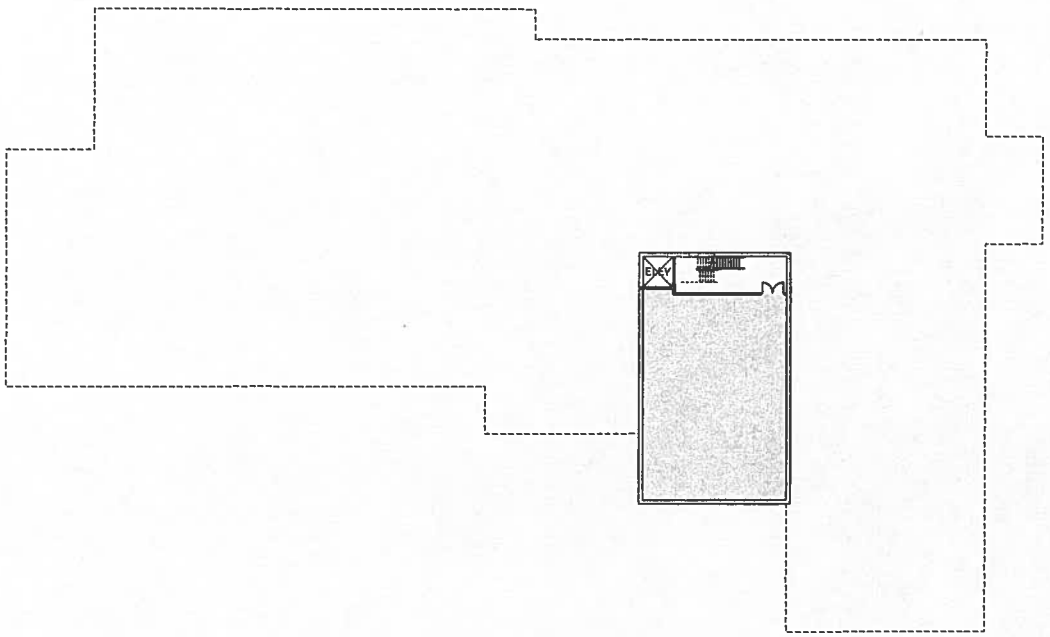
Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 3

NEW 3 STORY SCHOOL
BASEMENT FLOOR PLAN



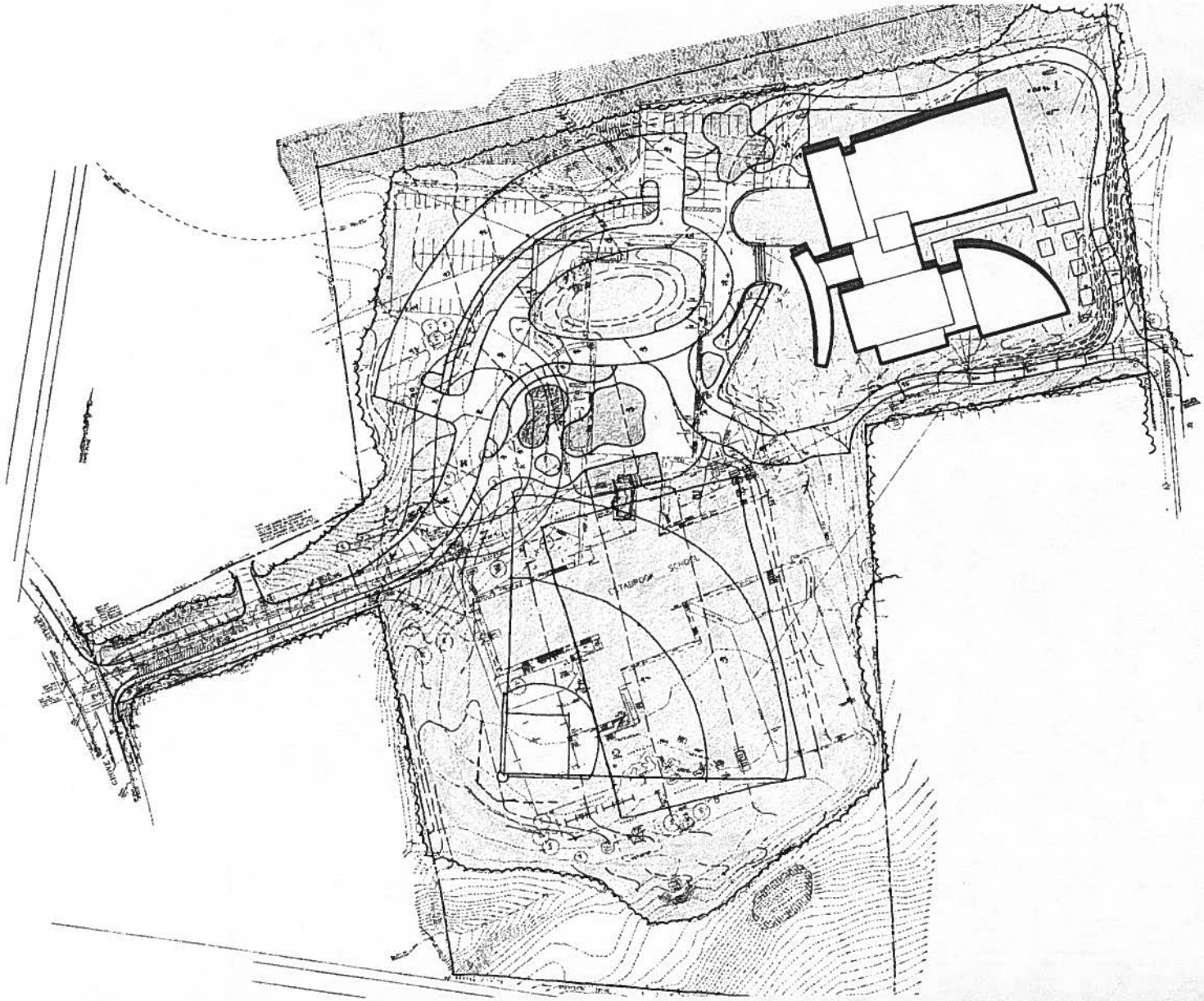
LEGEND

- CLASSROOM
- SPED
- MEDIA CENTER
- ART / MUSIC
- STAGE
- GYMNASIUM
- KITCHEN
- ADMINISTRATION
- BUILDING SERVICES
- CIRCULATION

0 20 40

11 November 2011

DiNisco Design Partnership
architects and planners



Joseph Estabrook
Elementary School

Lexington, MA

Feasibility

OPTION 4

**NEW 3 STORY
MODEL SCHOOL
SITE PLAN**

0 50 100

N

11 November 2011

DiNisco Design Partnership
architects and planners

better 5 years ago
nasty people arose