

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, November 19, 2013
Jonas Clarke Middle School, Auditorium
17 Stedman Road

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:

7:45 p.m. School Committee Member Announcements:

7:55 p.m. Agenda:

1. Update on K-8 Space Needs and Options (90 minutes)
2. Interim Plan to Provide Social Work Services for Homeless Families (20 minutes)
3. FY 14 1st Quarterly Financial Report (10 minutes)
4. Vote to Appoint Members to the Ad Hoc Committee on Youth Stress (5 minutes)
5. Vote to Approve a Contract Extension for the Period July 1, 2014, through June 30, 2017, for Mr. Robert Harris, Assistant Superintendent for Human Resources (5 minutes)

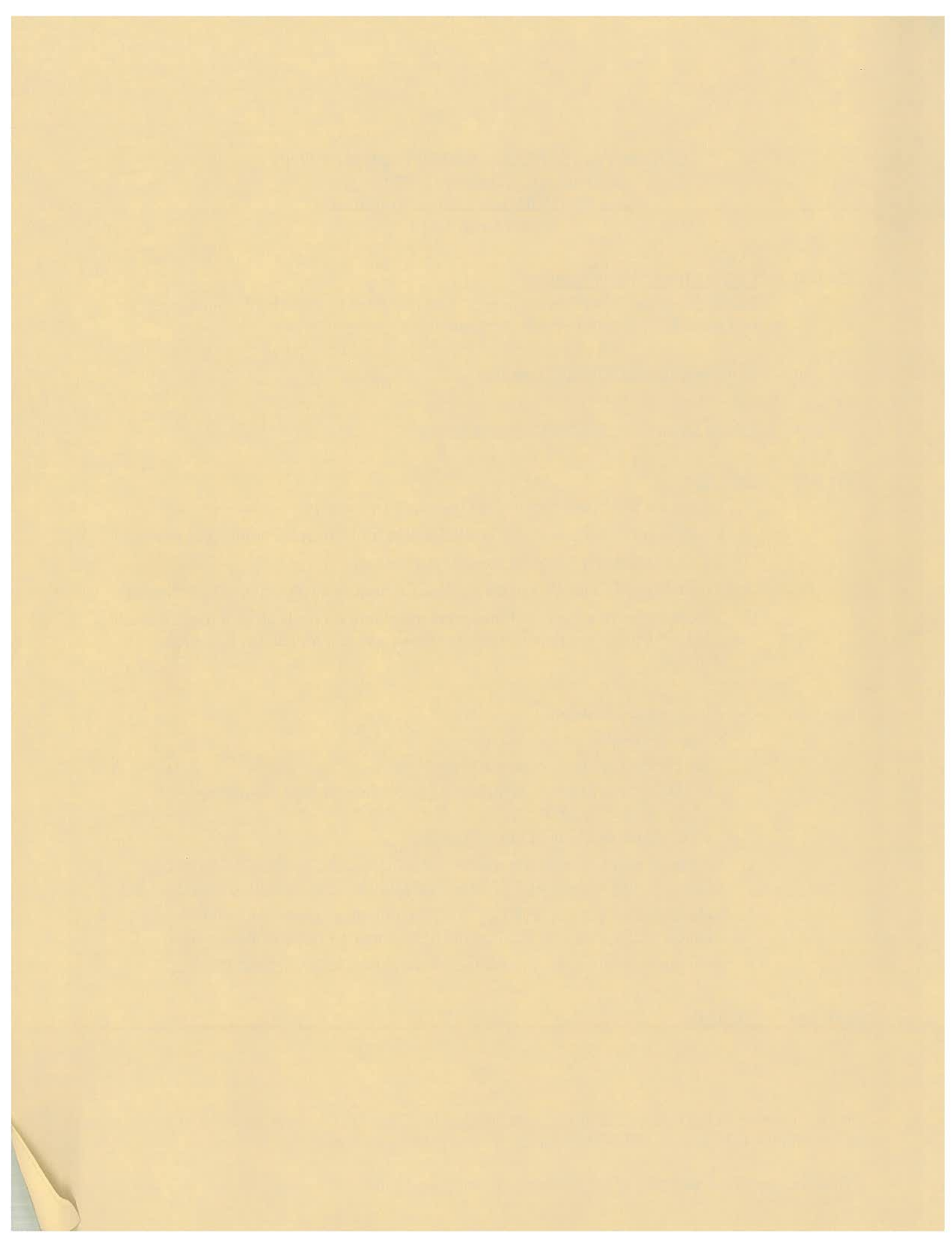
10:05 p.m. Consent Agenda (5 minutes):

1. School Committee Member Reports:
 - a. Update on Curriculum and Instruction
 - b. Delegate's Report – MASC/MASS 49th Annual Joint Conference, November 8, 2013
 - c. Legislative Update/Liaison Report
2. Vote to Accept a Donation to Be Deposited in the Clarke Middle School Gift Account in the Amount of \$3,750 from EA Education Consulting Services LLC
3. Vote to Accept a 2013-2014 PTC/FTC Grant in the Amount of \$1,000 from PTC to Help Cover Expenses for Lexington High School's FIRST Robotics Team
4. Bullying Prevention and Intervention Policy (Revised) – Second Reading

10:10 p.m. Adjourn:

The next meeting of the School Committee is scheduled for Tuesday, December 3, 2013, at 6:00 p.m. at the Twelfth Baptist Church, 160 Warren Street, Roxbury, Massachusetts.

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





Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

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

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email: pash@sch.ci.lexington.ma.us
fax: (781) 863-5829

To: School Committee
From: Paul B. Ash, Ph.D.
Superintendent of Schools
Re: K-8 Space Needs and Options
Date: November 15, 2013

At the November 5, 2013, School Committee meeting, I presented the district's annual four- and ten-year enrollment report and started a discussion with you regarding potential space problems. Next Tuesday, November 19, I will continue the discussion by focusing on the space needs in specific schools and options I recommend the School Committee consider.

Middle Schools

The two middle school principals report that their respective schools are at capacity. Given that it is likely their enrollments will increase by a total of 152 students by 2018-2019, I recommend that we include \$40,000 in the FY 15 capital budget to hire an architect to study how well space is currently being utilized at both Clarke and Diamond, and to recommend if there are cost-effective ways to redesign internal space and create more educational spaces. During the past two years, this approach was effectively used at Lexington High School to create four new classrooms by looking at the entire building, moving some internal walls, and shifting storage closets to other locations. To help the administration with the process, the Department of Public Facilities hired an architect to study the high school and present multiple options to more effectively utilize space.

Elementary Schools

In 2006, the architectural firm Design Partnership was hired to conduct a study of our K-5 space needs. Part of their 2006 study included a chart that showed the capacity for each K-5 school based on School Committee recommended class size guidelines. This firm was subsequently hired as the architects for the Bridge, and Bowman School construction projects.

In preparation for this Tuesday's School Committee meeting, we asked them to update the 2006 chart to show the maximum capacity of each school, including the new classrooms at Bridge, Bowman and Estabrook.

I will begin my discussion of K-5 space needs and options by reporting the conclusions by Design Partnership. Their one-page report, which is attached, shows the total number of general classrooms per school and the number of other educational classroom spaces (art, music, and special education). In addition, the report shows the number of students per school, based on using the mid-point of the

School Committee's recommended class size guidelines. For example, the School Committee's recommended class size guidelines for kindergarten is 18 to 20. Therefore, if a school has four kindergartens, Design Partnership used 19 students per kindergarten classroom for a total capacity of 76 students. The maximum number of classrooms per school will be the basis for presenting the impact of projected enrollments and space options.

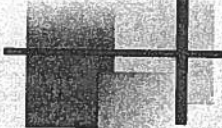
The projected enrollment data shows that Estabrook School will open in FY 15 with four empty classrooms and Fiske School will be over capacity by two classrooms. While my enrollment report shows that Estabrook School will continue to have excess space in FY 16 and Fiske School's space needs will get worse, an abundance of caution is warranted. In my opinion, there is no way to fully predict parent in-migration at Estabrook when the new school opens and the number of school-age children once new home construction is completed in the Estabrook district.

In order to show the scope of the potential problem, I will compare the FY 14, FY 15, and FY 16 enrollment numbers for each K-5 school. These charts, which are attached, show the actual class size numbers for FY 14 and potential class size numbers in FY 15 and 16 based on enrollment projections and School Committee recommended class size guidelines. Please note that the number of classrooms shown in FY 15 and 16 is a simulation and does not represent any decision to allocate any particular number of teachers per school or grade. Decisions regarding the actual number of teachers per grade will be made in the spring of 2015 and 2016 respectively, after the school budget has been approved and based on actual student enrollments.

2014-2015 Space Options (not in priority order)

On Tuesday night, I will present and discuss the following five options:

1. Convert the Fiske School art and music rooms into general education classrooms.
2. Convert one of the two Fiske School art and music rooms into a general education classroom and increase the class size in one grade beyond recommended guidelines.
3. Increase class sizes in two grades.
4. Redistrict some Fiske School students to Estabrook School for the fall of 2014.
5. Options 1, 2, 3, or 4 above and seek Town Meeting funding in the spring of 2014 to design new modular or permanent spaces for Fiske School in 2015.



Lexington Public Schools K-8 Space Needs and Options

Dr. Paul B. Ash
Superintendent of Schools

November 19, 2013

MEMORANDUM FOR THE DIRECTOR

RE: [Illegible]

DATE: [Illegible]

[Illegible text]

Middle School Enrollments
Actual FY14
FY15 through FY23 Projections

	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Clarke Middle										
6	274	256	302	300	297	331	312	289	314	307
7	283	279	261	308	306	303	338	318	295	320
8	310	289	285	266	314	312	309	345	324	301
TOTAL	867	824	848	874	917	946	959	952	933	928
Diamond Middle										
6	257	258	272	305	251	292	321	272	284	215
7	270	262	263	277	311	256	298	327	277	290
8	265	275	267	268	283	317	261	304	334	283
TOTAL	792	795	802	850	845	865	880	903	895	788
Total										
6	531	514	574	605	548	623	633	561	598	522
7	553	541	524	585	617	559	636	645	572	610
8	575	564	552	534	597	629	570	649	658	584
TOTAL	1659	1619	1650	1724	1762	1811	1839	1855	1828	1716



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Middle School Science, Performing Arts, and General Education Spaces **Date:** 19-Oct-11
Project ID Number: 838 **Revision Date:** 11-Nov-13
Submitted By: Anna Monaco, Anne Carothers, **Department:** Public Facilities **Priority:** 1
First Year Submission? **Phone #:** 781 274 8958 **E-mail:** pgoddard@lexingtonma.gov

Description of Project:

Funding to evaluate the two middle school science laboratories and performing arts spaces as to their capabilities to deliver the middle school science and performing arts programs were provided for FY 2103 and the study is in process. For FY 2015, funding is requested to evaluate use of existing space and determine what opportunities exist to improve utilization for increasing enrollments. A similar evaluation yielded four additional classrooms at LHS.

Justification/Benefit:

The two middle schools were renovated approximately 11 years ago. There are concerns from the school administrators that the educational space no longer adequately support the middle school science and performing arts programs and that the systems, equipment, and the space plan should be evaluated for alignment with the educational program. In addition, increasing enrollment in elementary schools will result in increased middle school enrolments for FY 2017. This project will allocate funding for FY 2015 to study space utilization for general education, and make a recommendation for FY 2016 to address multiple middles school space and program requirements.

Impact if not completed:

The school administrators have observed limitations in the physical space of the laboratories and auditoriums for delivering educational program, and middle school enrollment is projected to increase for FY 2017. A study needs to be done to identify the shortfalls so that a plan can be developed to meet the need. If funding is not provided to assess the current situation and plan for improvements, the science and performing arts program staff will continue to be challenged in meeting the educational goals.

Timeframe:

3 years

Replace. Freq:

0 Years

Stakeholders:

Middle School students, teachers, administrators

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

838	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$40,000	\$250,000	\$100,000	\$0	\$0	\$390,000
Construction	\$0	\$250,000	\$3,000,000	\$0	\$0	\$3,250,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$40,000	\$500,000	\$3,100,000	\$0	\$0	\$3,640,000
GPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

DPF estimates

Lexington Elem Schools
Total capacity analysis

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CHARLESTOWN, MA 02129

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www.design-partnership.com

ARCHITECTURE
PROGRAMMING
MASTER PLANNING
INTERIOR DESIGN
TECHNOLOGY

	Bowman	Bridge	Estabrook	Hastings	Fiske	Harrington	Total rooms per line	total capacity per line
I. Room count								
KG's	4	4	5	4	4	4	25	475
gr. 1 CR's	4	4	5	4	4	3	24	552
gr. 2-5 CR's	19	19	17	13	14	13	95	2,375
total general CR's (gr 1-5)	23	23	22	17	18	16	119	2,927
total general CR's & KG's	27	27	27	21	22	20	144	3,402
Reading & Math Specialists	1	1						
District-wide SpEd Programs	0 <i>LLP</i>	0 <i>PALS</i>	2 <i>CARE</i>	2 <i>ILP</i>	4 <i>ILP</i>	2 <i>DLP</i>		
Art	1	1	2	1	1	1		
Music	1	1	2	1	1	1		
Technology	0	0	0	0	0	0		
II. Pupil Capacities								
KG	76	76	95	76	76	76	475	
gr. 1-5	567	567	540	417	442	394	2,927	
TOTAL	643	643	635	493	518	470	3,402	

- Notes. 1. Modular classrooms are included in the capacity counts.
 2. Classrooms used for extended day are not separately accounted but are recorded as regular classrooms.
 3. At schools where offices and small group rooms are currently used for Reading and Resource in lieu of full-sized classrooms, this analysis assumes continuation of that practice.
 4. Tech Rooms are presumed converted to classrooms in all schools that have them (except at Fiske, where the Tech Room has been converted to ILP).
 5. At Harrington, this analysis assumes that the existing Early Childhood Center will remain.
 6. Pupil capacities are calculated for the general classroom and kindergarten count at each school based on the following policy for optimum class size at each grade:
 7. At Bridge & Bowman, SpEd programs occupy smaller rooms. However, Reading and Math Specialists occupy one full-size CR at each school.

	students/room used for total capacity calculation	approved range of room capacities	
Kindergarten:	19	18	20
Grades 1 :	23	22	24
Grades 2- 5:	25	24	26

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

2020-2021

**Lexington Public Schools
2013-2014 October 1, 2013, Enrollment**

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	16	16	20	21	20	19	442
	15	17	21	21	20	19	
	15	17	20	21	20	19	
	15	17	20	22			
	15	16					
1	20	24	24	21	21	18	485
	19	24	24	20	21	18	
	20	24	24	20	22	18	
	20	25		21		18	
	19						
2	21	22	22	24	18	22	460
	22	23	23	25	18	24	
	23	23	22	25	18	23	
	22	22			18		
3	22	24	25	24	26	18	530
	21	24	25	24	25	19	
	23	24	24	24	26	19	
	24	25	23	23		18	
4	25	25	21	21	19	19	524
	23	25	23	20	20	18	
	24	26	23	22	19	19	
	25	26	22	20	20	19	
5	23	20	22	26	22	25	487
	24	20	23	25	23	25	
	24	21	22	27	24	25	
	23	20	23				
Total Enrollment	543	550	496	497	420	422	2928
Total Sections	26	25	22	22	20	21	136
Middle School							
		Clarke			Diamond		
6		274			257		531
7		283			270		553
8		310			265		575
Total		867			792		1659
High School							
9							522
10							535
11							482
12							482
Total							2021
District Total							6608

**Lexington Public Schools
FY 15 Projected Enrollment**

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	18	17	20	19	19	16	392
	19	17	21	19	20	17	
	19	17	21	20	20	17	
	19	17		20			
1	21	22	18	23	22	21	487
	21	22	18	23	22	21	
	21	22	18	23	23	22	
	22	21	18	24			
2	21	21	19	22	23	19	525
	21	21	19	22	23	19	
	21	21	20	22	23	20	
	21	21	20	23		20	
	22	21					
3	23	23	23	19	25	24	480
	23	23	23	19	25	24	
	23	24	24	19	25	24	
	23	24		20			
4	23	25	25	24	20	19	552
	23	25	25	25	20	19	
	24	25	25	25	20	19	
	24	26	26	25	20	20	
5	25	21	23	21	20	19	545
	25	21	23	21	20	19	
	25	21	23	22	20	20	
	26	21	24	22	21	20	
Total							
Enrollment	553	561	495	522	431	419	2981
Sections	25	26	23	24	20	21	139
Available Classrooms	27	27	27	22	20	21	144
Surplus/Deficit	2	1	4	-2	0	0	5

**Lexington Public Schools
FY 16 Projected Enrollment**

Grade	Bowman	Bridge	Estabrook	Fiske	Harrington	Hastings	TOTALS
K	17	17	18	17	15	17	416
	18	17	18	18	16	18	
	18	17	18	18	16	18	
	18	17		18	16		
		18		18			
1	21	19	23	21	22	18	438
	21	19	23	22	22	19	
	21	19	23	22	22	19	
	21	19		22			
2	23	23	24	20	24	23	528
	23	23	24	20	24	23	
	23	24	25	21	24	23	
	23	24	25	21			
			21				
3	22	21	20	23	24	20	546
	22	22	20	23	24	20	
	22	22	20	23	24	20	
	22	22	21	24		21	
	22	22					
4	24	24	24	20	19	18	500
	24	24	24	20	19	19	
	24	25	25	20	20	19	
	24	25		20	20	19	
5	24	21	21	20	20	20	574
	24	21	21	20	21	20	
	25	21	21	21	21	20	
	25	21	21	21	21	20	
			21	21	21		
Total							
Enrollment	551	568	480	555	434	414	3002
Sections	25	27	22	27	21	21	143
Available Classrooms	27	27	27	22	20	21	144
Surplus/Deficit	2	0	5	-5	-1	0	1



Lexington Public Schools
251 Waltham Street ❖ Lexington, Massachusetts 02421

Valerie Viscosi
K-12 Director of Guidance

781-861-2320, ext. 1561
Email: vviscosi@sch.ci.lexington.ma.us
fax 781-861-2421

MEMORANDUM

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

FROM: Valerie Viscosi, K-12 Director of Guidance
Tessa Riley, K-12 Assistant Director of Guidance

DATE: November 14, 2013

RE: Homelessness in Lexington

Scope of the Problem

Lexington has experienced a recent influx of homeless families as a result of contracts between the U.S. State Department, the Massachusetts Department of Housing and Community Development and a local hotel to place families in need of housing. Lexington Public Schools has always supported homeless families. However, the recent influx has created higher numbers of homeless students and families than Lexington Public Schools has traditionally served. The result has been a need for more consistent policies and procedures around supporting homeless families so that services can be put into place in a more timely and consistent manner. Currently, one of the elementary school counselors, Celeste Freeman, has served as the district's Homeless Education Liaison. As the number of homeless families has increased, so has the need for ongoing case management and support to help families access school, town and community resources.

Current Housing Status

In Lexington the majority of our current homeless families are living in a local hotel. However, it is important to remember that this does not constitute the entirety of homeless families in Lexington who have rights under the McKinney-Vento Homeless Education Assistance Act.

A family or student who is considered homeless could be residing in a number of living situations including sharing the housing of a family member or friend, living in a hotel, campground, or a transitional shelter. Students may also be considered homeless if they are waiting for foster care placement. Some older students may be considered an "Unaccompanied Youth." This is a youth not in the physical custody of their parents as they are living with friends or others.

As of the date of this memorandum, there are 25 families identified as homeless living in Lexington.

Among those families, there are 26 school-aged children. Sixteen of the children attend their “school of origin” in another community, while 10 attend a Lexington Public School. Of those children who are attending the Lexington Public Schools, 7 attend elementary schools, 1 attends middle school, and 2 attend high school. Many of the families also have younger children. There are reportedly 28 children under the age of 5.

Current Transportation Status:

Lexington Public Schools currently funds transportation for homeless students to attend either their school of origin or a Lexington Public School. In some cases, the cost of transportation may be shared with or paid by another school district.

LPS is currently organizing and funding transportation for the following:

- transport from Lexington to school of origin: 3
(1-Everett, 1-Boston, 1-Medford)
- transport from another town to LPS school of origin: 2
(1-from Chelsea, 1-Arlington STARR bed)
- transport within Lexington to LPS school: 8
(6 elementary, 1 MS, 1 HS)

Needs of Homeless Families

- timely registration to maintain stability in school life
- transportation to school
- free & reduced lunch
- after-school programs or childcare for non-school-age children
- summer programs/camps
- summer school
- English Language Learner needs/translators for parents
- medical needs—general healthcare, dental, eyeglasses
- safety needs (car seats, etc.)
- snacks during school day
- family transportation needs (grocery store, doctors office, etc.)

School Role

In accordance with the McKinney-Vento Homeless Education Assistance Act and the scope and boundaries of the school role, the following supports are provided by the school district:

- School-aged student/family is identified as homeless (i.e., through communication from a state agency to the District Homeless Education Liaison or another school district employee, or through self-report to a school employee, etc.)
- District Homeless Education Liaison
 - verifies homeless status
 - provides tracking and monitoring of homeless student status in the district
 - maintains district list and keeps track of deadlines for SIMS reporting and homeless student information in X2
- Student is enrolled in school immediately (even if medical records not available)
- School Nurse is notified to arrange immunization record update with school physician, verifies insurance and helps connect families with clinics/doctors who accept MassHealth

- Transportation is arranged if necessary to LPS school or school of origin
- Free & Reduced Lunch application is provided and determination is expedited
- Family is connected with Town Human Services Department
- In some cases it will be appropriate for the school to set up the first meeting with the Town Social Worker. This meeting can take place at the school or family's residence if it is easier for the family to access.
- Families are connected with summer program opportunities
- Special Education services are coordinated when appropriate
- English Language Learner services & translation services for school/family communication are provided as appropriate

Town Role

Resources available via the Human Services Department to families experiencing homelessness or financial crisis:

- Lexpress pass subsidies (free or reduced cost)
- MBTA pre-loaded Charlie Cards
- Food Pantry (letter can be written so families can access the Lexington Interfaith Food Pantry)
- Holiday Program (cooked meals for Thanksgiving and Christmas, TJX Gift Cards for children under 18, access to Beacon Santa, which provides gift certificates to families)
- Recreation Department Scholarships (up to 50% off of one program per child per season; Swim Tag discounts)
- LEAF (Lexington Emergency Assistance Fund – financial assistance applied towards a specific bill/vendor)
- SpinGiving (local clothing bank – uses a confidential voucher system)
- LexFUN (Lexington Five and Under network) – Playgroups, discounts, scholarships available for preschool
- Home visits/office visits (no charge):
 - Discuss Town of Lexington resources
 - Crisis stabilization/counseling
 - Parent coaching
 - Limited case management
- Applications for after-school programs
- MassHealth application assistance

(Many, if not all, families are already receiving SNAP (food) benefits and are enrolled in a MassHealth insurance program)

Gap areas of need where the community may be able to help:

- Provide snacks at school for students who may not have them
- Provide fundraising to assist with
 - summer program costs
 - after-school care costs
 - needed health/safety items such as car seats, eyeglasses, etc.
 - transportation to grocery store, health clinic, etc.

Role of new Social Worker position

Given the increasing demands of the growing homeless population, the role of the District Homeless Education Liaison needs to be expanded and funded. The plan is to hire a 0.5 interim Social Worker through June 2014.

As the District Homeless Education Liaison, this position would ensure that student rights are met and educational barriers are removed in accordance with the McKinney Vento Act. This includes connecting homeless students with timely registration and enrollment in school, coordination of transportation, free & reduced lunch, access to Special Education, access to English Language Learner support, and other educational services as needed.

This social worker would coordinate and partner with the Town Human Services Department as well as with the Department of Elementary and Secondary Education contacts, and connect families with the services and opportunities available in the community to support them.

In addition to their role as the District Homeless Education Liaison, this social worker would provide case coordination for families in all schools who are experiencing homelessness. Building-based personnel, through consultation with the District Homeless Education Liaison, will provide case coordination for homeless families.

This position will report to the K-12 Director of Guidance. This social worker will be based at the Estabrook School.

Further needs/action steps to be addressed

- Hire a 0.5 Social Worker to act as the District Homeless Education Liaison
- Identify and train a "homeless point person" in each school
- Implement and communicate updated district protocols/procedures for supporting homeless families
- Provide Professional Development for all counselors, social workers, administrators, and secretaries who come in contact with homeless or low-income students
- Create of a field set in X2 Aspen to aid in the tracking of homeless students
- Disseminate information regarding rights and services to parents

Current Actions & Meetings

Actions taken:

- School Policy developed in Spring 2013, approved Fall 2013
- District protocol/process developed, in process of approval and implementation
- Roles of town & school clarified

Meetings to Discuss Homelessness

Meeting Date	Topic	Attendees
Several meetings over course of 2012-13 school year	Discussion of current practices regarding homeless families	Celeste Freeman, LPS District Homeless Education Liaison/Hastings Elementary School Counselor Tessa Riley, LPS K-12 Assistant Director of Guidance
January 9, 2013	Review of McKinney-Vento Homeless Education Assistance Act and the role of the school	Sarah Slautterback, DESE MA State Coordinator of McKinney-Vento Homeless Assistance Valerie Viscosi, K-12 Director of Guidance Tessa Riley, K-12 Assistant Director of Guidance
September 24, 2013	Discuss current situation and rising numbers. Begin developing a protocol/process for homelessness	Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations Elaine Celi, LPS Transportation Coordinator Debra Harvey, LPS Assistant to the Business Office Linda Chase, Director of Student Services Valerie Viscosi, K-12 Director of Guidance Tessa Riley, K-12 Assistant Director of Guidance Celeste Freeman, District Homeless Education Liaison/Hastings School Counselor
October 24, 2013	Meeting with school & town employees to discuss the current situation, identify available resources, and clarify roles	Paul Ash, Superintendent Linda Vine, Lexington Deputy Town Manager Linda Chase, Director of Student Services Valerie Viscosi, K-12 Director of Guidance Tessa Riley, K-12 Assistant Director of Guidance Charlotte Rodgers, Lexington Director of Human Services Emily Lavine, Assistant Director of Human Services Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations Jeanette Rebecchi, Lexington Transportation Manager

		<p>Elaine Celi, LPS Transportation Coordinator</p> <p>Deb Harvey, LPS Assistant to the Business Office</p> <p>Celeste Freeman, LPS District Homeless Education Liaison/Hastings School Counselor</p> <p>Jill Gasperini, LPS Director of Nursing</p> <p>Christine Zende, Estabrook School Counselor</p> <p>Sandra Trach, Estabrook School Principal</p> <p>Liz Billings-Fouhy, LPS Supervisor of Early Childhood Special Education</p>
October 29, 2013	Sub-Committee follow-up meeting to further clarify school & town roles and how they intersect, and gap areas of need	<p>Valerie Viscosi, K-12 Director of Guidance</p> <p>Tessa Riley, K-12 Assistant Director of Guidance</p> <p>Emily Lavine, Assistant Director of Lexington Human Services</p> <p>Christine Zende, Estabrook School Counselor</p> <p>Liz Billings-Fouhy, LPS Supervisor of Early Childhood Education</p>
November 2013	Committee Meeting Planned	



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

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Assistant Superintendent for Finance and Business

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To: Paul Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business
Date: November 15, 2013
Re: FY 2014 – 1st Quarter Financial Report

The current year-end balance projected for FY 2014 is \$371,594 after transfers. The major source of these funds is due to the normal fluctuation that occurs in out-of-district tuitions.

Appropriation Summary	FY2014 ATM	1st Qtr Projected YTD	Balance Favorable/ (Unfavorable)	% Expended
Compensation	\$ 68,649,329	\$ 68,649,329	\$ -	100.00%
Expenses	\$ 12,664,634	\$ 12,015,175	\$ 649,459	94.87%
Total	\$ 81,313,963	\$ 80,664,504	\$ 649,459	99.20%
Extraordinary Expenses		\$ 150,000	\$ (150,000)	
Grant Transfers				
Transfer Request		\$ 214,409	\$ (214,409)	
Special Town Meeting Adj	\$ 86,544		\$ 86,544	
Adjusted Balance after Transfers	\$ 81,400,507	\$ 81,028,913	\$ 371,594	99.54%

Salaries and Wages: Projections are based on current filled positions and estimated wage settlements as of the end of September. The second quarter report will have more detail available for the staffing fluctuations, the impact of the long-term substitutes, and salary settlements from collective bargaining, if available. The net change in staffing is 1.74 positions. See Table 1 at the end of the report for more detail.

Grant Transfer Request: The district has lost approximately \$86,554 in sequestration funds, which will be replenished by vote of the special town meeting. In addition, we are looking at approximately \$214,409 deficit across all of our grants. As a result, we need to move staffing from the grants to the operating budget. Town meeting was only requested to fund the sequestration cuts, not the structural deficit. In FY2015, we will request funds to maintain the same positions through the budget. See Table 2 at the end of the report for more detail.

Expenses: Overall the expense budget appears to be in balance. At this time of the school year we focus on three specific line items: In-District Transportation, Out-of-District Transportation, and Special Education Out-of-District Tuitions. These accounts can be highly variable.

Transportation:

Regular Transportation: The School Committee received an update on September 24, 2013 regarding the success of this year's fee structure requiring registration by May 15 and payment due by August 1. The program budget is under review. Additional routing costs are being calculated.

Homeless Transportation: The district is anticipating the need to continue support transportation of homeless students. Under the McKinney Vento Act, the school district where the student resides and the school district where the student attends split the cost of transportation to and from school. Currently we are sharing costs

for students from Boston, Somerville, Everett, and Burlington. The second quarter report will have an updated projection. We are still receiving invoices and notifications from the districts where the students attend.

Special Education Transportation: Special Education transportation appears to be appropriately funded based on the students we are transporting. The budget projection does not include any transportation funds in reserve for any of the projected high risk students who may be placed in out-of-district schools before the close of the school year.

Out-of-district Tuition: The out-of-district tuition budget is currently supporting 119 students. This is an increase of 11 students over budget. Currently, Circuit Breaker funds are undergoing an audit review by the Department of Elementary and Secondary Education. We do not have confirmation of our final reimbursement amount. In addition, there are some out-of-district schools who have applied for reconstruction or adjustments for special circumstances adjustments that have not been notified of the award to date. We are projecting the highest potential cost.

Tuition Projection as of September 30, 2013

	FY14 Budget	Revised Revenue	FY14 Projected YTD	FY14 Balance
Total Tuition Projected	\$ 8,147,563		\$ 7,648,104	\$ 499,459
LABBB CREDIT	\$ (250,000)	\$ (150,000)	\$ (400,000)	\$ 150,000
Estimated Circuit Breaker (70%) Offset	\$ (2,629,751)	Pending Review	\$ (2,629,751)	\$ -
Projected Total	\$ 5,267,812		\$ 4,618,353	\$ 649,459

The use of the LABBB Credit was increased from \$250,000 to \$400,000. The additional \$150,000 is earmarked for the following:

1. FY14 Teacher Evaluation Training (\$80,000)
2. REMS Training in August (\$30,000)
3. Other Professional Development needs (\$40,000)

Tuition Projection Detail as of September 30, 2013

DOE Function Code	DOE Function Title	program type	Sum of FY14 ATM Budget Head Count	Sum of FY14ATM tuition projection	Sum of FY14 current head count	Sum of Current FY14 estimated tuition
9100	Tuition to Mass. Schools		9	\$ 422,223	6	\$ 256,200
		extended services		\$ 8,732		\$ -
		short term		\$ 36,921	3	\$ 46,530
		summer		\$ 45,428		\$ 31,862
9100	Total		9	\$ 513,303	9	\$ 334,592
9200	Tuition to Out-of-State Schools	residential	1	\$ 128,720	2	\$ 262,063
9200	Total		1	\$ 128,720	2	\$ 262,063
9300	Tuition to Non-Public Schools	1:1 Aide		\$ 89,500		\$ 41,600
		PT	53	\$ 3,204,341	61	\$ 3,259,618
		residential	10	\$ 2,203,426	11	\$ 2,241,242
		short term		\$ 9,511		\$ 16,883
		summer		\$ 36,408	1	\$ 43,673
		summer & day	1	\$ 81,440		
		summer program	2	\$ 55,645	1	\$ 9,890
9300	Total		66	\$ 5,680,272	74	\$ 5,612,906
9400	Tuition to Collaboratives	1:1 Aide		\$ 94,010		\$ -
			26	\$ 1,204,565	29	\$ 1,199,275
		extended services		\$ 28,655		\$ 9,510
		short term		\$ 33,696	2	\$ 32,464
		summer		\$ 131,160	2	\$ 149,934
		summer & day	6	\$ 333,208	1	\$ 41,780
		summer-LESP				\$ 5,580
9400	Total		32	\$ 1,825,294	34	\$ 1,438,542
Grand Total			108	\$ 8,147,589	119	\$ 7,648,104

All high risk students are projected as of November 1, 2013.

Lexington Public Schools – FY2014 1st Quarter Report as of September 30, 2013

Table 1: 1st Quarter Operating Budget Salary and Wage projection

LINE No	ROLL UP	FY14 FTE	FY14 Request	Current FTEs (through 11/1/13 payroll)	FTE Difference - Favorable (Unfavorable)	Notes (illustrates material changes)
1	UNIT A -LEA	648.92	\$ 50,792,869	628.02	20.90	1. SLEA > SALA = 10.20 FTE 2. SNON > SLEA = 1.50 FTE 3. 13.50 FTEs on LOA, shifted to Long Term Subs
2	UNIT A - STIPENDS		\$ 600,000			
3	UNIT A - COACHES		\$ 594,713			
4	LESA - SECRETARIES	75.85	\$ 2,824,131	76.51	(0.67)	
5	NON-UNION DISTRICT SUPPORT/MGRS	20.80	\$ 1,669,029	15.70	5.10	1. SCO > SNON = 4.05 FTE 2. 1.0 FTE on LOA, shifted to Long Term Subs
7	UNIT C - INSTR ASST./ Student Support/A.S.Asst	133.19	\$ 4,450,303	133.10	0.09	
7.1	NON-UNION PARAPROFESSIONALS	9.37	\$ 700,010	11.09	(1.72)	1. SALA > SNON = 3.00 FTE 2. SCO > SNON = 4.05 FTE 3. OMAX Aide Conversion: SNON>Other positions = 5.33 FTE
8	ABA/BCBA INSTRUCTORS	3.09	\$ 314,735	3.09	-	
9	OT ASSISTANTS	3.00	\$ 151,429	3.00	-	
10	SPECIAL CLASS AIDES	12.85	\$ 400,936	12.85	-	
13	TECHNOLOGY UNIT	13.00	\$ 693,841	13.00	-	
14	CENTRAL ADMINISTRATORS	6.50	\$ 1,031,923	6.50	-	
15	PRINCIPALS	9.00	\$ 1,185,288	9.00	-	
16	ALA - ASST PRINC/SUPERVISORS	28.00	\$ 2,903,618	35.45	(7.45)	1. SLEA > ALA = 10.20 FTE 2. SALA > SNON = 3.00 FTE
17	NURSE SUBS		\$ 15,300			
	TEACHER SUBSTITUTES		\$ 755,010			
	LONG TERM SUBSTITUTES			14.50	(14.50)	1. 13.50 FTEs from SLEA currently on LOAs 2. 1.00 FTEs from SCO currently on LOAs
18	SECRETARY SUBSTITUTES		\$ 16,193			
	PARAPROFESSIONAL SUBSTITUTES		\$ 50,000			
20	SICK LEAVE BUY BACK					
	Sal Dif		\$ (500,000)			
TOWN	SHARED EXPENSES					
	All other - operating					
	Grant/Revolving Activity					
	Adjustments (open positions, LOAs)					
SALARIES & WAGES Total		963.56	\$ 68,649,329	961.81	1.74	

Table 2: 1st Quarter Grant Salary and Wage projection

Federal Grant Title	FY13 Award - Level Funded for FY14	FY14 Actual Award	Sequestration, enrollment, and low income change	% Change in Award	Original Projected FY14 Expense (col. B - col. H)	Projected (deficit)/ Balance Against Level Fund	Revised FY14 Projection as of Oct 31	Projected (deficit)/ Balance FY14 Awards (col. C - col. I)
Federal Grant Title								
Title I	\$ 170,263	\$ 151,274	\$ (18,989)	-11.15%	\$ 168,590	\$ 1,673	\$ 170,645	\$ (19,371)
Title II	\$ 91,217	\$ 86,954	\$ (4,263)	-4.67%	\$ 91,217	\$ -	\$ 91,005	\$ (4,051)
Title III	\$ 67,893	\$ 57,937	\$ (9,956)	-14.66%	\$ 67,893	\$ -	\$ 59,593	\$ (1,656)
Title III Immigrant	\$ 39,500	\$ 39,500	\$ -		\$ -	\$ -	\$ 39,500	\$ -
94-142	\$ 1,549,196	\$ 1,514,322	\$ (34,874)	-2.25%	\$ 1,708,721	\$ (159,525)	\$ 1,705,309	\$ (190,987)
Early Childhood	\$ 40,116	\$ 38,408	\$ (1,708)	-4.26%	\$ 40,116	\$ -	\$ 31,574	\$ 6,834
Total Federal Grants	\$ 1,918,685	\$ 1,888,395	\$ (30,290)	-1.58%	\$ 2,076,537	\$ (157,852)	\$ -	\$ (209,231)
								-11.08%
State Grant Title								
METCO	\$ 1,319,096	\$ 1,342,033	\$ 22,937	1.74%	\$ 1,319,096	\$ -	\$ 1,310,993	\$ 31,040
Essential School Hea	\$ 116,440	\$ 116,440	\$ -	0.00%	\$ 116,440	\$ -	\$ 118,490	\$ (2,050)
Academic Support	\$ 10,600	\$ 10,400	\$ (200)	-1.89%	\$ 10,600	\$ -	\$ 10,400	\$ -
Full-Day Kindergarten	\$ 205,000	\$ 233,666	\$ 28,666	13.98%	\$ 205,000	\$ -	\$ 223,459	\$ 10,707
Special Education En	\$ 74,562	\$ 47,842 est	\$ (26,720)	-35.84%	\$ 74,562	\$ -	\$ 47,842	\$ -
Total State Grants	\$ 1,725,698	\$ 1,750,381	\$ 24,683	1.43%	\$ 1,725,698	\$ -	\$ 1,711,185	\$ 39,196
Reserved by Town	\$ 3,644,383	\$ 3,638,776	\$ (5,607)	-0.15%	\$ 3,802,235	\$ (157,852)	\$ -	\$ (170,035)
Represents Anticipat	\$ 20.58%							
		STM Request	\$ (86,554)					
						Transfer Request		\$ (218,115)
						Special Town Meeting Adj		\$ 86,544
						Amendments to grants		\$ 3,706
						Balance to Transfer to General Fund		\$ (127,865)

Table 3: Transfer Requests

From	To	Rationale	Amount
Out-of-District Tuitions (budget allocation transfer)	Emergency Response Account (4000)	Approved in FY13 to fund annual Crisis Team Training	\$ 30,000.00
Out-of-District Tuitions(budget allocation transfer)	FY14 Teacher Evaluation Training (3257)	Approved in FY13 to fund annual Supervision and Evaluation roll out	\$ 80,000.00
Out-of-District Tuitions (budget allocation transfer)	Other Professional Development needs (3257)	Approved in FY13 to fund unknown and unanticipated training costs due to new RETELL, PARCC and other DESE changes.	\$ 40,000.00
Grant Funds – Expenses Transfer -	Salaries and Waves (1420, 2210, 3205)	Sequestration and Structural Deficit in Grants – transferring FTEs from grant funds to operation budget	\$ 214,409.00
LABBB Credit	Source of Funds for Transfer	Approved in FY13 to increase use of LABBB credit to cover these costs.	\$ (150,000.00)
Special Town Meeting	Salary and Wages (1420)	Sequestration Funds	\$ (86,554.00)
Out-of-District Tuitions (budget allocation transfer)	Salaries and Wages (2210, 3205)	Reduction of tuition allocation will fund special education related staffing positions to the operating budget.	\$ (127,855.00)
Net Budget Adjustment			\$ -

Grant Staffing Transfer

94-142					
Position	FTE	Transfer Request			
Dir Sped Ed - Grant	0.4	\$ (67,000.00)			
Spec Class Aide	0.56	\$ (17,187.45)			
SPED IA	0.8533	\$ (26,189.44)			
Behavior Specialist	0.55	\$ (40,174.75)			
Behavior Specialist	0.45	\$ (29,041.20)			
Secretary Grant Coord.	0.475	\$ (17,067.44)			
		\$ (196,660.28)			
Title I					
Position	FTE	Transfer Request	FTE Transfer		
Reading Specialist	0.345	\$ (559.63)	0.3390	0.0060	
Reading Specialist	0.348	\$ (839.45)	0.3390	0.0090	
Reading Specialist	0.38	\$ (3,530.88)	0.3390	0.0410	
Reading Specialist	0.477	\$ (12,871.53)	0.3390	0.1380	
MTRS		\$ (1,601.85)			
	1.55	\$ (19,403.34)	1.3560	0.1940	
Title IIA					
Position	FTE	Transfer Request	Adjust FY14 FTE's as below to cover	deficit	
Reading Specialist	0.345	\$ (2,453.05)	0.3187	0.0263	
Math Specialist	0.3105	\$ 645.89	0.3187	-0.0082	
Math Specialist	0.345	\$ (1,910.20)	0.3200	0.0250	
MTRS		\$ (334.56)		0.0000	
	1.00	\$ (4,051.92)	0.9574	0.0431	