


①

From:  **Paul B. Ash**
Paul Ash

Saturday, October 23, 2010 11:27:01 AM 

Subject: Fwd: Re: Cameras

To:  **Miriam Sousa**

----- Original Message -----

Dear Bill:

I very much appreciate the email. Just today, I received an email from Margaret Coppe who is drafting a letter to those Lexington residents who object to the installation of cameras. I will use some of your examples to help Margaret explain that we are not talking about a theoretical safety problem. The safety issues you listed were very real indeed.

I want to assure you we are going forward and will not let a vocal minority stop this project. You and the other administrators are on the front line and need the tools to make LHS a safer place for students and employees.

Paul

William Cole writes:

Hi Paul,

I just wanted to offer my words of encouragement in standing up to the resistance against the camera security measures planned for LHS. In my 6 years as Dean and my 8 years since returning to Lexington High School, I have seen amazing scholarship, service, empathy, heroism, and community on the part of our students. However, I have also been here for:

- 2 chemical bombs planted in the Dining Commons requiring the State Police Bomb Squad
- An unprovoked felony assault and battery by a white student on an African American student resulting in a shattered eye socket
- A student physically groped and sexually assaulted by another male in the Dining Commons in front of other students – none of whom would cooperate as witnesses
- A student urinating on a bathroom floor when a custodian walks in
- Students defecating on a bathroom floor (several times)
- Students urinating in elevators to the detriment of disabled students educational access
- Theft of tens of thousands of dollars of phones, ipods, and other electronics and valuables from the locker rooms afterschool and during school
- Underage sexual activity in elevators, hallways, and classrooms by students
- Drug deals including marijuana, prescription medications, heroin, and cocaine
- Underage alcohol consumption in bathrooms

- Fires started in the bathroom (many times)
- Non LHS students who sneak onto campus unannounced, sometimes to threaten or assault LHS students
- Theft of computers from staff (several times)
- Prank fire alarms (several times)
- Theft of hundreds of dollars of fundraising proceeds from teacher desks (several times)
- Students breaking into the school in the middle of the night
- Students spray painting graffiti including hateful, racist, or homophobic comments about staff and students
- Gang related graffiti on walls
- Students performing pranks including spreading fish guts throughout the school or going on the roof to pelt bystanders with water balloons
- Students driving dangerously or recklessly through the parking lots
- Malicious damage and vandalism to cars of staff and students in the parking lots
- Non-LHS protesters coming onto campus to disseminate materials of a political or religious nature
- Student overdose on oxycontin on campus
- Students passed out in the school bathroom from alcohol consumption and left alone, unsupervised
- Students disrupting classes and behaving inappropriately in hallways
- Students assaulted in hallways
- Fights in common areas including dining commons, hallways, the quad, and parking lots
- Students walking off campus who do not have open campus privileges

You once sat in my office and told me that as Superintendent safety was, and had to be, your top priority. I am the Dean of a building that has 19 points of entry which are unlocked or unsupervised each day. We have staff, students, parents, contractors, and various arranged and unarranged guests move in and out of these entry points every day. There is simply no way that we can make this a safe environment without leveraging technology to help us. The very nature of this accessibility makes a mockery of any argument that claims an expectation of privacy for a public building like this. There is no more of an expectation of privacy for LHS than there would be for South Station, Boston Common, a parking garage, or a department store.

Thanks for listening. I know you believe in this initiative, but I also know you are face with a very loud minority in Lexington who will make things tough. The amazing thing is that we had external security cameras throughout LHS 12 years ago, but they were stolen in the renovation. Still, some are going to make out that this is some new rubicon we are crossing. Unfortunate and shortsighted. When a tragedy strikes or some stranger comes onto this campus and does harm, it will be the LPS and

LHS administration that will be held accountable. I was sorry for the tone of the Globe article as I thought it was deliberately trying to make a controversy out of nothing. Good luck,


Bill Cole
Dean
Lexington High School
251 Waltham Street
Lexington, MA 02420

Phone 781-861-2320 x1420
Fax 781-861-2421

N.B. When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

2

From:  **Paul B. Ash**
Paul Ash

Saturday, October 23, 2010 11:30:11 AM 

Subject: Fwd: Re: Fwd: Installation of surveillance cameras at LHS

To:  **Miriam Sousa**

----- Original Message -----

Dear Ms. 

In 2003, the School Committee made a decision to improve safety in our schools. At that time, the committee voted to include security cameras in the new Harrington and Fiske elementary schools. In 2008, when a federal grant became available, the committee voted to add cameras to the Clarke Middle School school. That decision was discussed at a school committee meeting with the police chief. The decision and rationale was forwarded to the Minuteman newspaper to let the community know that the School Committee wanted to include security systems in all of its schools, subject to funding. Last year, when Congressman Markey told the police department we might be eligible for a \$250,000 federal grant to install security devices in the high school, the police department applied for the grant after consulting with the School Committee and me. Consistent with six years of public policy on this matter, we supported the filing of the grant. The award was announced this fall.

The need for greater security in public places in the high school is enormous. The layout of the building and numerous doors makes security and safety for occupants a real concern based on actual experience. The plan is to place cameras where no one would ever expect privacy. Our goal is to increase safety in all of our schools and protect civil liberties.

Dr. Ash

Jane Whitehead <jwig@rcn.com> writes:

Dear Dr. Ash,

I'm resending this message, originally sent on October 22. As I have received no acknowledgment, I assume you have not seen it.

I look forward to your response,

Sincerely,

Jane Whitehead

Begin forwarded message:

From: Jane Whitehead <jwig@rcn.com>

Date: October 22, 2009 4:45:35 PM EDT
To: pash@sch.ci.lexington.ma.us
Subject: Installation of surveillance cameras at LHS

Dear Dr. Ash,

I understand from my son, an LHS senior, that surveillance cameras are to be installed at LHS over the next couple of months, apparently with no debate or consultation with the School Council, Senate or faculty. One highly esteemed, long-serving faculty member and Senate representative apparently learned of the proposal from an article in the Boston Globe.

I have concerns both about the substance of the proposed installation, and about the process - or lack of process - by which it is being introduced. Surely a major change in the school environment, especially one that raises legitimate questions about privacy and surveillance, merits some debate in the school and within the wider town community?

I'll be interested to understand the background to this decision, and to know of any efforts made by the school administration to take into account the views of faculty, staff and the student body about a move that materially affects their place of work and study.

Sincerely,

[REDACTED]

**LEXINGTON SCHOOL COMMITTEE MEETING
Monday, September 22, 2008
Lexington Town Office Building, Selectmen’s Meeting Room
1625 Massachusetts Avenue**

Present: Superintendent Paul Ash, School Committee Chair Helen Cohen, School Committee members Rod Cole, Margaret Coppe, Tom Diaz, Ravi Sakhuja and student representative Gloria Park. The minutes were taken by Leora Tec.

The Meeting was convened at 7:33 p.m.

I. Call to Order and Welcome (Helen Cohen)

II. Superintendent’s Announcements

- A. Hiring someone for the K-12 master plan: update. Design Partnership’s bid on this project has been accepted. Their report will be ready in January. The report will also include Central Office space.
- B. High school flood update.

III. Members’ Reports / Members’ Concerns

Tom Diaz: The Library trustees are investigating alternative uses for the Stone building (where the East Lexington branch of the library is housed).

IV. Discussion Items

- 1. Security Systems — Clarke, Fiske, and Harrington.
Presented by Police Chief Casey, Director of Facilities Pat Goddard and Sergio DeMango, facility engineer, who requested preliminary approval for security cameras at Clarke Middle School.. Security cameras were put in place as part of the Fiske and Harrington construction.
Motion to have the project move forward at Clarke. (Cole, Diaz). The motion passed 5-0.
- 2. Summer Curriculum Work: Presented by Dr. Lynne Sarasin, Deputy Superintendent for Curriculum, Instruction and Professional Development.

*Back-up document for School Committee Agenda (9/22/08)
item "Security Systems - Clarke, Fiske, and Harrington"*

Federal Appropriation

4

Early in 2007, The Town of Lexington was invited by Congressman Ed Markey's office to submit proposals for a limited number of initiatives that would be funded by the Federal Government.

One of these initiatives included enhancements to school security.

The police department submitted a proposal, requesting One Million Dollars to install security video equipment in all of Lexington's Public Schools, and eventually \$46,750 was appropriated for The Town.

The two Middle Schools were identified as sites that might be appropriate for this project in discussions with The Superintendent of Schools. Clarke Middle School was eventually determined to be the best site due to available funding, layout of the building and in consultation with a state approved vendor.

The safety and security of School Children and those engaged in the educational process is one of the most important functions and responsibilities entrusted to local government. In addition local government has an obligation to protect the physical assets of the Town. Over the years police and other public safety officials have had to respond to school based incidents involving personal injury and or property damage.

This school owned and maintained video security system would have the capacity to monitor interior and exterior public areas of the school and record activities as they occur. The data collected would only be shared with law enforcement under two specific conditions:

- When a crime had been committed and a review of the recorded data would assist in identifying the person or people responsible.
- As a live remote feed for law enforcement responding to an ongoing critical incident. (ie; incident requiring lockdown or evacuation)

Examples of incidents that police have had to deal with in the public schools include:

- Periodic acts of vandalism including broken windows, tagging and other malicious damage to property.
- The malicious destruction of a sprinkler system at the Diamond School (\$100,000 worth of damage)
- Molotov cocktails thrown at the Exterior of the Clarke School building
- Malicious fire alarm pulls
- Bomb threats
- Fires in waste baskets
- A variety of threats and assaults
- Weapons found in school buildings

5

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, February 3, 2009
Cary Hall Auditorium
1605 Massachusetts Avenue

Present: Superintendent Paul Ash, School Committee Chair Helen Cohen, School Committee Members Rod Cole, Margaret Coppe, Tom Diaz, Ravi Sakhuja and student representative Gloria Park. The minutes were taken by Leora Tec.

I. Call to Order and Welcome (Helen Cohen)

II. Public Comment

Cindy Bond (Estabrook parent): In favor of a half-day kindergarten class.

III. Superintendent's Announcements

- A. I am extraordinarily proud to announce that Noah Arbesfeld has been named one of 40 high school seniors in the United States as an Intel Scholar. This is the most competitive math and science contest in the country.
- B. On February 10th the administration, in conjunction with the principals and the kindergarten teachers will recommend a complete transition to full day kindergarten. All preschools have received notices about this discussion.

IV. Members' Reports / Members' Concerns

Margaret Coppe At Clarke Middle School security cameras will be installed over February break as a result of a grant received by the Police Department.

V. Discussion Item

1. How to Address the Overcrowding at the Fiske School

Dr. Ash discussed the alternatives that had been looked into and presented his current proposal: moving the Avalon students over a period of two years from Fiske to Bridge. He stressed that he is deeply committed to continuity for children but this is the only option.

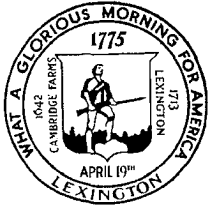
There were comments and questions from the Committee and the audience.

2. Public Hearing and School Committee Discussion on the FY10 Budget

Leora Tec (precinct one): In favor of the School Support Personnel at the elementary schools and against reducing their hours, which would result in eliminating benefits. Talked about the human dimension.

**Jonas Clarke Middle School 2008-2009
LEXINGTON PUBLIC SCHOOLS
SCHOOL IMPROVEMENT PLAN**

Goal	Strategies	Timeline	Evidence/Data	Performance Target	Level of Achievement	Person Responsible
<p>School Safety:</p> <p>Continue to prepare the school building, staff and students for crisis situations.</p>	<ul style="list-style-type: none"> • Practice possible crisis situations • Train staff and students on protocol • Assess protocol • Communicate with local authorities • Take a proactive approach to fire department inspection reports • Work closely with school resource officer 	<p>2008-2009 School Year</p>	<ul style="list-style-type: none"> • Meet fire department expectations of evacuation of the building • Crisis team meets regularly to assess protocol used during practice crisis situation • Surveillance cameras will be installed to monitor community safety • Install prep room doors to all science rooms to meet fire code • Install double doors in stairway three to meet fire code 	<ul style="list-style-type: none"> • Practice crisis levels I, II, and III at least once during the school year • Review crisis procedures during staff meetings • Students are educated on procedures through team communication • Use building crisis team meetings to assess effectiveness of current crisis plan • Check protocol effectiveness with local police and fire departments 	<ul style="list-style-type: none"> • Crisis Team met regularly to re-examine existing crisis plans, informing staff at faculty meetings, who in turn informed and trained the students during team time activities • Crisis Team members began the NIMS training sessions • Classroom crisis boards (class rosters, red/green cards, emergency plans) were updated to ensure teacher preparedness for any crisis situation • Collaboration with the Lexington Police and Fire Department aided in ensuring effective implementation during crisis situations and mock situations. • Surveillance cameras were installed both inside and outside of the school, then used on an as needed basis to resolve conflict. • To meet fire code, science prep room doors were installed, as well as double doors in stairwell three. 	<p>Principal Assistant Principals Team Leaders Department Chairs Faculty Resource Officer Lexington Fire Department</p>



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Lexington School Committee

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

School Committee Goals for 2008-2009

At its meeting on November 3, 2008, the School Committee approved goals for the current school year. The Committee's continuing, overarching goal is to assure that each child in Lexington's public schools receives a high quality education that meets his or her individual needs, while we appropriately control the costs of delivering that education. In each year, the School Committee identifies particular goals which are especially important in that year to realizing the overarching goal. This year's goals are:

1. Work with Superintendent Dr. Paul Ash as he builds on the strong foundations of the Lexington school system and on the work of his past three years, with particular support for recent and new program initiatives including: closing the achievement gap, creating Professional Learning Communities of school staff, using data-based formative assessment to measure what students are actually learning in order to continuously improve teaching practices, introducing tiered interventions, and building and improving our in-house services for students in special education.
2. Continue supporting school capital projects that will ensure the maintenance and safety of the nine schools and the Central Office, and best serve our students and staff.
3. Help the superintendent develop and pass a Fiscal Year 2010 budget that is fiscally responsible and transparent, and that will maintain Lexington's high quality educational program for all students; communicate and advocate for the needs of the schools' operating and capital budgets to the community. A high priority, if the current economic challenges and uncertainties allow for it, is the development of 3-year budget projections.
4. Appoint a new School Committee sub-committee to examine, update, and propose new School Committee policies, including a policy for the use of security cameras in school buildings.
6. Negotiate financial and other contractual settlements with units of our represented employees that assure fair and appropriate compensation packages within the financial means of the Town.
7. Encourage the superintendent in his efforts to pursue a survey of recent Lexington High School graduates, and funding for such a survey, which will help the School Department understand the strengths and address the weaknesses in the preparation of our students for further education and career development. (We hope to follow up in the next year with a similar survey of graduates' parents.)
8. Develop informal contacts with current parent groups (PTAs, site councils, etc.) to share our work and listen to their concerns.

School Committee meetings are open to the public (please consult the Lexington Town Calendar for dates, times, and locations), and we welcome questions, comments, and suggestions about our goals and our actions. At the end of the year, we will evaluate our performance based on these goals.

Helen Cohen, Chair
 Margaret Coppe, Vice-chair
 Rod Cole
 Tom Diaz
 Ravi Sakhuja

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, October 6, 2009
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

**Present: Superintendent Paul Ash, School Committee Chair Margaret Coppe,
School Committee Members Rod Cole, Tom Diaz, Jessie Steigerwald,
Mary Ann Stewart and student representative Liam Gandelsman.**
The minutes were taken by Leora Tec.

The meeting was convened at 7:35.

I. Call to Order and Welcome

II. Public Comment

Bonnie Brodner: I wanted to make you aware of a very valuable program that my 10 year old is a part of. It is a peer-mentoring program for children with learning and attention difficulties It is called SMARTS. There is a benefit for SMARTS on November 12th. Dr. Ned Hallowell will be the keynote speaker.

Judy Crocker (Safe Routes to Schools coordinator for the Sidewalk Committee): Tomorrow is International Walk Day and Lexington's first Walking Wednesday. We are in the running to have an infrastructure grant for Bowman School for \$250K. There are other projects in the works as well.

III. Superintendent's Announcements

1. \$250,000 Grant to Provide Security Equipment at Lexington High School

We have received a \$250K grant for security enhancements at LHS from the Department of Justice, Office of Community-Oriented Policing as part of the targeted technology program. We will add approximately 130 cameras and access-control hardware on select doors that will function on nights and weekends. Thank you to Congressman Markey, Police Chief Mark Corr, Town Manager Carl Valente and others who helped secure these funds.

2. Fraction Nation. New Partnership with Tom Snyder Productions.

Thomas Plati, Director of Technology and Assessment, briefly described the software, which develops fluency in fractions through a fifteen-minute-a-day routine. We are one of six sites doing the testing around the country for this

**Lexington Elem. Schools
Master Plan Study**

Bowman Elementary School

Executive Summary – Electrical

The existing electrical systems in general, although functioning, are at the end or have exceeded their useful life. Even with regular maintenance systems do deteriorate over the years. The life safety systems, due to code changes over the years, are not in compliance with current codes.

Existing Conditions

- The primary service runs overhead and feeds a 300 kva Utility Co. owned pad mounted transformer. Secondary service runs underground in one (1) 4" conduit. The secondary electrical service consists of a main switch rated at 400amp, 277/480 volt, 3Ø, 4wire, a C/T cabinet and meter with a distribution panel. The equipment is located in the custodian's work room. Lighting and power panels are circuit breaker type and are rated at 120/208 volt and 277/480 volt, 3Ø, 3wire. The existing panels do not appear to have spare circuit breakers for the addition of new lighting and power circuits. Dry type transformers are used for receptacle power. Most equipment was manufactured by General Electric. Various panels do not have required working clearance. The condition of the equipment is poor and has exceeded its useful life.
- Existing classroom lighting consists of (3) continuous rows of wraparound fixtures parallel with the exterior wall. Lights are controlled with one switch. No occupancy sensor exists.
Stage lighting comprises of floor lights in front and track fixtures at stage.
2 x 4 recessed fixtures are used in the Gymnasium with four (4) T5HO lamps and are in good condition.
Kitchen lighting is through vaportight 4' fluorescent fixtures.
Corridor lighting consists of wall mounted 1 x 4 surface wraparound fixtures. Corridors are controlled with local switches.
Although lighting has been retrofitted with T8 lamps and electronic ballasts, fixtures are generally old and in poor condition.
- Existing site lighting consists of cobra heads on utility poles. The site appears to be dark. Building mounted metal halide floods also exist on photocell. Surface canopy lights of compact fluorescent exist at front and rear entrances.
- The existing emergency lighting system is through a LP gas generator rated at 12.5KW, 277/480v, 3Ø, 4W and is manufactured by Onan. One automatic transfer switch manufactured by Onan is present. The system is not code compliant and the equipment is in poor condition. Retrofitted LED exit signs exist. There is inadequate coverage of exit signs.

- Generally classrooms have one receptacle per interior wall. One double duplex has been recently provided from computer grade panel to serve computer equipment. Several extension cords are being used. Outlets in kindergarten are not tamper resistant type. Kitchen floor receptacles not GFI type.
Computer lab has extension cords running on floor to feed center tables.
Receptacles are currently sparsely located and additional receptacles should be provided.
- The building is equipped throughout with an automatic fire alarm system. Existing strobes do not meet ADA. Notification to the fire department is by a Sigcom radio master box with exterior antenna, box #2725. Toilets do not have ADA Strobes.
Strobe lights are mounted higher than 80" above floor as is required by ADA.
The fire alarm control panel is manufactured by Simplex model 4002, 8 zone conventional (non-addressable). Pull stations exceed 48"-54" as required by ADA.
Typical classroom has one smoke detector, no horn/strobes.
Building is not sprinklered and does not have full coverage of smoke and heat detectors and does not have adequate coverage of horn/strobes.
- The existing classroom intercom consists of a Rauland Telecenter TC 2100. Classrooms have a wall phone and 2-way speaker for communications with Administration office. No paging speakers in corridors.
- Classroom clocks are manufactured by Simplex. A master time clock is present and is manufactured by Simplex.
- Classrooms do have a Category 5 computer network installed. Classrooms have 4 data drops for students and 1 and 1 CATV data for teacher. Computer lab has inadequate quantity of data drops for computers. School has cable TV and fiber optic services.
- Front and back entrances have an AIPHONE LEF-5 system with intercom/camera at each door with master at administration with door release.
- Security/intrusion consists of a NAPCO magnum alert 800 control panel connected to a remote central station. Infrared sensors exist in corridors, media center. Exterior doors not alarmed.
- No card access or Closed Circuit TV exists.
- No lightning protection exists.
- Portable classroom building is in good condition. Building is interconnected with main building for fire alarm system. Emergency lighting and exit signs are with battery back-up.

Proposed System Priorities

Priority 1: Immediate Needs and Requirements:

- Hood fire suppression system fire alarm conduit broken.
» **\$300.00**
- Exposed wiring in freezer provide box and cover.
» **\$300.00**
- Various kitchen receptacles not GFI. Provide GFI receptacles or GFI breakers.
» **\$1,500.00**
- Exterior core classroom, receptacle cover missing.
» **\$50.00**
- Portable classroom, men toilet, receptacle not GFI.
» **\$100.00**
- Service electrode requires jumper around water meter for proper grounding.
» **\$500.00**
- Electrical items under kitchen hood are required to shutdown upon activation of hood's suppression system.
» **\$2,500.00**
- Add horn/strobes in cafeteria and library, currently none exist. Add strobes in toilets.
» **\$7,500.00**
- One (1) wire guard for smoke detector on gym ceiling is loose and ready to drop.
» **\$100.00**
- Add receptacles to eliminate extension cord use.
» **\$10,000.00**
- Add fire alarm pull station at gymnasium.
» **\$750.00**

Priority 2: 1 - 5 Year Expected Life:

- The existing fire alarm control panel, Simplex 4002, 1980's vintage, has reached the end of its life. Although some replacement parts are still available, other parts are not. Detectors compatible with this panel are still available. Should the panel fail and the replacement part not be available it would force the school to be under a fire watch. We recommend replacing the 4002 control panel with a current Simplex zoned 4006 panel on a one for one swap. This will allow existing wiring and devices to remain and allow additional devices to be provided. In light of the building not being sprinklered it is

recommended that additional smoke and heat detectors be provided for full coverage of the facility.

» ***\$1.00/s.f. = \$63,434.00***

- The normal/emergency lighting system should be tested by simulating a power failure and confirming that adequate emergency lighting exists in egress ways and other large spaces where required. Additional emergency lighting should be added where required including on the exterior at exit discharge doors.
» ***\$.25/s.f. = \$15,859.00***
- Provide full coverage of exit signs where required for safe egress out of the facility.
» ***\$.10/s.f. = \$6,343.00***

Priority 3: 5 – 10 Year Expected Life:

- Provide occupancy sensors to turn lights off in classroom, toilets, offices, gym, etc. to save energy when spaces are unoccupied. Utility Co. rebates may be available for energy conservation measures.
» ***50 @ \$200.00/unit = \$10,000.00***

Priority 4 – Full Renovation of Systems (Gut Rehab)

» ***\$25.00/s.f. = \$1,585,850.00***

- New construction service ratings are designed for a demand load of 10 watts/s.f. The service capacity will be sized for 1200 amperes at 277/480 volt, 3Ø, 4wire. New lighting and power panels will be provided to accommodate respective loads and located in electric rooms. A system of computer grade panelboards with double neutrals and integral surge suppressors fed from k-rated transformers will be utilized to mitigate the harmonic effects caused by computers and other electronics.
- Classroom lighting fixtures will consist of pendant mounted indirect fluorescent luminaries with T5HO lamps and electronic ballasts. The fixtures will be pre-wired for automatic dimming control where natural daylight is available and also for multi-level switching.
- Office lighting fixtures will consist of acrylic recessed direct fixtures with (2) T5 lamps and electronic ballasts. Two step ballasts will be provided for dual-level switching. Fully dimmable ballasts will be provided where natural daylight is available. Lighting levels will be approximately 30-50 foot candles in classrooms and offices.
- Gymnasium lighting will be comprised of direct fluorescent fixtures with T5HO lamps and electronic ballasts. The fixtures will be provided with protective wire guards. The light level will be designed for approximately 30 foot candles. Occupancy sensors will be provided to turn lights off when unoccupied. Theatrical lights with a dimming system will be provided for performances.

- Corridor lighting will be comprised of recessed acrylic fixtures with (2) T5 lamps & 2 step dimming electronic ballasts for dual level switching. The corridor light level will be designed for approximately 20-foot candles.
- Cafeteria lighting will be pendant indirect fluorescent fixtures with Biax lamps & electronic ballasts. The light levels will be designed for approximately 30 foot candles with dual level switching.
- Kitchen and servery lighting will consist of recessed 2'x4' acrylic lensed troffers with aluminum frame doors with T5 lamps and electronic ballasts. Light levels will be approximately 50-75 foot candles.
- Each area will be locally switched and designed for multi-level controls. Each classroom, office space and toilet rooms will have an occupancy sensor to turn lights off when unoccupied. Daylight sensors will be installed in each classroom and perimeter spaces for automatic dimming of light fixtures.
- The entire school will be controlled with an automatic lighting control system using the lighting panelboards with programmable breakers for programming lights on & off.
- Exterior site lighting fixtures for area lighting will be pole mounted long life, energy efficient LED luminaries in the parking area and roadways. Building perimeter fixtures will be wall mounted compact fluorescent over exterior doors. The exterior lighting will be connected to the automatic lighting control system for photocell on and timed off operation.
- An exterior natural gas emergency generator with a sound attenuated aluminum enclosure will be provided. Light fixtures and LED exit signs will be installed to serve all egress areas such as corridors, intervening spaces, toilets, and exit discharge exterior doors. The administration area lighting will be connected to the emergency generator. The generator will be sized to include life safety systems, boilers and circulating pumps, communications systems, kitchen refrigeration, etc.
- Each classroom will have a minimum of (2) duplex receptacles per teaching wall and (2) double duplex receptacles on dedicated circuits at classroom computer workstations. The teacher's workstation will have a double duplex receptacle also on a dedicated circuit.
- Office areas will generally have (1) duplex outlet per wall. At each workstation a double duplex receptacle will be provided.
- Corridors will have a cleaning receptacle at approximately 30-40 foot intervals.
- Exterior weatherproof GFI receptacles will be installed at exterior doors.
- A fire alarm and detection system in compliance with ADA will be provided with battery back-up. The system will be of the addressable type where each device will be identified at the control panel and remote annunciator by device type and location to facilitate search for origin of alarms. Smoke detectors will be provided in open areas, corridors,

and other egress ways. The sprinkler system will be supervised for water flow and tampering with valves. Speaker/strobes will be provided in egress ways, classrooms, assembly spaces, open areas and other large spaces. Strobe only units will be provided in single toilets and conference rooms.

- Manual pull stations will be provided at exit discharge doors.
- The system will be remotely connected to automatically report alarms to fire department via the radio master box.
- A three phase centralized uninterruptible power supply (UPS) system will be provided with battery back up. The system will provide conditioned power to sensitive electronic loads, telecommunication systems, bridge over power interruptions of short duration and allow an orderly shutdown of servers, communication systems, etc. during a prolonged power outage. The UPS system will also be connected to the stand-by generator.
- A system of lightning protection will be provided. The system will be installed in compliance with the provisions of the latest “Code for Protection Against Lightning” for buildings as adopted by the National Fire Protection Association and the Underwriters’ Laboratories, Inc. for a UL Master Label System.
- The lightning protection equipment will include air terminals, conductors, conduits, fasteners, connectors, ground rods, etc.
- A Closed Circuit TV system will consist of computer servers with image software, computer monitors and IP based closed circuit TV cameras. The head end server will be located in the head end MDF room and will be rack mounted. The system can be accessed from any PC within the facility or externally via an IP address. Each camera can be viewed independently. The network video recorders NVR’s will record all cameras and store this information for 21days at 15 images per second (virtual real time).

The location of the cameras is generally in corridors and exterior building perimeter. The exterior cameras are pan-tilt-zoom type.

The system will fully integrate with the access control system to allow viewing of events from a single alarm viewer. Camera images and recorded video will be linked to the access system to allow retrieval of video that is associated with an event.

- An intrusion system will consists of security panel, keypads, motion detectors and door contacts. The system is addressable which means that each device will be identified when an alarm occurs. The system is designed so that each perimeter classroom with grade access will have dual tech sensors along the exterior wall and corridors, door contacts at each exterior door.

The system can be partitioned into several zones. Therefore, it is possible to use the Gym area while the remainder of the school remains alarmed.

LEXINGTON SCHOOL COMMITTEE MEETING
Tuesday, February 9, 2010
Lexington Town Office Building, Selectmen's Meeting Room
1625 Massachusetts Avenue

Present: Superintendent Paul Ash, School Committee Chair Margaret Coppe, School Committee Members Rod Cole, Tom Diaz, Jessie Steigerwald Mary Ann Stewart and student representative Liam Gandelsman. The minutes were taken by Leora Tec.

The meeting was convened at 7:36 p.m.

I. Call to Order and Welcome (Margaret Coppe)

II. Members' Reports / Members' Concerns

Margaret Coppe: I have before me a letter from the Commonwealth of Massachusetts State Ethics Commission in response to Dr. Ash's request for review of a possible conflict of interest due to his consulting work with Ribas Associates. The letter states that, "...after a careful review the matter does not require presentation to the Commission for official action...as long as you did not participate as superintendent in any matter of interest to Ribas, received no compensation from Ribas, or act as agent for Ribas vis-à-vis the town, and had no financial interest in Ribas' contract with the town."

Rod Cole: At Hastings my son's teacher could not let me leave without telling me about an Elmo (a document camera) with which you can take pictures and project them. She said it has been transformational for teaching.

Tom Diaz: We have a government funded plan to install additional security cameras. My friends from the ACLU are interested in this and hope we are doing this in ways that could be a model for other school systems. They wondered if we have procedures regarding personal privacy and security cameras. At some time the School Committee might want to see a report about it.

Jessie Steigerwald: At Diamond they made a serious effort to discuss the situation of the student who committed suicide as a result of bullying.

Mary Ann Stewart: I want to clarify that the suicide was in another community

III. Discussion Items

1. FY11 Budget Discussion

a. Student Fees.

The topic was introduced by Dr. Ash. He recommended an increase in Middle School athletic fees in the FY 11 budget. There are several possible ways to get money into the athletic budget. Naomi Martin, Director of Athletics K-12 was in attendance and answered questions from the Committee, as did Mary Ellen Dunn, Assistant Superintendant for Finance and Business.

11

LEXINGTON SCHOOL COMMITTEE'S POLICY SUBCOMMITTEE MEETING
April 1, 2010
Town Hall
Massachusetts Avenue

Present: Margaret Coppe, David Horton, Robert Rotberg, Barbara Manfredi, Jessie Steigerwald.
The minutes were taken by Jessie Steigerwald.

The meeting was convened at 7:00 p.m.

I. Call to Order

II. Housekeeping: Officers

Margaret Coppe was unanimously elected to serve as chair of the Policy Sub-Committee. Members agreed to rotate minute keeping function. Robert Rotberg nominated David Horton to serve as Secretary. Jessie Steigerwald seconded the nomination. The vote was unanimous.

III. Policies on Policies

Jessie discussed the importance of distinguishing between formal policies and the various procedures that have been in place to manage daily operations of LPS. Members agreed.

Members reviewed the policies that are now in place to guide the establishment of policies for the Lexington Public Schools:

- Policy for Policy Implementation for the Lexington Public Schools, Dissemination, School Committee Policy Development.
-

Members reached an agreement to index pages in a common format for the convenience of the group and agreed that future versions of the book should have a better index.

Members agreed that community questions on policies should be addressed to the Chair of the School Committee who will discuss it with the School Committee and, if they feel it is appropriate, refer it to the Policy Sub-Committee.

IV. MASC

After discussion, the Sub-Committee formally recommends that the School Committee contract with MASC for assistance updating the LPS Policy Handbook and seek advice to create a schedule for maintaining the Handbook.

V. Items Marked "Under Revision"

Members discussed and agreed that there are several items marked "under revision" in the Handbook. These were works in progress from a prior School Committee or Policy Sub-Committee. Margaret Coppe and Jessie Steigerwald will identify these, discuss with Miriam Sousa, Dr. Ash and MASC. Once assured they have not been voted on by a prior School Committee, they will be removed from the Policy Manual so the Policy Manual will only include policies which have undergone the proper procedures to become Lexington School Committee policies. (See note under III above.)

VI Security Cameras

Margaret Coppe reported that LPS has security cameras at Clarke, Harrington, Fiske and LHS. Harrington and Fiske had them when they opened the new schools. Clarke has had them about two years and LHS installed them more recently.

Members had significant questions and agreed that creation of a formal policy is a top priority. Questions included: who may view digital files? Where are they stored? How long are files retained? Under what circumstances are they viewed, and by whom? Other topics were the placement of cameras and specific uses that are not permitted (for example, to evaluate teachers.)

Robert Rotberg made the proposal that we seek advice from MASC. Members agreed.

VI. Guidelines for Use of School Facilities

Members reviewed a proposal for an updated “Guidelines for Use of School Facilities” policy. Members commented and Robert Rotberg recorded member edits. Jessie agreed to meet with Pat Goddard to review

12

LEXINGTON SCHOOL COMMITTEE MEETING

Monday, April 12, 2010
Cary Hall, Estabrook Room
1605 Massachusetts Avenue

Present: Superintendent Paul Ash, School Committee Chair Margaret Coppe, School Committee Members Sandro Alessandrini, Rod Cole, Jessie Steigerwald Mary Ann Stewart and student representative Liam Gandelsman. The minutes were taken by Leora Tec.

The meeting was convened at 6:38 p.m.

I. Call to Order and Welcome (Margaret Coppe)

II. Members' Reports / Members' Concerns

Jessie Steigerwald: I asked PTA presidents what would be helpful for School Committee office hours.

I attended the Youth Service Council meeting last week: 1) They are planning a summer activity for kids; perhaps building backpacks for kids in need; 2). Does the School Committee want to have a table at the anti-bullying talk on May 13th?

Margaret Coppe: Thursday night at LHS there is a PTSA meeting about alcoholism and teens among other risky behaviors. It is at 7:00 p.m. on April 15th.

III. Discussion

1. School Committee Liaison Assignments

The members discussed the liaison assignments.

2. Bowman Principal Mary Anton introduced two teachers from Sagan Primary in Kenya who are visiting for two and a half weeks. The two teachers spoke briefly, answered questions about their school system and expressed gratitude for welcoming them to Lexington.

3. Site Council Training – Where do we go from here?

About a month ago there was a training for site council members organized by Mary Ann Stewart and Jessie Steigerwald. Jessie reported on the training. Twenty-five people attended and comments were positive. Some thought they would benefit from sharing information with other site councils. Jessie suggested that sometime in May there be a gathering of interested site council members. Mary Ann suggested an online presence for sharing resources.

Timing of the setting of School Committee goals, district goals and site council goals was discussed.

Jessie wants support to plan a meeting in May so site council members from across the district can come together.

4. Policy Subcommittee.

Margaret Coppe: We have met twice. We are working on the facilities policy. Other policies include the security cameras, collection of funds and two others that Mary Ellen Dunn, Assistant Superintendent for Business and Finance has sent to us.

VI. Action Items

1. Vote to Accept \$432 Donation from Wilson Farms' *Shop at Wilson Farms* School Fundraiser to Be Deposited in the Maria Hastings School Gift Account

Motion to accept with gratitude a \$432 donation from Wilson Farms' *Shop at Wilson Farms* School Fundraiser to be deposited in the Maria Hastings School Gift Account (Steigerwald, Stewart). The motion passed 5-0.

2. Vote to Accept \$300 Donation from Sasaki Associates to the 2010 LHS Science & Engineering Fair
3. Vote to Accept \$300 Donation from the Massachusetts Port Authority to the Lexington Public School Science Club
4. Vote to Accept \$300 Donation from the Lions Club of Lexington, Inc., to the 2010 LHS Science & Engineering Fair
5. Vote to Accept \$300 Donation from Cubist Pharmaceuticals Inc. to the 2010 LHS Science & Engineering Fair
6. Vote to Accept \$650 Donation from Burwen Technology, Inc., to the 2010 LHS Science & Engineering Fair
7. Vote to Accept \$750 Donation from Shire Human Genetic Therapies Inc. to the 2010 LHS Science & Engineering Fair

Motion to accept with gratitude the donations listed in numbers 2-7 above (Steigerwald, Cole). The motion passed 5-0.

VII. Motion to recess to reconvene on Town Meeting floor and adjourn at end of tonight's Town Meeting (Steigerwald, Stewart). The motion passed 5-0.

The meeting was recessed at 7:37 p.m.

LEXINGTON SCHOOL COMMITTEE
POLICY SUB COMMITTEE MEETING

THURSDAY, MAY 6, 2010

TOWN HALL RM. G-15

PRESENT: M. COPPE, D. HORTON, B. MANFREDI, J. STEIGERWALD,

ABSENT: R. ROTBERG

Meeting called to order at 7:10 pm by Margaret Coppe, Chair.

Margaret suggested that the meeting would cover items A – G on the agenda and adjourn at 8:30 pm

A. FACILITIES USE POLICY:

Jessie proposed shelving this item until the next meeting. Jessie will be meeting with Pat Goddard and will have more information to report at that time. The need to separate policy from procedure was discussed. Jessie will get back to us after she talks to Mr. Goddard.

B. SECURITY CAMERA POLICY:

After another conversation with Mr. Goddard, Margaret reported that 4 of the 9 schools have security cameras. The film is only seen by the Director of Facilities and his Assistant Director. They are the only ones authorized to view the film after an incident. The Principal can ask to view the tape after an incident. The police only get involved after a serious incident. Police can be called at the station or a cruiser can respond.

The Sub Policy group will need to meet with principals, Pat G., police and Sergio (Ass't.). The LEA knows where the cameras are. A common fear is that the cameras could be used for evaluative purposes. Counsel needs to be involved in this. The ACLU is interested in what we do. Our intent is to keep students and staff safe. We could, as a group, divide up any questions we have and talk to a principal. Jessie spoke about the timing of police involvement. Margaret asked if we could decide on the questions we would ask. The group discussed how incidents are burnt to a disk. David noted that we need a protocol for handling disk disposal. David, also, brought up a recent incident at LHS and how the incident was handled as an example of how we might proceed. Margaret spoke about having a swipe card. The following four questions were decided as a good starting point.

- 1.) What experiences have you had with any incidents? What worked well? What did you learn?

- 2.) Who looked at the images of the incident? How are students, adults protected from others seeing it?
- 3.) Does 30 days reasonable to the principal, for keeping the images on file? Would you have what you need for this period of time or would you need longer?
- 4.) Who asks to see the tapes? Who gets to view them?

Barbara took the two elementary principals to ask. David took Clarke and Newton PS. Jessie spoke about quickly getting an update on MASC 's help with these questions. Jessie will also speak with LHS about policy. Margaret will speak with Mr. Goddard and / or Sergio and the contact person from the police.

C. STUDENT, FEES, FINES & CHARGES POLICY:

David quoted some of the language in the present policy, i.e. “students may be denied”. This isn’t common educational language. The policy language is “muddled” and needs to be cleaned up. Also mileage and Instrumental Music language need to be clarified. Questions about scholarships, PTA contributions, confusion of this policy with Field Trip Policy are all topics to be discussed with Mary Ellen Dunn. The Field Trip item in this policy is not related and should be removed. The issue of parents not paying there agreed upon installments for school related trips, Kindergarten, etc. have become problematic. The discussion continued about what was and was not relevant for LPS students. “for very serious offenses, i.e. vandalism or loss of property”. These are consequences. Margaret will speak with Mary Ellen. At first glance everything seems to be thrown into the mix with this policy. What can be done about people who do not fulfill their commitment to the fees charged by LPS? Jessie talked about the inability to collect fees and then not doing anything about it. Or much later not being allowed to play a sport because a library book wasn’t returned.

D. MEAL CHARGE POLICY:

Universal type of policy...guided through by language directly from Food Services people. David gave his criticism of the language used. Jessie brought up the No Cash policy and the free lunch stipulation. Why can’t you put cash on your card for the a la carte items? As far as Free & Reduced students,how do they get a negative balance? The Policy group needs more information about racking student’s food. There is a significant time lag between when kids are in the negative and parents pay owed balance. The language at the end of this policy was discussed about how to handle chronic situations and how to give options to parents.

E. DEMAND FOR PAYMENT POLICY:

Ask MASC if statutes can be made into policy? Why can’t they stay as statutes?

F. MEDICATION POLICY:

Will wait until next meeting

Other points of discussion:

Margaret will ask Mary Ellen about overnight field trips and reduced fees. "Can't use for overnights" is the rumor the group has heard.

Jessie reported on her talk with Bob Harris. Jessie passed out the POLICY PROHIBITING HARASSMENT. It had been reformatted from when it had been approved by the SC. "Does a policy need to be updated with every name change"? ... Another question for MASC.

Every September going through the Policy Book should be a routine housekeeping item for the SC. HR needs to sight the laws for various policies. What's the most current language for categories? Ask HR to look over HARASSMENT POLICY.

Jessie passed out the Grievance Procedure to the staff and it's accurate. The staff should know where to go to get information. HR does give out some policies to new hires.

David asked that three policies be looked at next besides the SECURITY POLICY. He mentioned, TRANSPORTATION, SCHOOL BUS RULES and STUDENT TRANSFER REQUEST FORM.

Revisiting the NON-RESIDENT POLICY was also requested.

Jessie received permission to scan the Policy Book.

The next meeting of the Policy Committee will be on Wednesday, June 2, 2010 at the Town Hall Offices, G-15.

The meeting was adjourned at 8:50 pm.

Submitted by,

Barbara Manfredi

**LEXINGTON SCHOOL COMMITTEE
POLICY SUBCOMMITTEE MEETING
WEDNESDAY, JUNE 2, 2010
TOWN OFFICE BUILDING ROOM G-15**

(The next meeting is scheduled for Monday, June 28, 2010, 7 p.m., Town Office Building, G-15)

Present: Margaret Coppe, David Horton, Barbara Manfredi, Robert Rotberg, and Jessie Steigerwald

Meeting called to order at 7:15 p.m. by Margaret Coppe

- 1. **MASC update** – Margaret, Jessie, and Paul Ash are meeting on June 3rd with a representative at MASC to talk about sample policies that MASC may be able to provide us. One of particular interest is one that focuses on security camera use.
- 2. **Facilities Use Policy** – Jessie met with Director of Public Facilities Pat Goddard regarding the policy. The result was that Jessie revised the policy, separating policy statements and procedures.
- 3. **Security Camera Use** – Although there is currently no written policy regarding security cameras, the consensus is that one needs to be drafted. Margaret reported her conversations with Pat Goddard and Lexington Police Captain Joe O’Leary. Margaret, David, and Barbara reported information about the use of security cameras that they had garnered from a variety of sources, e.g., school personnel at Harrington, Fiske, Clarke, and Lexington High School. Dave shared a sample policy drawn up by the law firm under contract with Minuteman Career and Technical High School. If MASC has a sample policy regarding security cameras, perhaps its policy and the “Minuteman” policy will be valuable resources to draft a policy for the Lexington Public Schools, along with the materials regarding “security cameras” that Margaret obtained from Pat Goddard.

Some of the elements to be included in a policy are:

- Can a still image be “burned” and, if so, what controls need to be in place regarding who has access to what and under what circumstances? Do laws related to public access of records apply here? This may be a question for the school system’s attorney.
- The Lexington Education Association (LEA) would need to be kept informed of their location and use (including not for teacher evaluation).
- The “Purpose and Scope” of the policy, e.g., the protection and safety of students, staff, visitors, and school facilities, needs to be written.

Question to consider: What information should go in student/parent/staff handbooks in schools where cameras are in place?

After meeting with MASC, a next step is to develop a draft policy.

4. Student Fees, Fines, & Charges Policy/Meal Charge Policy - Robert Rotberg will revise and rework both policies for our consideration. After we review the policies, Margaret will talk to Assistant Superintendent for Finance and Operations Mary Ellen Dunn for her outlook on them.

5. Fund Raising – We will wait until the fall to work on this policy. One feature of the policy we will look at is the \$2,500. limit that PTAs can spend annually for building and equipment projects.

6. Medication Policy – It is essentially completed. We will review and approve it in the fall.

7. Names of staff members in policies – A question for MASC: must they be included or may just the titles of staff members be included in policies where they are cited?

8. Next meeting – Monday, June 28th, 7:00 p.m., Town Office Building, Room G-15.

9. Topics for next meeting –

- review draft of the Security Camera Policy
- review the revised Student Fees, Fines, & Charges Policy and the Meal Charge Policy
- review Transportation, Committing Funds, and Extended Day Policies, if they have been returned by Mary Ellen Dunn
- plan September schedule to examine existing policies

The meeting was adjourned by unanimous vote at 8:35 p.m.

Submitted by David Horton

LEXINGTON SCHOOL COMMITTEE'S POLICY SUBCOMMITTEE MEETING
June 28, 2010
Town Hall
Massachusetts Avenue

Present: Margaret Coppe, David Horton, Robert Rotberg, Barbara Manfredi, Jessie Steigerwald.
The minutes were taken by Jessie Steigerwald.

The meeting was convened at 7:22 p.m.

I. Call to Order

II. Minutes

Margaret Coppe distributed agenda. David Horton presented minutes from our May meeting. The minutes were approved by a unanimous vote. Members were reminded to forward earlier minutes to David as promptly as possible.

III. Business

A. Update on Open Meeting Law

Margaret and David shared updates from the Open Meeting Law workshop which was organized by Donna Hooper. Pertinent to this sub-committee is the requirement to post agendas and to make minutes available within ten days. Members discussed the best protocol to draft minutes and have them ready for the community. It was agreed that the person who takes minutes would e-mail them to the group, any members who saw errors would reply to the minute-taker. Then "draft" minutes would be sent to David Horton, who would send them to Miriam Sousa. We would formally vote on approval of our minutes at our next meeting.

Margaret also noted that minutes should include attachments that are distributed to the group. Minutes should therefore include a list of any handouts to assist the public.

B. MASC Update

Jessie reported on the June meeting between Jim Hardy (from MASC), Dr. Ash, Margaret Coppe and Jessie Steigerwald. MASC is available as a consultant to review all of our policies (published on the web, and in the books Miriam Sousa provided), and all relevant LPS handbooks, contracts and memorandums of understanding. They provide this service for a fee, which is payable over three years. The School Committee approved contracting with MASC and Rod Cole has signed the contract. MASC will begin their review process over the summer and will then present the sub-committee with ongoing "homework" between our meetings. This process will enable us to review all existing policies, and will alert us if there are areas where we might benefit from providing a policy. The sub-committee will continue our current review and drafting process for existing policies, including Facilities Use Policy, Security Camera Policy and the other policies we have been addressing.

C. Facilities Use Policy

We continued our discussion from the prior meeting. The wish was expressed that we provide affordable access to our facilities for the local organizations that are directly connected to the public schools, like our PTAs and PTOs. The need to honor custodian contracts was reviewed. Jessie will type edits and forward to members. If no further edits are necessary, our version should be reviewed by Pat Goddard, Mary Ellen Dunn and Dr. Ash, then submitted to the School Committee for a first public reading. If any of those named, or members of the public, have questions, it may come back to the sub-committee.

D. Security Camera Policy

Margaret will draft a policy (working from models from MASC, Minuteman Tech, Pat Goddard's materials, the information we gathered from school principals). Robert will make the first review. Margaret and/or Robert will forward their draft to the sub-committee prior to our next meeting. It would be helpful if members review the draft and mark up any questions or suggested edits.

E. Student fees, fines, and charges policy.

Robert edited the policy. Members appreciated his version and did not have further suggestions. Robert will send to Margaret. Margaret will send to Jim Hardy to ask MASC to review it. After receiving MASC's comments, the draft should go to Mary Ellen Dunn, Miriam Sousa, Paul Ash and the School Committee to get ready for the first public reading.

F. Fundraising / Technology.

Members discussed the June 4, 2010 Update from Tom Plati on acquisition of ELMO document reader technology. The PTA purchases at Fiske, Harrington and Clarke were discussed, along with the district purchases and the projected totals at each of the nine schools. Existing School Committee policy, and the background which lead to the policy on fundraising and technology were reviewed. Margaret will inform Rod Cole of the sub-committee's recommendation that the existing policy must be observed and that redistribution is recommended to provide equity across the schools. The question of raising the existing \$2,500 cap was also discussed but discussion was postponed to a future meeting.

IV. Adjournment

The meeting was adjourned at 8:21 p.m.

LEXINGTON SCHOOL COMMITTEE'S POLICY SUBCOMMITTEE MEETING
September 13, 2010
Town Hall
Massachusetts Avenue

Present: Margaret Coppe, David Horton, Robert Rotberg, Barbara Manfredi, Jessie Steigerwald, Michael Arliss, Lexington Minuteman Reporter. The minutes were taken by Jessie Steigerwald.

The meeting was convened at 7:05 p.m.

I. Call to Order

II. Minutes

Margaret Coppe (Chair) distributed agenda. David Horton presented minutes from our June meetings. The minutes were approved by a unanimous vote. Members were reminded that draft minutes must be made available within ten days of the meeting.

III. Old Business

A. Facilities Use Policy

The draft policy was reviewed. Edits were suggested. Robert Rotberg made a motion to approve the revised version of the Facilities Use Policy and to forward it to the School Committee. The motion was seconded by Barbara Manfredi. The motion carried by a unanimous vote. Jessie Steigerwald agreed to make the revisions and to forward the policy to Dr. Ash, Pat Goddard and Mary Ellen Dunn.

B. Fund Raising/Contribution Policy

Margaret Coppe updated the group on community concerns with the current limits to fundraising, especially in the area of technology. The existing policy was discussed. Robert Rotberg proposed alternate language which could provide greater discretion to the Superintendent, allowing the Superintendent to approve larger capital donations. Members discussed taxpayer responsibility to fund public schools, including equipment, technology and major capital expenditures on an equitable basis. Members expressed concerns with equity across the schools and the challenges of looking to parent communities to provide large capital items. Technology was considered as a quickly evolving and important component of Lexington Public School classrooms. Members agreed it could be helpful to invite Tom Plati, Director of Technology, to a future meeting. Members agreed that Margaret Coppe would discuss the existing policy and potential revisions with Dr. Ash and then report back to the group.

C. Security Camera Policy

The draft policy was reviewed. Edits were suggested. It was agreed that the draft should receive review by town counsel prior to being forwarded to the School Committee. Robert Rotberg made a motion to approve the revised version of the Security Camera Policy and to forward it to the Superintendent and legal counsel for review. The motion was seconded by Jessie Steigerwald. The motion was carried by a unanimous vote. Margaret Coppe will make the agreed edits and forward the policy to the Superintendent for the purpose of a review by legal counsel.

IV. New Business

A. Internet Acceptable Use Policy

The policy was discussed and members were informed that the first reading of the policy was held at the School Committee meeting held September 7, 2010. Members' comments were discussed. Margaret Coppe will forward the comments to the Superintendent.

Lexington Public Schools Security Camera Policy

The Lexington Public Schools (LPS) strives to maintain a safe and secure environment for its students, staff, visitors, and facilities.

In pursuit of this objective, the Lexington School Committee (LSC) authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials and local law enforcement agencies. They will be utilized only in public areas within school buildings and on school property where there is no reasonable expectation of privacy.

LPS shall notify students and staff through student and employee handbooks and appropriate signage that security cameras are in use.

Students or staff identified on security cameras in violation of LSC policies will be subject to appropriate disciplinary action. Violations of the law will be referred to law enforcement agencies and the recorded video evidence will be provided to law enforcement agencies.

Video recordings from security cameras shall not be used to evaluate school staff.

The LSC will be notified by the Superintendent prior to the installation of security cameras in LPS buildings and on its property.

LPS shall ensure that proper procedures are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the LPS. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.

LPS intends to retain all recorded images for up to 30 days or until the image capacity of the system is reached, whichever occurs first, unless such images are considered relevant to legal proceedings. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement officials shall be granted access to video recordings after giving prior notice to the School Superintendent/designee.




LPS will develop administrative procedures consistent with this policy.




Operational Accomplishments



Safety & Security

- Implemented improvements to the reliability of existing intrusion alarms, added sensors as required and activated alarm systems for all school buildings
- Commissioned access control for Harrington and Fiske, added access control to Hastings and Estabrook and in process of adding access control to Diamond and Clarke so that all elementary and middle schools can control access during school hours. Partial access control has been installed at LHS for use on weekends
- Security cameras are in operation at Harrington, Fiske, Clarke, and LHS
- All fire alarm system are on quarterly inspection schedules and are now monitored 24 hours a day by alarm monitoring company
- DPF operational staff rotate 24/7 on call duty to respond to fire and intrusion alarms

From:  Elaine Mead Wednesday, October 27, 2010 8:05:21 PM  

Subject: Re: Public Records Request Regarding Security Cameras in the Schools

To:  Paul B. Ash

Cc:  Miriam Sousa  Grant Smith

Hi Paul,

At Harrington, we have security cameras outside of our building only. We do not have cameras inside the school. I am not aware of any notification about these outside cameras at Harrington. My assistant principal and I are not aware of posted signs outside. We have never sent letters or notification to anyone about outdoor security cameras.

Elaine Mead
 Principal
 Harrington Elementary School
 328 Lowell Street
 Lexington, MA 02420
 Phone (781) 860-0012
 Fax (781) 860-5818
 E-Mail emead@sch.ci.lexington.ma.us

Miriam Sousa on Wednesday, October 27, 2010 at 3:18 PM -0500 wrote:


Dear Tom, Elaine, Steve and Natalie:

Dr. Ash asked that I email you to let you know that we have received a letter from the ACLU in which they are requesting various documents pertaining to security cameras in Lexington's schools. Specifically, they are asking for the following: ***"Any records that provide notice to students, parents, staff and/or teachers that surveillance cameras are in use in the Lexington schools. This includes documents such as letters, posted signs, notices or billboards."*** Dr. Ash is asking that you forward to his attention any documents you may have relative to this request, i.e., notices, letters, newsletters, parent handbook information, etc. that would address the use of the security cameras in your school. Because we are required by law to respond to this request for public records within a certain period of time, Dr. Ash is asking that he receive anything you may have by Monday, November 1. Thanks for your help!

Miriam

20

From:  **Thomas Martellone**

Wednesday, October 27, 2010 9:44:08 PM 

Subject: Re: Public Records Request Regarding Security Cameras in the Schools

To:  **Miriam Sousa**

Miriam Sousa writes:

Dear Tom, Elaine, Steve and Natalie:

Dr. Ash asked that I email you to let you know that we have received a letter from the ACLU in which they are requesting various documents pertaining to security cameras in Lexington's schools. Specifically, they are asking for the following: *"Any records that provide notice to students, parents, staff and/or teachers that surveillance cameras are in use in the Lexington schools. This includes documents such as letters, posted signs, notices or billboards."* Dr. Ash is asking that you forward to his attention any documents you may have relative to this request, i.e., notices, letters, newsletters, parent handbook information, etc. that would address the use of the security cameras in your school. Because we are required by law to respond to this request for public records within a certain period of time, Dr. Ash is asking that he receive anything you may have by Monday, November 1. Thanks for your help!

Miriam

Miriam Sousa
Administrative Assistant
to the Superintendent
Lexington Public Schools
781-861-2550, ext. 212



Miriam:

To my knowledge we have nothing in print. The only cameras we have are those that monitor the outside/exterior doors. I will look to see if we have any signage indicating that outside of the school. If there is no signage outside, then we definitely have nothing posted or in print.


Regards,
Tom



Thomas Martellone
Principal
Fiske Elementary School
55 Adams Street
Lexington, MA 02420

21

From:  **Steven Flynn** Thursday, October 28, 2010 8:17:47 AM 

Subject: Re: Public Records Request Regarding Security Cameras in the Schools

To:  **Miriam Sousa**

Cc:  **Anna Monaco**  Phyllis Ho

Attachments: **JCSAFebNewsletter.doc** 20K

Miriam,

I have attached my article for the Feb 2009 JCSA Newsletter regarding the Clarke cameras. At Clarke, we have postings at all entrance doors stating, "**Security Notice Video Surveillance In Use On These Premises.**"

Steve

Miriam Sousa writes:

Dear Tom, Elaine, Steve and Natalie:

Dr. Ash asked that I email you to let you know that we have received a letter from the ACLU in which they are requesting various documents pertaining to security cameras in Lexington's schools. Specifically, they are asking for the following: *"Any records that provide notice to students, parents, staff and/or teachers that surveillance cameras are in use in the Lexington schools. This includes documents such as letters, posted signs, notices or billboards."* Dr. Ash is asking that you forward to his attention any documents you may have relative to this request, i.e., notices, letters, newsletters, parent handbook information, etc. that would address the use of the security cameras in your school. Because we are required by law to respond to this request for public records within a certain period of time, Dr. Ash is asking that he receive anything you may have by Monday, November 1. Thanks for your help!

Miriam

Miriam Sousa
 Administrative Assistant
 to the Superintendent
 Lexington Public Schools
 781-861-2550, ext. 212

Steven H. Flynn, Ed.D
 Principal
 Jonas Clarke Middle School
 17 Stedman Road
 Lexington, MA 02421

February 2009

Dear Parents,

During February vacation, the Town will be installing video monitoring cameras in various interior and exterior common areas at Jonas Clarke Middle School. The Lexington Police Department received federal funding to support this project. The goal of this project is to create a safe school environment where the educational process can take place without distraction or disruption. The controls of the security system will be maintained exclusively by school personnel. Law enforcement will have limited access to this security system granted by school officials when, in the course of a criminal investigation, it could lead to the identity of an individual or individuals. In addition, the video monitoring system will enable Lexington Police Department to receive live remote access during a school based critical incident or during a weekend incident at Jonas Clarke Middle School. It is important to note, the school administration will access the system only when necessary.


As principal, one of my goals is to provide a safe place for students, staff, and parents. I want to personally thank the Lexington Police Department, Facilities Department, and School Committee for providing the resources to continue to create a safe learning environment for the Clarke community.

Sincerely,

Dr. Flynn

(22)

From:  Natalie Cohen

Monday, November 01, 2010 10:36:00 AM 

Subject: Re: Public Records Request Regarding Security Cameras in the Schools

To:  Miriam Sousa

Miriam,

In answer to your questions:

Signs are posted at every entrance to each of our four buildings. (The signs read "SECURITY NOTICE: Video Surveillance in use on these premises.)

Students were notified through homeroom announcements, Spring 2010;

Faculty representatives from each department were notified at a Principal's Advisory Council meeting, Spring, 2010;

Faculty/staff were notified at a faculty meeting in Spring, 2010;

Parents and Lexington citizens were informed via School Committee agenda items, Spring, 2010;

Parents were also informed via LHS PTSA meetings and LHS School Council meetings, Spring, 2010.

Natalie

Miriam Sousa writes:

Dear Tom, Elaine, Steve and Natalie:

Dr. Ash asked that I email you to let you know that we have received a letter from the ACLU in which they are requesting various documents pertaining to security cameras in Lexington's schools. Specifically, they are asking for the following: *"Any records that provide notice to students, parents, staff and/or teachers that surveillance cameras are in use in the Lexington schools. This includes documents such as letters, posted signs, notices or billboards."* Dr. Ash is asking that you forward to his attention any documents you may have relative to this request, i.e., notices, letters, newsletters, parent handbook information, etc. that would address the use of the security cameras in your school. Because we are required by law to respond to this request for public records within a certain period of time, Dr. Ash is asking that he receive anything you may have by Monday, November 1. Thanks for your help!

Miriam

Miriam Sousa
Administrative Assistant
to the Superintendent

Lexington Public Schools
781-861-2550, ext. 212

Natalie K. Cohen, Principal
Lexington High School
251 Waltham Street
Lexington, MA 02421
781-861-2320, x1002
ncohen@sch.ci.lexington.ma.us