



LINCOLN PUBLIC SCHOOLS

MARY ELLEN NORMEN
ADMINISTRATOR FOR BUSINESS AND FINANCE

To: School Committee

From: Mary Ellen Normen, Administrator for Business and Finance

Date: March 1, 2024

Subject: LEAP Placement during Community Center Construction

Annually Lincoln Extended-day Activities Program, Inc. (LEAP) requires an annual License. Included in the School Committee agenda is the approval for the School Year 2024-2025. Also included for consideration is the commitment of providing temporary space to LEAP and Park and Recreation during construction of the Community Center building if it passes Annual Town Meeting and the Debt Exclusion Override.

LEAP was established in 1981 by a group of Lincoln parents who needed safe and dependable after-school care for their children. LEAP used dedicated space in Hartwell Pod C used an after-school program on the campus of the Lincoln School where over 100 students play outside, do their homework, go on field trips, work on creative projects, and just hang out in a group setting under the supervision of a professional staff.

At the March 2024 Annual Town Meeting and Annual Election, the community will be voting to build a Community Center that is designed to replace Hartwell Pods A, B, and C which are currently used by Park & Recreation, LEAP, and Facilities Maintenance Department. If the debt exclusion passes, the School Committee is being asked to commit temporary space for Park & Recreation as well as LEAP. The decision-making timeline and License Schedule for approvals – pending Community Center Building Approval at Annual Town Meeting is as follows:

School Year 2025-2026 Timeline

- April 2024-November 2024: School Committee directs School Administration designees to work with the LEAP Board designee and Director to develop a plan for space utilization in Lincoln School while Pod C is not available during construction of the Community Center as well as all the of impacts to the Hartwell Campus.
 - Building Use Considerations
 - Hartwell Building
 - Use of Classrooms at Hartwell for Park and Recreation Offices
 - Remodeling of Hartwell for Maintenance Shop and displacement of meeting areas during construction
 - Lincoln School
 - The amount of space licensing board will require in Lincoln School for LEAP to operate the same size program.

- Impact on the Lincoln School Availability of space for
 - Classroom Teachers and Instructional Delivery
 - Lincoln School's current After School Enrichment Program offerings
 - Park and Recreation Programs
 - Community use of Lincoln School
 - Potential Impact of Construction on Hartwell Campus
 - Pod A (Park and Recreation) moves to Hartwell in the Spring 2025
 - Pod B (School Maintenance) move to Hartwell during the Spring 2025 (construction required, timing unknown)
 - Pod C (LEAP) moves to Lincoln School after the last day of school June 2025 for storage and set up in August 2025.
- January 2025: LEAP License renewal begins with finalizing license agreement and preparation for revised LEAP program offerings for school year 2025-2026 at the Lincoln School.
- March 2025: LEAP License approval by School Committee
- Spring 2025: LEAP updates and notifies LEAP parents of program adjustments and registration process begins.
- Summer2025: LEAP moves to temporary space at Lincoln School and prepares to open for School Year 2025-2026.

School Year 2026-2027

- January 2026: LEAP License renewal begins with finalizing license agreement and preparation for revised LEAP program offerings for school year 2026-2027 at new Community Center or to continue at Lincoln School for one more year.
- March 2026: LEAP License approval by School Committee or Select Board depending on opening of Community Center Building.
- Spring 2026: LEAP updates and notifies LEAP parents of program adjustments and registration process begins.
- Summer2026: LEAP moves to new space in the Community Center and re-opens or continues program for one more year at Lincoln School.