

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, May 16, 2013  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jen James. Also present: Becky McFall (Superintendent), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance).

Absent: Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:02 pm.

II. Chairperson's and Members' Reports

Mr. Christenfeld attended the chorus concert for grades 1 and 2 with a packed house last night and thanked Pam Roberts.

Ms. James noted that the 5th grade chorus will sing the Star-Spangled Banner at a Harvard University Stadium.

Ms. Glass attended the last Middle School coffee of the year, hosted by Sharon Hobbs.

III. Public Comments

Gretchen Covino, Executive Director of the METCO Coordinating Committee, will host a donor reception at her home on Sunday from 4-6 pm. She invited all to attend, and METCO Director Lateefah Franck, Jean Maguire, and the METCO Coordinating Committee will attend.

IV. Consent Agenda

A. Accept Gifts

Documents: 1) Memorandum to School Committee and Rebecca McFall from Sharon Hobbs, dated May 16, 2013 with copy of check; 2) Memorandum to School Committee from Lincoln Land Conservation Trust, Re: Proposal to Fund a History and Environmental Experience for Third Graders, dated May 3, 2013

Mr. Christenfeld noted this gift of \$1,000 from the Warren Flint Memorial Trust is one of several donations from the Lincoln Land Conservation Trust [LLCT]. He thanked Gwen Loud and the LLCT.

B. Approval to Shift to Summer Hours

Document: None.

Past practice in Lincoln has been to shift public offices to a four-day work week during the summer with office hours being Monday through Thursday from 7:00 am to 5:00 pm. Starting July 5 and continuing through August 16, the School Department

would shift to summer hours. Dr. McFall recommended that the Committee approve the shift to summer hours.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$1,000.00 from the Warren Flint Memorial Trust, administered by the Lincoln Land Conservation Trust to support visits by all third grade classes to Flint Farm, organized and led by National Park Ranger Judith Broggi, to accept a donation of \$25.00 to the Friends of Lincoln Music Fund for financial aid for Great East costs, and to approve the shift to summer hours for the School Department. The Committee voted unanimously to accept the donations and to shift to summer hours.

The administration will send thank you notes for the donations.

#### V. Time Scheduled Appointments

##### A. Proposal for Overnight Field Trip: Washington, DC

Documents: 1) Memorandum to School Committee from Steve Cullen, Grade Eight Social Studies Teacher, dated May 6, 2013; 2) File: IICA-E2, Late Night and Overnight Field Trip Proposal, Revised October 2004; 3) Special Notice to 7th Grade Parents: Next Year's Washington, DC Trip May 2014; 4) Memorandum to Parents and Students from Steve Cullen, RE: Regarding our Educational Program to Washington, D.C., undated with registration form; 5) Lincoln School, Washington, D.C. Trip Itinerary; 6) Check List for The DC Trip, May 27-30, 2014; 7) Washington Trip Experience, Agreement for Parents; 8) Washington, D.C. Trip, Behavior Contract; 9) Field Trip Permission Form; 10) Letter to Parents from Steve Cullen, dated May 9, 2014; 11) Washington, D.C. Trip Justification; 12) Parent Notice, Important Informational Meeting, Washington, D.C. Trip, Wednesday, September 18th, 6:15 PM in the auditorium; 13) Letter to Parent/Guardian from Maureen Richichi, School Nurse; 14) Lincoln School Washington D.C. Trip 2014, Medical Consent Form; 15) Lincoln School Washington D.C. Trip 2014, Prescription Medication and Non-Prescription Medication Authorization; 16) Lincoln School Washington D.C. Trip 2014, Health Memorandum; 17) Financial Assistance Guidelines and Application; 18) File IJOA, Field Trips Policy, Voted at June 3, 2004 School Committee Meeting

Dr. McFall explained that the school now uses World Strides Tour Company. The district has worked with them this year which has enabled them to have students visit different sites in Washington, D.C. Students have had a wonderful time on the trip. She recommended that the Committee approve the trip now so that the 8th grade class for 2014 could receive a discount by registering early.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the Lincoln School request for an overnight field trip for the 8th grade to Washington, D.C. for May 2014. The Committee voted unanimously to approve the overnight field trip.

##### B. School Improvement Plan Report: Lincoln School

Document: Lincoln School School Improvement Plan 2011-2013, Final Report, Spring 2013

Mr. Stephen McKenna, Lincoln K-4 Principal, acknowledged the School Council's work this year. The Council is comprised of Colleen Pearce, Terri Nathanson,

Randy Harrison, Laura Regrut, Gretchen Covino, Jena Salon, Elisa Sartori, and Lincoln School Principals Stephen McKenna and Sharon Hobbs. Mr. McKenna said they have had great conversations this year; the members brought different topics for discussion to push their thinking about the school and the future. Mr. McKenna reviewed the final report on the School Improvement Plan.

Ms. Salon discussed their research and reading about homework and its purpose. What is good homework? Studies say there is no correlation between homework and academic achievement until 6th grade. They have asked whether they are achieving the goals with the homework that students are to complete, and one of its purposes is differentiation.

Mr. Harrison looked into the trends with technology and learning. Khan Academy produces ten-minute mini lessons on math, which can serve to enrich students, to help with remedial math, or to use in class for teachers. There are free online courses taught by Stanford University too.

Ms. Regrut discussed the ethics and etiquette of the use of technology at school and integrating those with the district's core values. There is a wide range of uses of technologies with families, and the core value of respecting every individual and the use of technology is a challenge. Students need to be taught about technology and these issues earlier than in the middle school grades. Ms. Regrut noted that the programs Responsive Classroom and Developmental Design for Middle School have provided resources for additional collaboration and communication of these issues and help to set norms on how students relate to each other.

Dr. Hobbs noted they will continue the conversations on homework and technology. She stressed the importance of hands-on learning, such as getting messy for art. The Council and a parent and staff book group read *Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead* by Brene Brown. Art teacher Colleen Pearce discussed the importance of the balance of hands on activities, taking risks, and vulnerability for creativity. They want students to understand that it is okay to make mistakes as we learn from them, and teachers want to foster an environment that accepts risk taking.

The Committee thanked the Council for its work, thoughtful conversations and presentation, noting that their willingness to discuss ideas and issues is what makes Lincoln a great school district.

#### C. Rob Ford Introduction and Report

Documents: 1) Memorandum to Superintendent Becky McFall from Rob Ford, Subject: Initial Network Assessment, dated May 9, 2013; 2) Robert M. Ford, Director of Technology, Entry Plan, undated

Dr. McFall introduced Rob Ford, the new director of technology. The district is fortunate to have his services as he has extensive experience with technology and has been a computer science teacher. Mr. Ford has started his entry process, which will continue through his first year. The technology review committee has shifted to look at the technology needs in a deeper way and more slowly. They will focus on the infrastructure and the network first.

Mr. Ford is excited to be working for the district and thanked all for welcoming him, and he looks forward to meeting all of the groups. He showed a PowerPoint presentation on his entry plan overview, which will include gathering data on the district's culture with technology and its use of it.

Mr. Ford noted that the faculty is enthusiastic about using technology in the classroom, but network performance is a barrier to using it. There are three areas of concern with the network: 1) insufficient wireless access points; 2) bandwidth constraints and bottlenecks with wired and wireless issues; and 3) flat network with no quality of service. There are straightforward fixes for those three items, and a plan for funding with a rough estimate of \$100,000 to \$200,000 and fixing those issues will be brought to the June 20 Committee meeting. These fixes could be transferred to any new buildings. Mr. Creel noted that these expenses would be considered a maintenance activity instead of something that would need to be approved by the Capital Planning Committee [CapCom].

Mr. Ford will be involved in the charrette for the Hanscom Primary School this week and will also look at the plans for the Hanscom Middle School to ensure that there will be enough capacity for technology.

Ms. James suggested he talk with the Lincoln-Sudbury technology committee, which is dealing with the same issues. Adam Greenberg suggested that he add a category of parent access. Ms. Glass asked them to consider the future needs and design forward. She wanted to ensure that there will be easy access to those items that would need to be replaced on a more regular basis to avoid building disruption and expense.

Ms. Glass thanked him for his work and welcomed him to the district.

#### D. Report on 2012-2013 District Goals

Document: Lincoln Public Schools, District Goals 2012-2013, Work Plan,  
Approved by School Committee October 18, 2012

Dr. McFall gave a status update on the district goals. Dr. Sterling said they will continue to align with the National Common Core math standards and said they will submit a budget request in the fall for additional materials. She also noted that she will work with Mr. Ford on the Aspen data management system to track student progress—they want Aspen to track the local common assessments.

Dr. McFall covered the teacher excellence and innovation goal category, noting that the definition of innovation is expanding to mean growth and the growth mindset. Dr. McFall noted they will have their final educator evaluation Professional Learning Community meeting on May 20 to tie up the summative evaluation for their pilot program. The program will have its official implementation in Fall 2013 with half of the faculty. Dr. Sterling mentioned that the spirit for the new evaluation process is strong, but it will be tough on teachers and administrators. Dr. McFall said they have worked with the Lincoln Teachers' Association on the contract language of the evaluation system and have one more meeting left. Ms. Glass and Mr. Sander have contributed much to that conversation.

Dr. McFall noted that her entry plan has been completed, and the discussion on core values was especially rewarding. She wrote the narrative on the core values, and there is a link to it on the school website.

Mr. Creel noted that the new Statement of Interest [SOI] was submitted to the Massachusetts School Building Authority [MSBA] by the deadline, and he expects the district to hear whether it is accepted in January. The Hanscom Middle School building project has been delayed, and now they are expecting to move into the trailers in February 2014. The charrette for the Hanscom Primary School, a three-day activity, will start tomorrow with the architect, Ewing Cole, and Department of Defense Educational Activity [DODEA]. The funds to design the building have been released.

Mr. Christenfeld said they would like representatives from Hanscom and Boston on the School Committee. Ms. Glass noted that meetings cannot be televised if the Committee meets in Boston or at Hanscom, but outreach and other presentations can be held in those locations.

Ms. Glass thanked them for their work.

#### E. Superintendent's Evaluation Process

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent from Jennifer Glass, Re: Superintendent Evaluation Procedure, dated May 9, 2013; 2) "Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents," Prepared by the Massachusetts Association of School Committees, Revised, November 2012; 3) Superintendent Performance Indicators: Priorities Agreed Upon by Superintendent McFall and the School Committee, Lincoln Public Schools, 2012-13; 4) End of Cycle Summative Evaluation Report: Superintendent

Ms. Glass noted that it is a state mandate to evaluate the superintendent. Dr. McFall will submit a report on her progress at the June 6 meeting, which will be used as evidence of completing or making headway on the goals that she and the Committee agreed upon in the fall of 2012. Each Committee member must fill out the Summative Evaluation Form and submit it to Ms. Glass by June 13. Ms. Glass will compile the members' forms into a composite Summative Evaluation for discussion at the June 20 meeting. The Evaluation will assign an overall rating. Each Summative Form is a part of the public record.

#### VI. Superintendent's Report

Document: None.

Dr. McFall will meet with the Administrative Council and the School Committee on Tuesday, May 21 from 8:00 am to 12:00 pm on the district goals for 2013-14; the administration has been working on the strategic plan and goal setting. The Team has reviewed several drafts of the plan which have promoted good discussions. She will send a draft of the plan, the process and context of it, and the agenda for Tuesday's meeting to each School Committee member this weekend, and she said that by the end of Tuesday's meeting, they will have nailed down the strategic objectives and priorities.

Ms. Glass thanked her for her work.

#### VII. Curriculum

Document: None.

Dr. Sterling noted the 4th grade students' evidence of writing skill is presented in the halls of the Smith Building. She said that the students express themselves well, and it is a pleasure to read their work.

Ms. Glass thanked her for her work.

#### VIII. Policy

None.

#### IX. Facilities and Financial

##### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$679,821.24 and the accounts payable warrants totaling \$158,362.44 for a total of \$838,183.68. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

##### B. MSBA Audit

Documents: 1) Letter to Rebecca McFall, Superintendent from Joanna Bench Aalto, Controller/Director of Audits, Massachusetts School Building Authority [MSBA], Re: Draft Audit Report: Lincoln K-8 School Project #200901570025, dated April 30, 2013; 2) Process for Accepting the Draft Audit Report, August 2012; 3) Draft Audit Report, Acceptance/Non-Acceptance Form; 4) Lincoln K-8 School-Feasibility Study, School Building Project #200901570025, Town of Lincoln, MSBA Final Project Cost Audit, dated April 29, 2013

Mr. Creel noted that the Massachusetts School Building Authority [MSBA] has revised their process and now has auditors that review each invoice as it arrives. The MSBA has prepared the final audit report, and it must be accepted by the Committee before the Town can receive the final project payment for the feasibility study. Mr. Creel said the \$10,070 reimbursement goes directly to the Town. If the Committee accepts the audit report, it will be presented to the Board of Selectmen at their May 23 meeting for acceptance. Once the Selectmen have accepted it, the MSBA will review the audit at their June 5 meeting and authorize the final payment to the Town.

Mr. Christenfeld moved, and Mr. Sander seconded, the motion to accept the Massachusetts School Building Authority's audit report for the Lincoln School Project and to authorize Ms. Glass as Chair of the Committee to sign the Audit Acceptance Form. The Committee voted unanimously to accept the audit report and to authorize Ms. Glass to sign the Form.

Ms. Glass thanked Mr. Creel for his work.

#### X. Old Business

##### A. Lincoln School Building Project

Documents: 1) Memorandum, School Building Project: Possible Next Steps, Citizen Advisory Committee, dated May 16, 2013; 2) The Lincoln Campus Coalition [LCC] Asks Your Support from Sara Mattes, dated March 23, 2013

Ms. Glass reviewed her memorandum on the Citizen Advisory Committee, which would be a subcommittee of the School Committee, that would be tasked with developing concrete suggestions to inform the next school building feasibility study process. She wanted feedback on the committee's composition, which she suggested should be four members of the School Committee or former School Building Committee, four members of the community with architecture or construction experience, and four members appointed in consultation with Town Moderator Sarah Cannon Holden. The School Committee and Ms. Glass would appoint the first eight members. Ms. Glass said that the members of this Advisory Committee would not currently sit on any other Town Board other than the School Committee. The meetings would be subject to the Open Meeting Law. Relevant town boards would be invited to meetings to discuss different issues surrounding the project. Given the Statement of Interest and the prior work done by the former School Building Committee, what are two to five specific pathways that should be explored?

Mr. Schmertzler wants education to be emphasized and noted it was critical for a technology person to be involved. He also does not want the Town to decide the amount of money that is to be spent on a school building project before knowing what design will work best for the educational needs of students.

Mr. Christenfeld suggested that the Citizen Advisory Committee would be good to bring people together, but maybe they could address other Town needs that would come to the school campus and suggested that the Hartwell building uses should be discussed. He asked how the current building restricts educational progress and suggested that the scope of the Committee would be big, and they need to give the Committee the questions that they need to answer. Mr. Sander agreed.

Ms. Glass noted that the task would be in phases, the first one is educational, and the second is the infrastructure needs, and the new Committee would look at the school's needs and not all of the Town's needs.

Gary Taylor, former Co-Chair of the School Building Committee [SBC], supported the idea and said the group could make the options real. What does community use mean when considered in the school building project? What does it mean to preserve the Smith Building? Is it good to phase the construction of renovating the buildings or building a new one, and what are the values that come under consideration for that? They could look at the L-shaped building and flesh out the Maguire report. Is there a cheap option? He noted they need a diverse group to look at these items and work with the current educational program.

Laura Regrut, a member of the former SBC, suggested that members of the Capital Planning Committee, the Board of Selectmen, and the Finance Committee should be represented and present when the issues are discussed as all are in this together. Mr. Schmertzler suggested it was best to keep them off the new Committee.

Mr. Taylor said they would keep the Town Boards informed and suggested that Douglas Adams would be an ideal candidate to serve.

Avram Kalisky noted that the Town needs to have choices on a project and not just choose one project or nothing. Ms. Glass said at the point when a new School Building Committee was weighing the different options, that would be a Town-wide decision point to decide upon an alternative.

Peter Sugar commended Ms. Glass for offering the approach of the new subcommittee and supported it. He also agreed with Mr. Schmertzler that it was best to keep members of the Finance and Capital Planning Committees and the Board of Selectmen off of the subcommittee so they could remain objective.

Mr. Creel noted that the detailed description of the educational program and the building deficiencies are well documented, and these bodies of knowledge should be used by the new subcommittee.

Ms. Glass moved, and Ms. James seconded, the motion to create the Citizen Advisory Committee as a subcommittee of the School Committee that will get started right away. The Committee voted unanimously to create the Citizens Advisory Committee.

Ms. Glass thanked all for their comments and will advertise for a request for members to the subcommittee that outlines what is needed.

#### XI. New Business

Document: Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools from Buckner Creel, Administrator for Business and Finance  
Subject: Proposed Increase to LASMP fees, revised May 16, 2013

Mr. Creel noted that he revised his memorandum on the Lincoln After School Music Program [LASMP] that was originally dated April 10, 2013 and has presented the revised schedule of fees this evening. The Committee approved the change in fees at the April 25 meeting, but his April 10 document listed the fee for a 30-minute lesson as \$28.50, which was a mistake. He asked the Committee to approve the fee for a 30-minute lesson as \$29.50, a dollar extra.

Mr. Sander moved, and Mr. Christenfeld seconded, the motion to approve an increase in the Lincoln After School Music Program [LASMP] fee for a 30-minute lesson to \$29.50. The Committee voted unanimously to approve the increase in the lesson fee.

Ms. Glass thanked Mr. Creel for his work.

#### XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for December 20, 2012; 2) Draft of School Committee Minutes for January 24, 2013

Ms. James moved, and Mr. Christenfeld seconded the motion to approve the minutes of the December 20, 2012 and January 24, 2013 meetings. The Committee voted unanimously to approve the minutes. They will be posted on the website.

#### XIII. Information Enclosures

None.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the Committee voted unanimously to adjourn at 9:42 pm.

The next School Committee meeting is scheduled for Thursday, June 6, 2013 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary