

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 27, 2012
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), 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: Al Schmertzler, 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 found the K-4 Curriculum Night exciting and uplifting and thanked Principal Steve McKenna.

Mr. Christenfeld and Dr. McFall attended the Education Collaborative of Greater Boston [EDCO] Board meeting. The superintendent of the Reading Public Schools spoke, and Reading is an early adopter of the new educator evaluation framework, which has some district-determined measures, but they are not yet sure what those measures are. EDCO has set a goal to assess district needs for members. He suggested that the School Committee survey EDCO users in Lincoln to assess the effectiveness of existing services and possible improvements.

Mr. Christenfeld thanked Dr. McFall and the administrative team for their time and assistance to him and to Mr. Sander as they compile the Annual Report for the Lincoln Finance Committee.

Ms. James attended the Middle School Curriculum Night, which seemed different from last year. She enjoyed the program and said it was wonderful to meet the teachers.

Ms. Glass attended the teacher evaluation process Professional Learning Community [PLC] meeting led by Dr. McFall and Ms. Sterling. The meeting covered much ground, and they practice conducting ten-minute observations. The goal is to practice observation without judgment as a first step in the evaluation process.

Ms. Glass thanked the faculty for their work for the Curriculum Nights.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift

Document: Memorandum from Sharon Hobbs, 5-8 Lincoln School Principal, and Stephen McKenna, K-4 Lincoln School Principal, to School Committee and Rebecca McFall, dated September 27, 2012, with copy of check from Lincoln Parent Teacher Organization [PTO], dated September 5, 2012

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$300 from the Lincoln Parent Teacher Organization for three new Lincoln School teachers to help with the personal costs of setting up new classrooms. The Committee voted unanimously to accept the donation.

Dr. McFall will send a thank-you note.

V. Time Scheduled Appointments

A. Report on 2012 Extended Year Programs

Document: Memorandum to School Committee and Rebecca McFall from Stephanie Powers, Lynn Fagan, Stephen McKenna, Sharon Hobbs, Erich Ledebuhr, and Beth Ludwig, RE: Report on 2012 Summer Programs, dated September 17, 2012

Ms. Powers reviewed her memorandum, noting that the summer was busy, and over 150 students, ages preK-grade 8, attended their six programs [Special Education Extended School Year (ESY) Programs for grades preschool to 8; Title I Hanscom Middle School Program for grades 4-8; Title I Hanscom Primary School Program for grades 1-3; Lincoln School Math Camp for grades 3 and 4; Lincoln School Achievement Camp for grades K-2; and Lincoln School Achievement Camp for grades 5 and 6]. Students maintained, and in some cases advanced, their skills. They hope to expand next year's summer programs and will have improvement initiatives that will become part of the budget discussion.

The Math Camp participants measured the school building perimeter to see whether the information and measurements provided for the potential Lincoln School Building Project were accurate. Ms. Powers is collecting the evaluations from teachers, parents, and students for all summer programs to figure out if any of the students who did not or could not attend the programs would have benefited from them.

Ms. Powers thanked the custodial staff for their tolerance and assistance, especially as they were busy getting the school buildings ready for September. Mr. Creel noted that Ms. Powers and her staff do a wonderful job carefully structuring the staff mix and the programs' construction. Ms. Glass thanked them for their work.

B. Discuss Revised Budget Guidelines and Timeline for FY14 Budget

Documents: 1) Memorandum to School Committee and Becky McFall from Buck Creel, Subject: FY14 Budget Guidelines, dated August 28, 2012 and as revised by School Committee on September 7, 2012 [sic]; 2) Lincoln Public Schools, FY14 Budget Development Timeline, dated as of August 26, 2012

Mr. Creel hoped that the revised guidelines and timeline, changed based on the discussion at the September 6 meeting, were consistent with the Committee's wishes. Ms. Glass liked the reorganization and said they were.

No further action was taken as the guidelines as amended were approved at the September 6 meeting.

VI. Superintendent's Report

Document: None.

Dr. McFall attended the Curriculum Nights on both campuses, noting that they were informative and gave her a different perspective on each school's program.

Dr. McFall introduced herself at Hanscom and met with the PTO presidents, and she asked that the Hanscom campus members involve themselves in her entry process.

She observed sports on the campuses last week and said it was great to see so many students participating.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Sterling attended a 4th grade geography class that was studying land forms in 3D using touch screen technology that gave students feedback while the teacher circulated and spoke with them.

Ms. Sterling was a juror at the mock trial about the Boston Massacre with the British on one side and the colonists on the other. Ms. Sterling delivered the verdict and noted that the students were extremely well prepared. She was taken by the witnesses' testimony, and the trial was won by John Adams for the British, just as it was in the 1770s.

Ms. Glass thanked them for their work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$648,120.17 and the accounts payable warrants totaling \$374,744.12 for a total of \$1,022,864.29. Ms. Glass reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY14 Capital Projects

Documents: 1) Memorandum to Becky McFall and School Committee from Buck Creel, Subject: Proposed Capital project list--FY14 CapCom project process, dated September 18, 2012; 2) FY14 Capital Funding Request, dated September 18, 2012, Capital Fund Request, Expenditure Summary, undated; 3) Lincoln Public Schools, FY14 Capital Plan, dated September 18, 2012; 4) Letter from Andrew N. Barr, PE of Russo Barr Associates of Burlington, MA to Buckner Creel, RE: Proposed Contract: Designer Services for Curtainwall Replacement Project, Hartwell Building, Lincoln, Massachusetts, dated September 19, 2012 with Russo Barr Associates, Inc. General Terms and Conditions, dated September

20, 2012; 5) Memorandum from Anita Scheipers, Assistant Town Administrator, to Town of Lincoln Departments, dated August 20, 2012; 6) FY 2014 Capital Expenditure Description Instructions, undated; 7) Mandate of the Community Preservation Committee, undated; 8) Budget Definitions and Thresholds, undated

Mr. Creel compiled a recommendation for two projects for the Capital Planning Committee [CapCom] for FY14; the first one is for preventive classroom rehabilitation as the schools will still need to be operated for an additional two to three years if the school building project is approved. The money will not be spent if it is not needed. The second submission is for the Hartwell Building, which is not included in the school building project. The section of the exterior near the main entrance is leaking, and there are leaks in the bottom of windows on the west end of the building. He noted the Hartwell curtainwall project was approved at Town Meeting in FY2010 but postponed because of the Town's financial situation. He has resurrected the project but split it into phases. They will need to go through the design-bid-build process of construction if approved.

Mr. Christenfeld noted that the roof needs to be examined, and Mr. Creel noted that they need industrial-size gutters on the Hartwell Building.

Even though they missed the September 24 deadline to submit proposals to Assistant Town Administrator Anita Scheipers, Mr. Creel has discussed the situation with her, and she agreed that he could still submit the proposal.

Ms. Glass moved, and Mr. Sander seconded, the motion to accept the proposal for the FY14 Capital Projects as presented. The Committee voted unanimously to accept the proposal.

C. METCO Transportation Agreement

Documents: 1) Memorandum to School Committee and Rebecca McFall from Buckner Creel, Subject: Final Agreement for Transportation—METCO, dated September 21, 2012; 2) Agreement with Metropolitan Council for Educational Opportunity [METCO], dated October 20, 2011; 3) Agreement with Metropolitan Council for Educational Opportunity [METCO], dated September 2012

Mr. Creel reviewed his memorandum, noting that they contract with METCO, Inc., as other districts do, for transporting students from Boston to Lincoln. Lincoln receives METCO grant money from the state to pay the transportation costs on a quarterly basis and pays bills based on services that the district has received instead of paying in advance for services. In August 2011, when the Committee looked at the agreement with METCO, the language on the method and process for payments to METCO, Inc. was not acceptable, and the Committee agreed to a one-year interim agreement. Mr. Creel noted there is a fuel adjustment clause, as with most contracts the district has, which may make the price higher. He said the agreement presented tonight has ironed out the troublesome wording to the benefit of both parties and recommended that the Committee vote for it.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to enter into a final agreement with METCO, Inc. for the provision of bus services for transporting our students from Boston for FY12 through FY16 as presented. The Committee voted unanimously to enter into the final agreement.

X. Old Business

A. School Building Committee [SBC] Update

Document: None.

Ms. Glass noted that the Maguire Group presented their draft report on the school facilities on September 18 and asked for feedback. The financial numbers were unchanged. The SBC reviewed the process to hire the Construction Manager at Risk and formed a subcommittee to review the RFP documents and to hire the Construction Manager at Risk if the project is approved by the Town.

Ms. Glass said that SBC Co-Chair Mr. Taylor, Mr. Tavares of Skanska [Lincoln's Owner's Project Manager], representatives from the architectural firm OMR, Ms. Glass, Mr. Creel, and Dr. McFall presented the school building project to the Finance and Capital Planning Committees, which are voting on their recommendations by October 10. The Board of Selectmen have invited all Town Board members to their October 15 meeting, and on October 29, the Selectmen will vote on their recommendation on the school building project. There is a town-wide forum on September 30 in the Brooks Auditorium on the project, with a Special Town Meeting on Saturday, November 3 at 9:30 am in the Brooks Auditorium, where a two-thirds majority has to approve the project. On Tuesday, November 6, the school building project will be on the ballot and needs to pass. There are nine other outreach events planned.

B. Construction Manager at Risk [CM-R] RFP Update

Document: Construction Manager Procurement Schedule, dated September 20, 2012

Mr. Creel, Dr. McFall, Mr. Taylor, Ms. Glass, and Mr. Tavares planned an original schedule to get the Construction Manager at Risk [CM-R] on board for the school building project should the project pass at the polls, but the schedule did not allow enough time to select someone or for the proposers to produce a good proposal. Mr. Creel spoke with Jeanne Roberts of OMR, who said it would be fine if the contract was awarded in early January but would be rather late to award the contract the end of January, so they revised the schedule to the current one. The School Building Committee acts on this process, and Mr. Creel will provide updates to the School Committee. He noted the project and its size has created much interest.

Ms. James left the meeting at 8:00 pm.

Mr. Christenfeld mentioned that it was good to take a few extra weeks to get the right firm on board, and Ms. Glass thanked Mr. Creel for his work.

C. School Committee Subcommittee Assignments

Document: Memorandum to Members of the Committee from Jennifer Glass, RE: Subcommittees and Liaison Responsibilities, dated August 16, 2012

Ms. Glass will add a technology review subcommittee to the assignments, and Mr. Christenfeld will be on that subcommittee.

XI. New Business

A. School Committee Long-Term Agenda for 2012-2013: First Reading

Document: Draft, Lincoln Public Schools, School Committee—Long Term Agenda, 2012-2013, dated as of Friday, September 21, 2012

Dr. McFall said they used old long-term agenda to produce this year's agenda and are developing their work plans with it. She asked for feedback.

Ms. Glass asked about policy discussions, and Mr. Christenfeld indicated that at their October 17 meeting on the superintendent's evaluation, he wondered when the superintendent's review would be, and they will also draft policy on that. Mr. Christenfeld noted that budget procedures and language on RFPs need to be updated to match state law. They can simply follow state law as the default or set their own limits in some instances.

Ms. Glass asked for a report on cleaning practices on May 2, and Mr. Sander noted that the Annual Report for the Finance Committee will be drafted by November 1 and will need to be reviewed in order to submit it by year's end. Ms. Glass asked that that report be included on December 20. Mr. Sander asked that an end-of-year report on the subcommittee on student engagement survey and the pilot results be included. Mr. Christenfeld noted that the technology review should be included on April 4.

Mr. Sander noted that the long-term agenda is a living, breathing document that can change during the year, and that is fine.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for Meeting of July 25, 2012; 2) Draft of School Committee Minutes for Meeting of August 23, 2012

Mr. Sander moved, and Ms. Glass seconded, the motion to approve the minutes of the meetings of July 25 and August 23, 2012. 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 Mr. Sander, the Committee voted unanimously to adjourn at 8:17 pm. The next School Committee meeting is scheduled for Thursday, October 4 at 7 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary