

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Friday, June 6, 2014
Superintendent's Office, Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Jena Salon.
Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Tim Christenfeld, Preditta Cedeno (METCO Representative), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Robert Ford (Director of Technology), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:49 am.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. 2014-2015 Academic Calendar Change

Documents: 1) Lincoln Public Schools, Lincoln, Massachusetts 2014-2015 School Calendar, Approved by SC March 6, 2014; 2) Lincoln Public Schools, Lincoln, Massachusetts 2014-2015 School Calendar, Revision to Approved by SC March 6, 2014 – Rosh Hashanah Moved to Thursday, September 25, 2015 [sic]

Dr. McFall explained that when they put together next year's school calendar, the date for observing Rosh Hashanah was incorrect. They have to change it to Thursday, September 25 to reflect the first day of observance. The original calendar that the Committee approved on March 6 had Rosh Hashanah being observed on Friday, September 26.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept the proposed change to the 2014-2015 School Calendar to observe Rosh Hashanah on Thursday, September 25. The Committee voted unanimously to accept the change.

B. SBAC Request for Qualifications (RFQ)

Documents: 1) Draft, Request for Qualifications [RFQ] for Designer Services for a Study of The Lincoln School by the Lincoln School Committee, Version 3 Revised

May 28, 2014; 2) Draft, Request for Qualifications for Designer Services for a Study of The Lincoln School by the Lincoln School Committee, dated June 6, 2014

Town Meeting in March 2014 approved funding for consultants to develop possible options for a Lincoln School building project. Massachusetts General Law Chapter 7C, Sections 44-57, the Public Building Projects Design Services procurement process, requires a qualifications-based design process through an RFQ to be issued for projects where the Estimated Construction Cost is more than \$100,000 and the Estimated Design Fee is \$10,000 or more. Dr. McFall noted that the School Building Advisory Committee [SBAC] made changes on the RFQ at their meeting on Tuesday, June 3, and those have been incorporated into the draft with track changes presented today. The School Committee needs to approve the RFQ before it can be released to the public.

Mr. Creel said the members have 50 pages of the RFQ, and attachments with a campus map, a sample contract, and the SBAC's Report from November 2013 are included. They have advertised in the Central Register and have received 28 requests from interested parties. He noted that Wednesday, June 11 at 10 am is the walk through. The SBAC chose Designer Selection Panel comprised of Peter Sugar, Gary Taylor, Douglas Adams, Vincent Cannistraro, and Owen Beenhouwer, and that Panel will choose three finalists. The School Committee is welcome to participate in the finalists' interviews, but as Mr. Creel is the procurement officer, he cannot vote on the finalists. The SBAC will recommend the finalist, and he asked the School Committee to go with the selection committee's recommendation. The scope of the work is not to exceed \$200,000 with an additional \$50,000 for contingencies.

Ms. Glass urged that once the dates for finalists' interviews are chosen, the community should be contacted in all ways, and an article should appear in the newspaper to get the community involved. Mr. Creel noted that while the meeting will be public, there will not be public participation in interviewing the finalists. Dr. McFall said they will provide forms for the community to fill out and provide feedback, and they will discuss this at the SBAC meeting on Tuesday, June 10.

Mr. Sander said that overall, it was a good draft but suggested that they change the background facts on the RFQ draft to say that the schools are the biggest user of energy in Town. He asked that they include that while at the Special Town Meeting in November 2012, the MSBA project failed to get the necessary two-thirds vote, the majority approved the project. He asked to include also that at the March 2014 Town Meeting, the SBAC was reconstituted, and \$250,000 was approved by Town Meeting for a designer to provide professional design services.

Mr. Creel said that The Request for Proposals [RFP] process is different from the RFQ process; they have to hire the best qualified firm and negotiate with them on price; the district cannot choose on basis of price as it is against the law. Dr. McFall said the purpose of the RFQ is to entice firms to want to work with them. She noted that the building issues make the Town unqualified to apply to the Massachusetts School Building Authority's [MSBA] Repair Program.

Mr. Sander asked whether a schedule could be included because they need Town-wide participation on which options to cost out. Dr. McFall said that will be determined at the SBAC meeting, and the community will have input on the priorities. Ms. Glass

said in general, the SBAC should highlight the places where community involvement is needed.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the Request for Qualifications [RFQ] draft dated June 6, 2014 as amended above. The Committee voted unanimously to approve the RFQ.

Mr. Creel will release the RFQ to the public.

C. Custodial Staffing

Document: Memorandum to Custodial and Maintenance Staff from Rebecca McFall, Superintendent, RE: FY15 Custodial Positions, dated June 6, 2014

Dr. McFall has a memorandum to send to the custodial and maintenance staff if the Committee approves it this morning. Kevin Finnerty, the lead custodian, is retiring in June, and in addition to the custodial duties, he has held the courier position and has procured and ordered supplies for the district. There is not a current person on the custodial and maintenance staff who could fill all of the roles that Mr. Finnerty has.

Dr. McFall said they need changes to the custodial staff starting on July 1, and she suggested that they leave the lead custodian position open instead of eliminating it, but hire a regular full-time day custodian who would be less expensive than a lead. They would also like to create a .5 FTE courier position, but to add the position they have to give the union an opportunity to bargain the position. By managing the staffing in this way, the created courier position would cost an additional \$3,000. The position cannot be posted until they have given the union an opportunity to go through the process. She noted that Mr. Finnerty might be interested in the new position.

Mr. Creel noted that in the next four years, the courier position would have many duties because of the Hanscom Schools' building projects, the storage and moving of items in addition to the procurement of supplies, managing the stockroom and deliveries and other tasks.

Mr. Sander moved, and Ms. Glass seconded, the motion to approve sending the letter to the custodial and maintenance staff dated June 6 from Dr. McFall as presented and to approve the changes suggested in the custodial structure. The Committee voted unanimously to approve the two items.

VI. Superintendent's Report

None.

VII. Curriculum

None.

VIII. Policy

None.

IX. Facilities and Financial

None.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

None.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 8:25 am.

The next School Committee meeting is scheduled for Thursday, June 12, 2014 at 7:00 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary