

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, January 8, 2015  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden. Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology), Stephanie Powers (Administrator for Student Services).

Absent: Preditta Cedeno (METCO Representative), Laurel Wironen (Hanscom Educational Liaison).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:03 pm. She thanked David Trant and Jim Cunningham for taping the meeting.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

Document: Memorandum to School Committee from Buckner Creel, Subject: Gift for the Betty Bjork Professional Development Fund, dated December 19, 2014

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to accept a donation from the School Committee, on behalf of Tom Sander, in the amount of \$150.00 to the Betty Bjork Professional Development Fund. The Committee voted unanimously to accept a donation from the School Committee, on behalf of Tom Sander, in the amount of \$150.00 to the Betty Bjork Professional Development Fund.

V. Time Scheduled Appointments

A. Parks and Recreation Committee Multi-sport Court Proposal

Documents: 1) Memorandum to Ms. Jennifer Glass, Chair, and Lincoln School Committee from Jonathan Dwyer, Chair, and Lincoln Parks and Recreation Committee, RE: Parks and Recreation Sport Court Project, dated December 1, 2014; 2) Sport Court FY16 Capital Project Overview, Parks and Recreation Dept, undated

Ms. Glass welcomed Jonathan Dwyer, Chair of the Parks and Recreation Committee, and Dan Pereira, Director for Parks and Recreation, to explain their proposal for a multi-sport court on the Ballfield Road campus that will be presented at Town Meeting in March. Mr. Dwyer explained there is a demand for a drop-in public basketball court and facility that students and adults could use after the school day into the early evening; the Parks and Recreation Committee found that there is a gap in their

offerings for 6th to 8th grade, high school, and college students. The court can be reconfigured to provide volleyball, tennis, badminton, floor hockey, and ice hockey, and it has a moveable subsurface that can be reinstalled if necessary. They have proposed to place the court to the left of the blue tot playground, and do not propose to add lights and will use the current lighting. Mr. Dwyer asked for feedback.

The Committee was enthusiastic about it, and Mr. Creel suggested that they work with Mr. Michael Haines, Facilities Director, on adjusting the lighting.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support the Parks and Recreation Committee proposal to install a multi-sport court on the Ballfield Road campus and to use school property should the warrant be successful at the March 28, 2015 Town Meeting. The Committee voted unanimously to support the Parks and Recreation Committee proposal to install a multi-sport court on the Ballfield Road campus and to use school property should the warrant be successful at the March 28, 2015 Town Meeting.

#### B. Minuteman Inter-municipal Agreement

Document: None.

Ms. Glass welcomed Town Administrator Timothy Higgins and Kemon Taschioglou, member of the Minuteman Regional High School's School Committee. The Board of Selectmen's Minuteman Working Group wants the Board to support a warrant article at Town Meeting to approve proposed changes to the Minuteman Regional Agreement, which include changes to the funding mechanisms, votes, and how districts could withdraw from being member districts.

The Minuteman Regional High School has 16 member districts: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. All of the districts must agree to the amendments to the Minuteman Regional Agreement before the Agreement can be changed; ten have agreed; five, including Lincoln, have deferred their votes on the amendments, and one district voted no. Mr. Higgins said on average, three to five Lincoln students have attended Minuteman in the last ten years.

Mr. Higgins is a member of the working subgroup and said there are two issues with the Minuteman High School; the first is a school building project that member districts will have to fund, and the second is the Massachusetts School Building Authority [MSBA] requires that all of the districts agree to the Regional Agreement amendments to receive support for the school building project. The districts that want to withdraw from the Minuteman Agreement are working on Inter-municipal Agreements [IMA] for those Towns to do so, and the IMAs propose that those districts be able to enroll students in the school by paying tuition and a capital fee. Mr. Higgins said the IMAs can be different for each district. Minuteman's school campus is located on Route 2A on the Lexington-Lincoln border, and if there is a school building project, which Mr. Higgins said could cost \$100 million, the building would be built on the Lincoln side of the campus.

Mr. Higgins reported that the Department of Elementary and Secondary Education [DESE] requires the Lincoln K-8 School Committee to be the signatory to any Inter-municipal Agreement, if there is one. He said the working subgroup is keeping options open and acknowledged that it would help to have a member of the Committee

on their working subgroup. Mr. Higgins said the working subgroup will decide whether Lincoln should pursue an IMA by late February to early March.

Ms. Glass wanted a School Committee member to serve on the working group and asked the members to indicate their willingness and availability to serve in this capacity.

#### C. Health Advisory Student Activity Survey Results

Document: Student Physical Activity Survey, April/May 2014, dated January 7, 2015

Ms. Powers said the School Health Advisory Council, which meets four to six times per year, has worked on the survey project for the last year and a half. The Council includes Ms. Powers, school nurses Maureen Richichi and Eileen Dirrane, social worker Ilene Spiro, Director for Parks and Recreation Dan Pereira, Food Services Director Cathleen Higgins, parents Jena Salon, Jodi Gorman, and Laura Regrut, and wellness teachers Melissa Nordstrom and Stacey Clarkin. Their objective was to find out how students were engaged in activities after school. 490 students from both campuses in grades 4-8 answered the comprehensive survey. Ms. Powers reviewed the survey results, noting that they are excited that students are involved with many different activities from archery to trampolines.

One concern was about students wearing helmets while participating in sports. The Council will come up with an action plan to address the issue.

Ms. Glass thanked them for their work.

#### D. FY16 Budget Hearing (First Reading)

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY16 Budget Guidelines, dated September 11, 2014; 2) Lincoln Public Schools, FY16 Budget Development Timeline, undated; 3) Budget Process and Communication Timeline, undated; 4) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2016 Budget Guideline, dated October 7, 2014; 5) Lincoln Public Schools, FY16 Preliminary Budget Book

The Lincoln Finance Committee has recommended a 2.5% increase over the FY15 budget for FY16. Dr. McFall said that the cost to maintain level services—this year's program projected at next year's costs—is projected to be higher than the increase, leaving the Lincoln schools with a budget gap. As presented at the November 6 meeting, the Lincoln base budget is \$10,619,439, with an additional \$156,333 in improvement initiatives, leaving a gap of \$260,490. The budget for the operation of the Hanscom schools assumes that there will be 550-599 students, which will trigger a payment at the Band 3 level, as specified in the contract. The Hanscom base budget is \$12,735,861, with an additional \$222,042 in improvement initiatives, leaving a gap of \$947,845.

At the November 20 meeting, Dr. McFall presented three lists of possible items to cut in order to close the budget gaps on both campuses. The Committee asked her to put the \$7,500 for the improvement initiative for peer observation for each campus back into the budget. Dr. McFall said that they also added back the \$3,075 for coaches for the B

basketball team into the budget. Mr. Creel explained that they have closed the gap by making cuts and allocating additional funds from revolving funds.

At Hanscom, Mr. Creel said they want to keep the improvement initiative of \$80,000 for a Board-certified behavioral specialist [BCBS]. He said that the revised gap, which can be covered by the Reserve Fund, is now \$667,966.

At the December 18 meeting, Dr. McFall said that the preferred budget added \$47,432 and \$58,692 in technology replacement improvement initiatives, \$11,118 for professional development, and \$3,500 to restore library book purchases. The Committee voted to continue with the preferred budget as presented by Dr. McFall at the December 4 meeting.

Dr. McFall, Mr. Creel, and Ms. Glass presented information on the Hanscom budget at the Finance Committee meeting on January 5. They also discussed the Lincoln campus' preferred budget and whether the technology replacement cycle should be included in an operating budget or a capital budget. The Capital Planning Committee is considering the issue, and Dr. McFall and Mr. Creel are waiting to hear what the next steps will be.

Ms. Glass mentioned there is a conversation on how to fund technology equipment and expenses for the Town as a whole instead of by department. She said the second budget workshop with the Finance Committee will be held on Wednesday, January 21, and they hope to have answers before the School Committee votes on the budget at the Thursday, January 22 meeting.

Dr. McFall asked the Committee to forward any questions about the FY16 budget to Mr. Creel before their vote on January 22. At that meeting, she and Mr. Creel will present a summary and recommendations for the Committee. The FY16 preliminary budget in full detail is posted on the website, [www.lincnet.org](http://www.lincnet.org).

Ms. Glass thanked Dr. McFall and the administrative team for their tireless work.

E. Tools for Evaluating Effectiveness of Technology—Embedded Lessons (B2)  
Document: None.

Mr. Ford showed slides on an overview of the strategies introduced to faculty to evaluate the impact of embedding technology in a lesson, noting that the district has approached the use of technology differently in the last five years. When is technology good to use, and when should technology not be used? He explained the SAMR—Substitution, Augmentation, Modification, Redefinition—model that helps teachers to think about the effective use of technology. Mr. Ford said that SAMR does not address the quality of the activity or lesson.

Mr. Ford gave the Committee five activities to discuss and to decide where they fell using the SAMR model. Mr. Christenfeld said they have to factor in the processing time for using technology. Mr. Borden noted that the Committee has a responsibility to prepare students for the digital world that they will be embedded in if they are not already.

Mr. Ford will report on digital literacy and computer science standards later in the year. The district will continue to offer professional development.

Ms. Glass thanked Mr. Ford for his report and work.

F. Lincoln Agency Annual Report/Town Annual Report First Reading  
Document: Draft of Lincoln Agency Annual Report

Mr. Christenfeld and Mr. Borden updated the statistics and rewrote the executive summary from last year's report to the Finance Committee. Mr. Christenfeld noted that next year they may need to change some larger pieces of it. The executive summary will be mailed to all households in Town, and they need to have the final draft completed by mid-February. The report includes only the Lincoln schools which are funded by the Town.

Mr. Christenfeld said the major points are similar to last year: 1) Lincoln's MCAS results are in line with the results of our neighboring towns; 2) Lincoln's per pupil expenditure has dropped for the third year in a row while the expenditure has increased statewide; and 3) the schools have returned money to the Town for the third year in a row.

Mr. Christenfeld asked the members to send their feedback to him and will send the draft to the administration to check the numbers. He will have the draft ready to send by the end of the month.

Ms. Glass thanked them for their work.

Additional Report:

School Lunch Program – Report Only

Document: Memorandum to School Committee from Cathleen Higgins, Director of Food Services, Subject: Participation Rates, dated December 22, 2014

The report is a follow up to the questions on the participation rates on the school lunch program from the December 18 meeting.

Ms. Glass thanked Ms. Higgins and her staff for their work.

VI. Superintendent's Report

Document: None.

Dr. McFall emailed a very rough draft of a community survey to the Committee that is organized by topics and based on other communities' surveys. She will discuss the topics and questions and what should be asked at tomorrow's PTO meeting. She will also present it to the administrative team for their feedback at their Tuesday morning meeting. At that point, she will put together a small advisory committee to develop and to refine it. After they have it ready, she will present it to the Committee for review.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Kinsella reported that they have sent their second progress report to the Department of Elementary and Secondary Education [DESE] as a result of the Coordinated Program Review for English Language Learners [ELL] or English as a

Second Language [ESL]. The district has just hired its third ESL teacher, and she sees great practices with the team.

Ms. Kinsella has been working with the math and ELA coordinators on the Lincoln assessments, and they have a rough first draft.

Ms. Kinsella said they had a good second peer observation meeting.

Ms. Glass thanked her for her work.

#### VIII. Policy

None.

#### IX. Facilities and Financial

##### A. Warrant Approval

Document: None.

The warrants were passed over.

##### B. School Building Advisory Committee [SBAC] Update

Document: None.

In March 2014, Town Meeting approved funding for consultants to develop possible options for a Lincoln School building project. After a careful selection process, the SBAC recommended Dore & Whittier Architects, and the School Committee awarded the contract to Dore & Whittier Architects at its July 23 meeting. The contract with Dore & Whittier Architects gives the option to add tasks if needed, and it is proposed that their work will finish in mid-January.

There have been three public forums and the State of the Town Meeting, at which Dore & Whittier has led the Town through a process to prioritize the needed items in a project, and the Town learned their approaches to cost estimates and different ideas. Dore & Whittier used the feedback and estimates to build the scopes and options for potential building projects. There are three sets of options: 1) repairs, 2) renovations, or 3) a larger project. At the December 2 forum, the audience weighed in on their preferences for the options. There was one option that got the most votes if the MSBA invites the Town into their funding pipeline, and one option that got the most votes if the MSBA does not invite the Town into the funding pipeline. Each of those options was in the third set of options, which calls for a comprehensive approach.

Ms. Glass showed a PowerPoint presentation with flow charts and timelines on what questions they will ask at Town Meeting on Saturday, March 28, 2015 regarding what should be done with the Lincoln school buildings. There will be warrant articles and ballot questions about the issue. Ms. Glass said they will report the results from the forums. The general questions are: what does the Town want? What should the scope of renovations be? “Should the School Committee and Board of Selectmen submit a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA]?” Ms. Glass noted that the Committee and the Board are not required to ask for a vote on the SOI, but they would like to demonstrate support to the MSBA for a building project.

The second question is, “If the MSBA invites the Town into the process, or if the Town decides to fund a project on its own, will the Town approve money for a feasibility

study to develop either project?” They do not know the amount of money they will ask for for the feasibility study.

The third question is, “if the MSBA does not invite the Town into the process, or the Town votes no to submit a SOI, in which direction should the Town go to fix the school buildings? While the Committee cannot take any of the three sets of options for the school building out of the picture, they can recommend the set they like and advocate for it.

The Committee asked her to start with a question that states something about do you want a project that includes educational enhancements and fixes. They liked the first flow chart.

Dr. McFall said they may need to host another public forum before Town Meeting. Ms. Glass said they would send a mailing to lay the groundwork before Town Meeting.

Ms. Glass asked the Committee members to send her any edits. Ms. Glass, Dr. McFall, and SBAC Co-Chair Doug Adams will attend the Board of Selectmen’s meeting on Monday, January 12 to report on the school building work and to prepare for Town Meeting. They also discussed the school building at the Finance Committee meeting.

Ms. Glass said the final public forum will be held on Tuesday, January 13, 2015 at 7:00 pm in the Reed Gym. Dore & Whittier will present their final report.

Ms. Glass thanked the SBAC for their work.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

None.

#### XIII. Information Enclosures

Document: Letter to Mr. Michael Lueders, President, Lueders Environmental, Inc., from Rebecca McFall, Superintendent, dated December 19, 2014

The letter was for the Committee’s information and was not discussed.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 9:35 pm. The next School Committee meeting is scheduled for Thursday, January 22, 2015 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary