

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, January 22, 2015  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden, Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Robert Ford (Director of Technology), Stephanie Powers (Administrator for Student Services).

Absent: Preditta Cedeno (METCO Representative), Buckner Creel (Administrator for Business and Finance).

#### I. Greetings and Call to Order

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

Ms. Glass welcomed Laurel Wironen, the Hanscom Educational Liaison. Ms. Wironen has been at the Base since 2001 and has worked with many programs there. Ms. Wironen looks forward to collaborating with the Committee. Dr. McFall noted that people on the Base enjoy working with her. Ms. Glass thanked Ms. Wironen for attending.

#### II. Chairperson's and Members' Reports

Mr. Christenfeld attended the EDCO Board Meeting and said Wellesley wants to withdraw from the collaborative. He said that EDCO is grappling with low enrollment in their alternative programs. Their next meeting is in March.

Mr. Christenfeld thanked the 4th grade team for the great trip to Lowell Mills.

Mr. Borden attended last Thursday's Minuteman Regional High School meeting. He noted that they want to share information about Minuteman's programs that could help middle school students.

Ms. Glass and Dr. McFall attended the PTO meeting at Hanscom and met with Laurel Wironen.

Ms. Glass attended the session hosted by the Town Clerk's Office with a representative of the Commonwealth's Office of Campaign and Political Finance about the use of public resources for political purposes.

#### III. Public Comments

None.

#### IV. Consent Agenda

Documents: 1) Memorandum to School Committee from Buckner Creel, Subject: Gift for the Lincoln Scholarship Fund, dated December 31, 2014; 2) Memorandum to School Committee and Becky McFall, Superintendent, from Steve McKenna, Re: Request to Accept a Lincoln School Foundation (LSF) Grant for Grade 1, dated January 6, 2015; 3) Memorandum to Members of the School Committee, Becky McFall,

Superintendent, and Buck Creel, Administrator for Business and Finance, from Jennifer Glass, Re: Donations from Hanscom Brownie Troop 76164, dated January 12, 2015

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$25.00 from Peggy and Alvin Schmertzler for the Lincoln Scholarship Fund, to accept a grant of \$3,400.00 from the Lincoln School Foundation for the grade one iPad initiative, and to accept a donation of \$624.00 from Hanscom Air Force Base Brownie Troop 76164, \$312 for Donna Lubin and the Hanscom Primary School Art Program, and \$312 for Pam Anzaldi and the Hanscom Primary School Music Program. The Committee voted unanimously to accept a donation of \$25.00 from Peggy and Alvin Schmertzler for the Lincoln Scholarship Fund, to accept a grant of \$3,400.00 from the Lincoln School Foundation for the grade one iPad initiative, and to accept a donation of \$624.00 from Hanscom Air Force Base Brownie Troop 76164, \$312.00 for Donna Lubin and the Hanscom Primary School Art Program, and \$312.00 for Pam Anzaldi and the Hanscom Primary School Music Program.

Ms. Glass thanked the donors for their generosity. The donors will receive thank-you letters.

#### V. Time Scheduled Appointments

##### A. Grade 8 Warrant Article

Document: None.

Ms. Glass welcomed 8th grade students Elena Christenfeld, Colin Christian, Allie Dwyer, Greer Harnden, Amalia Munn, and Irene Terpstra, who are working on submitting a citizens' petition for Town Meeting on March 28.

The students explained that they met with the Parks and Recreation Committee to determine what they wanted to present at Town Meeting. Originally they wanted to rehab the three playing fields which are used by 18 teams, camps, and renters, but the estimate received to remove the undergrowth on the perimeters on all three fields was \$37,000, which was too expensive. The students pared down their plan and presented their idea of clearing an evacuation area and opening up the garden for the school to \$9,500 to the Capital Planning Committee [CapCom]. The CapCom will recommend at Town Meeting that the Town accept the Grade Eight Warrant Article Group's adjusted petition for \$2,500.

The students will meet with the Board of Selectmen, Conservation Commission, Finance and Parks and Recreation Committees to get their support. The students are collecting signatures from residents and are educating them about their warrant article and noted that it helps if they are prepared to answer questions, are confident with their proposal, and are polite to people even if they do not agree with their comments. The students would like the support of the School Committee this evening.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support at Town Meeting the efforts of the 8th grade team and to endorse their warrant article for a \$2,500 project to clear a portion of the perimeter of the fields at the Smith School where an emergency evacuation area is located and to make the adjacent school sponsored garden more accessible. The Committee voted unanimously to support at Town Meeting the efforts of the 8th grade team and to endorse their warrant article for a \$2,500 project to

clear a portion of the perimeter of the fields at the Smith School where an emergency evacuation area is located and to make the adjacent school sponsored garden more accessible.

Ms. Glass thanked Town Moderator Sarah Cannon Holden and Town Clerk Susan Brooks for working with the students on this project. The Committee thanked the students for their work.

#### B. FY16 Budget Discussion and Vote

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; 6) Memorandum to School Committee from Rebecca McFall, RE: FY16 Budget Update, dated January 22, 2015

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 analyst [BCBA]. 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 reviewed her memorandum and explained that at last night’s second budget workshop, the Lincoln Finance Committee approved moving forward the revised preferred budget that included professional development funds and library book funds for the Lincoln School for a total of \$14,618. In addition, the Capital Planning Committee’s recommendations include the School Committee’s requests for Classroom Maintenance for \$75,000, Hartwell West Curtain Wall additional funds for \$40,000, and the

Technology Replacement Cycle for \$107,771, which takes the requests out of the Preliminary Budget. She recommended that the Committee request \$10,515,282 from the Town of Lincoln for the FY2016 Preliminary Budget.

Dr. McFall said for the Hanscom budget, they need to offer comparable programs on both campuses, and she recommended that they allocate \$12,678,024 for the Hanscom FY2016 budget. That amount includes a projected Reserve Fund transfer of \$667,966.

Ms. Glass moved, and Mr. Borden seconded, the motion to request \$10,515,282 from the Town of Lincoln for the FY2016 Preliminary Budget. The Committee voted unanimously to request \$10,515,282 from the Town of Lincoln for the FY2016 Preliminary Budget.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to request \$14,618 from the Town of Lincoln for the FY2016 Preferred Budget. The Committee voted unanimously to request \$14,618 from the Town of Lincoln for the FY2016 Preferred Budget.

Ms. Glass moved, and Mr. Borden seconded, the motion to support the Capital items on the Capital Planning Committee list as presented in Dr. McFall's memorandum of January 22, 2015. The Committee voted unanimously to support the Capital items on the Capital Planning Committee list as presented in Dr. McFall's memorandum of January 22, 2015.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to allocate \$12,678,024 from the Hanscom contract, which includes a transfer of \$667,966 from the Hanscom Reserve Fund, for the FY2016 budget. The Committee voted unanimously to allocate \$12,678,024 from the Hanscom contract, which includes a transfer of \$667,966 from the Hanscom Reserve Fund, for the FY2016 budget.

The FY16 proposed 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.

### C. Proposal to Review Class Size Research

Document: 2015 Classroom Size Research Analysis Project, Sponsored by the Lincoln School Committee, dated January 16, 2015

Mr. Christenfeld and Mr. Borden presented their draft for a Class Size Research Analysis Project. It asks: is there research since the 2007 class size study that would justify a full-size review of the class size policy? They have proposed a group of four to six people, composed of one Committee member, one appointed by the Finance Committee, and two to four community members, to review the research to see if the class size policy needs to be changed.

Mr. Christenfeld said that if the Committee agrees about the review committee's composition, the Committee could approve the review committee in February. He noted it would take the review committee two months to complete their work, and the deadline would be late April for their report. Ms. Glass said they would present their overview after the April 16 meeting, and they could report their findings before the meeting on the district strategic plan.

Mr. Christenfeld and Mr. Borden will draft a description for approval at the next meeting. Mr. Christenfeld will talk with Finance Committee Chair Peyton Marshall.

Ms. Glass thanked them for their work.

#### D. Mid-Year Strategic Plan Report (All Priorities)

Documents: 1) Memorandum to School Committee from Rebecca McFall, Superintendent, RE: Mid-Year Strategic Plan Update, dated January 14, 2015; 2) Lincoln Public Schools Strategic Plan 2013-2015, reapproved by School Committee June 19, 2014; 3) Mid-Year Strategic Priority Report, Lincoln Public Schools, January 2015; 4) Mid-Year Update on Peer Observation Program, dated January 14, 2015; 5) Peer Observation Groups, 2014-2015; 6) Peer Observations: Pilot Program, 2014-2015; 7) Email Message to Faculty from Patricia Kinsella, RE: Peer Observation Program 2014-2015, dated November 7, 2014; 8) Email Message to Faculty from Patricia Kinsella, RE: Peer Observation Program 2014-2015, dated December 2, 2014; 9) Peer Observations 2014-2015: Application; 10) Lists of Group Membership; 11) Agenda: Peer Observation, December 17, 2014; 12) Agenda: Peer Observation, January 8, 2015; 13) Selected Peer Observation Protocols from National School Reform Faculty; 14) District Priority Maps: HPS Mid-Year Status Report, January 2015; 15) Discipline Slip Data Comparison; 16) Hanscom Middle School, January Status Update; 17) Strategic Plan Updates for Mid-Year Lincoln School K-8; 18) Strategic Priority Map, Mid-year update, Lincoln Preschool; 19) Survey Administration Overview, Student Survey, Lincoln Public Schools, Last updated: January 8, 2015; 20) 2014-2015 Student Feedback Survey, Implementation Plan; 21) Letter to Faculty from Becky McFall, dated January 13, 2015; 22) Sample Letter to Families, undated; 23) Strategic Plan 2014-2015 Update, January 14, 2015, STAR Math Assessment; 24) Letter to Lincoln Families from Patricia Kinsella, dated September 26, 2014; 25) Feedback: STAR Math training, September 24, 2014; 26) Strategic Plan 2014-2015 Update, January 14, 2015, Assessment Map and Analysis, DDMs; 27) DRAFT Assessment Calendar, January 13, 2015; 28) Assessment Tables, Lincoln School as of January 15, 2015; 29) Questionnaire on a Comprehensive Map of Assessment Practices; 30) Email Message to Becky McFall from Michael J. Ward, RE: MIDAS application, dated January 3, 2015; 31) Proposal for services from Walker Partnerships, dated December 22, 2014

Dr. McFall has given the Committee information on their strategic priority processes and the outcomes; they are in the second year of a two-year plan, and it is a work in progress. She asked the principals and administrators to update the Committee with reports on the work on the strategic goals to keep them on track, and those reports, which are included, can also be used as evidence for her evaluation.

The four status designations for each of the priorities are On target, On target-Progressing, Progressing, and Off track. The six Strategic Priorities are: A3, Develop team expertise in focusing on student learning goals and growth using reflective collaborative practices—On target; B1, Provide professional development aligned with the “5 Key Questions for Learning”—On target; B2, Analyze instruction and student assignments for content and structure, and adjust for the level of demand and engagement—On target-progressing; C3, Support educator use of data to monitor student growth and inform instruction—On target; D1, professional opportunities to refine curriculum and instruction to effectively teach the full range of learners—Progressing;

D2, Monitor the progress of students identified with “high needs” and adjust instruction to narrow achievement gaps—On target-Progressing.

Dr. McFall said they were not as far along as they would like to be with Priority D1, but they need to focus on the instructional aspects and assessment pieces before they can be On target.

Ms. Kinsella reviewed their work on the Assessment Map and District Determined Measures [DDMs], the STAR Math Assessment, and the Peer Observation Program. They will complete the information gathering and determine the process for qualitative review. Ms. Kinsella said they are On target with the DDMs, but they have more work to do so that the assessment data is easy to collect and to use. They will complete their implementation of all DDMs through the end of the year and will design a work plan for 2015-2016. The state will have student impact ratings in Spring 2016.

Ms. Kinsella reviewed their progress using the STAR Math Assessment, which is used for grades 3 through 8 and is an online assessment, and the Peer Observation Program, which is in its pilot year.

The Committee was pleased with the enormous amount of work that has been accomplished and thanked them for their work.

#### E. Review Superintendent Evaluation Process

Documents: 1) Memorandum to School Committee Members and Dr. Becky McFall, Superintendent, from Jennifer Glass, Re: Formative Assessment Process, dated January 16, 2015; 2) Policy, File CBI, Evaluation of the Superintendent, Revised at School Committee Meeting of March 6, 2014; 3) Policy, File CBI-R, Procedures for Superintendent’s Evaluation, Revised at School Committee Meeting of March 6, 2014; 4) Lincoln Public Schools, Annual Superintendent Evaluation Timeline, undated; 5) “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 [yes, 2012]

Ms. Glass said they are in step four of the evaluation cycle, the formative assessment. They will move the dates forward by one meeting, starting on February 5 instead of January 22, in the timeline presented in her memorandum. She gave a sheet with Dr. McFall’s goals, the benchmarks, and the measures to keep track of her progress for each member. While there is no written feedback at this point in the evaluation process, the Committee must decide if Dr. McFall’s performance merits a conversation on negotiating her salary, and that negotiation must be completed before the March 28 Town Meeting.

Ms. Glass said the only item not covered in the documentation received for the last agenda item was the principals’ group. Dr. McFall asked the Committee if they would like to see additional evidence and the administrative weekly agendas. Ms. Glass said they would like the agendas and can look at the evaluation to see if there are areas where they need additional evidence and will get back to her.

Ms. Glass thanked her for her work.

#### VI. Superintendent’s Report

Document: None.

Dr. McFall had no report.

## VII. Curriculum

Document: None.

Ms. Kinsella reported that in preparation for the 4th grade trip to the Lowell Mills, one of the students was an English Language Learner [ELL] who received a one-on-one lesson from an ELL teacher on the content about the mills and the language. Ms. Kinsella said the teacher had a warm rapport with the student and was incredibly skilled; she was very impressed with the teacher.

Ms. Glass thanked her for her work on Institute Day.

## VIII. Policy

None.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,431,014.21 and the accounts payable warrant totaling \$384,003.78 for a total of \$1,815,017.99. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

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

Document: Memorandum to School Committee, Becky McFall, Superintendent, and Buck Creel, Administrator for Business and Finance, from Jennifer Glass, Re: Lincoln School Building Project: Preparation for 2015 Town Meeting, dated January 21, 2015

In March 2014, Town Meeting approved funding for consultants to develop possible options for a Lincoln School building project. The School Committee awarded the contract to Dore & Whittier Architects, and the contract with Dore & Whittier Architects gives the option to add tasks if needed. Dore & Whittier will present their final report to the SBAC and the School Committee in February.

Dore & Whittier used the feedback from the four public forums and the State of the Town Meeting 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 comprehensive 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 project.

With that momentum for a project, the Committee has been discussing 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 request 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.

Ms. Glass reviewed the feedback received on the questions for the warrant articles at Town Meeting at the January 13 forum.

The Committee will have a working session meeting to make the warrant articles as specific as necessary and needs to approve the ballot questions, and they will do that at the February 5 meeting.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the placeholder warrant articles for the March 2015 Town Meeting as presented in Ms. Glass' January 21 memorandum. The Committee voted unanimously to approve the placeholder warrant articles for the March 2015 Town Meeting as presented in Ms. Glass' January 21 memorandum.

Ms. Glass said there will be an outreach session with the Finance and Capital Planning Committees and the Board of Selectmen before Town Meeting to discuss the school building project in the context of Town finances overall. Ms. Glass said they would send a mailing to lay the groundwork before Town Meeting. She thanked the Committees and the Board for their willingness to meet.

Ms. Glass thanked the SBAC for their work.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

Document: Draft of School Committee Minutes, November 6, 2014



Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the November 6, 2014 meeting. The Committee voted unanimously to approve the minutes of the November 6, 2014 meeting.

The set of minutes will be posted on the website.

#### XIII. Information Enclosures

Document: Letter to Ms. Jennifer Glass, Chairperson, School Committee, from Rebecca McFall, Superintendent, dated January 15, 2015

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 9:23 pm. The next School Committee meeting is scheduled for Thursday, February 5, 2015 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary