

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 4, 2015
Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Jena Salon, Peter Borden, Preditta Cedeno (METCO Representative), Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Linda Chase (Interim Administrator for Student Services).

Absent: Al Schmertzler, Robert Ford (Director of Technology).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:04 pm.

II. Chairperson's and Members' Reports

Mr. Christenfeld reported that the 8th graders had a great time on their trip to Washington, D.C., and he thanked Terri Nathanson, Sharon Hobbs, and the other chaperones. He thanked Karen Sheppard for the 5th and 6th grade instrumental concert. Last night, the Lincoln Middle School had their band, chorus, and orchestra concert, and students wrote their own compositions and arrangements.

Mr. Christenfeld noted that he joined Dr. McFall and others to visit the two schools where the two finalists for the Lincoln School K-4 Principal position were working.

Ms. Salon walked with the kindergarteners on their visits to the Post Office and the Police Department. She thanked Detective Ian Spencer, who led the tour of the police station.

Ms. Wironen attended the Hanscom Primary School retirement celebration. She noted that Lt. Colonel David Dunklee, 66th Air Base Group Deputy Commander, attended and spoke at the celebration.

Ms. Glass enjoyed the Olympic Day tie dying.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Retiree Recognition

Documents: None.

Dr. McFall thanked the retiring members of the Lincoln Public Schools. She appreciated their dedication to students, collaboration with colleagues, and the time, effort, and work for all in the district. She noted that each person who was retiring has

touched her in a positive way, and she expressed her personal appreciation to them. The retirees chose a lamp or captain's chair as a small token of appreciation. Their full letters of recognition and thanks can be found in the Superintendent's Bulletin at www.lincnet.org.

The retirees who were celebrated tonight were: Daphne Easton, Hanscom Middle School Special Educator; Stephen McKenna, Principal, Lincoln School K-4; Theresa Nathanson, Lincoln School 5-8 Special Educator; Melissa Nordstrom, Lincoln School K-4 Fitness and Health Teacher; Suzanne Stendahl, Administrative Assistant to the Administrator for Student Services; and Suphas "Frank" Upatham, Custodian on the Lincoln Campus. Mr. Upatham was unable to attend the meeting.

Mr. Erich Ledebuhr, Principal of the Hanscom Middle School, presented a thank you to Daphne Easton, who has served the district for the last 26 years as a special education teacher.

Dr. Sharon Hobbs, Principal of the Lincoln School 5-8, presented a thank you to Stephen McKenna, who has served the district since 2006 as Principal at Lincoln School K-4.

Ms. Ginny Flaherty, teacher at the Lincoln School, presented a thank you to Terri Nathanson, who has served the district for the last 26 years as a teacher with the last 24 years as a special education teacher.

Mr. Stephen McKenna, Principal of the Lincoln School K-4, presented a thank you to Melissa Nordstrom, who has served the district since 1994 as a wellness teacher.

Ms. Lynn Fagan, Preschool Coordinator, presented a thank you to Suzanne Stendahl, who has served the district for 20 years as the METCO secretary and then as the administrative assistant for student services.

Dr. McFall presented a thank you to Suphas "Frank" Upatham, Custodian on the Lincoln Campus. Mr. Upatham was unable to attend. Mr. Michael Haines, Facilities Manager, wrote a thank you. Mr. Upatham served the district for 17 years as the night custodian.

Dr. McFall and Ms. Glass congratulated them and thanked them for their work.

B. Campus Master Plan Committee

Document: Board of Selectmen and School Committee, Joint Charge to Campus Master Plan Committee (CMPC), dated May 18, 2015

The School Committee and the Board of Selectmen met and interviewed candidates for the at-large community members who will be part of the Campus Master Plan Committee [CMPC]. The Board of Selectmen voted on the slate of At-Large community members at its June 1 meeting, and she said that the School Committee needs to vote on the slate this evening.

The slate of At-Large community members is: Vincent Cannistraro, Paula Cobb, and Carole Kasper. Ms. Glass thanked the people who applied to be on the CMPC.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the slate of At-Large community members Vincent Cannistraro, Paula Cobb, and Carole Kasper to serve on the Campus Master Plan Committee. The Committee voted unanimously to approve the slate of At-Large community members Vincent Cannistraro, Paula Cobb, and Carole Kasper to serve on the Campus Master Plan Committee.

The other members of the ten-member CMPC are: Renel Fredriksen for the Board of Selectmen; Tim Christenfeld for the School Committee; Bryce Wolf for the Planning Board; Peter von Mertens or Jim Meadors for the Conservation Commission; Patty Donahue for the Parks and Recreation Commission; Dilla Tingley for the Council on Aging Board; and Ken Bassett for the Roadway and Traffic Committee. Dr. McFall, Town Administrator Timothy Higgins, Council on Aging Director Carolyn Bottum, and Parks and Recreation Director Dan Pereira are non-voting members of the CMPC.

Ms. Glass announced that the CMPC's first meeting will be held on Monday, June 8 at 7:30 pm in the Hartwell Multipurpose Room. The CMPC will elect a chairperson, decide on their meeting times, and review Requests for Qualifications [RFQ] for bids for consultants. The RFQ draft will be sent to the CMPC.

C. Report on Class Size Research
Document: None.

Mr. Christenfeld reported that the Class Size Research Committee will meet next week to finish its report. The report will be presented to the Committee at the June 18 meeting.

Ms. Glass thanked them for their work.

D. Superintendent's Summative Evaluation

Documents: 1) Summative Evaluation Forms filled out by each member, dated May 2015; 2) Composite Evaluation Form drafted by Ms. Glass, dated May 2015

Ms. Glass compiled a draft final evaluation from the members' individual Summative Evaluation Forms, and the members have to agree on the final evaluation and on Dr. McFall's overall rating tonight.

At the May 21 meeting, Dr. McFall reviewed her memorandum, which highlights progress made on her four goals since the mid-year plan in February. Dr. McFall provided evidence related to the performance indicators, district strategic plan, and the summary of administrative team survey results. Dr. McFall noted that additional evidence of her work and progress has been uploaded to Synergy, and the evidence includes the feedback survey given to administrators.

Ms. Glass appreciated the time and attention paid to evaluating teachers and administrators. She noted that this is a good time to reflect on all of the work that has been accomplished this year. They will review Dr. McFall's strengths and items to think about.

Ms. Salon said that Dr. McFall brings thoughtfulness, care, and intelligence to all her activities and has moved the district forward in a tangible way. She is impressed with her work. Mr. Christenfeld noted that the district is moving in the right direction and said that Dr. McFall's ability to communicate the vision with the school building process was terrific. He said she has attracted super people to work in the district, and she has also attended many community meetings, and it seems that the community appreciates that effort. He noted her outreach has been beyond the checklist. Mr. Borden said that her continued use of the Strategic Plan brings it to life and that has instilled confidence in the community. He said her leadership qualities are exemplary, and the district is very

fortunate. Ms. Cedeno said that her communication and work with teachers is much appreciated. Ms. Glass said the strengthened and articulated strategic vision is great. Dr. McFall has spent much time with outreach to the community and Town Boards so that all have a great sense of what is happening. Ms. Glass mentioned how time consuming that outreach has been and hopes to reward that investment by finding ways for her to spend time in the school buildings with the team. The Committee needs to model and be creative to take risks and to make mistakes because they want students to do it too.

Dr. McFall thanked them for the positive feedback and acknowledged that she alone has not accomplished the work, but it is the entire team that has done so. She thanked her team. The areas on which she will focus next year will be a professional practice goal and others; she will bring a draft plan for next year to the next meeting.

Ms. Glass noted that Dr. McFall “met” her goals, and there have not been any places where she has scored “unsatisfactory”. The Committee agreed to give her a rating of “proficient plus”.

Ms. Glass moved, and Ms. Salon seconded, the motion to give Dr. Rebecca McFall an overall rating of “proficient plus” on her summative evaluation for the 2014-2015 year. The Committee voted unanimously to give Dr. Rebecca McFall an overall rating of “proficient plus” on her summative evaluation for the 2014-2015 year.

Ms. Glass thanked her for her work.

E. Review 2015-2016 Strategic Plan, First Reading

Document: Lincoln Public Schools Strategic Plan, Draft, May 28, 2015

Dr. McFall reviewed the process of developing the strategic plan, which has been compiled over the last several months. The Administrative Team has discussed the plan and the work that has been accomplished and will be accomplished. They have used information from the student feedback surveys, the community surveys, the Strategic Plan community forum, and the workshop meeting with the School Committee on May 12 for the current draft. She thanked all for their input and said that they have revised their theory of action. The yellow boxes are the key district priorities: A1: Develop expertise in team-based collaborative practices; B1: Support and guide educator development of instructional units that engage students and provide appropriate levels of cognitive demand and differentiation; and C1: Develop instructional practices and models for differentiating instruction to meet the individual needs of all students.

Dr. McFall said the Administrative Team will have six sessions on developing what the work looks like for those priorities, and before the end of the year they will have professional development mapped out to support teachers. There will be strands on differentiation and teaching strategies, collaborative practices, small group reading instruction, grades 6-8 technology focus, and science work, and she will bring the priority maps and professional development list back to the Committee in the fall with the benchmarks and measures to use. Dr. McFall noted that while the last Strategic Plan was dated, they did not want to date this plan because it will take many years to accomplish, but they will review the plan each year.

Mr. Borden wanted Priorities D1: Determine the primary data collection and analysis needs of the district and select and implement a data management system and other tools that will allow faculty and administrators to utilize data to inform instruction

and programmatic decisions, and assess the effectiveness of our practices and D2: Support educator use of data to monitor student growth and inform instruction, to be yellow. He asked at what point has a priority been covered. Mr. Christenfeld said the document does not include some big items like aligning the curriculum with the state standards. Dr. McFall said they are constantly working on the data piece, but they will use resources on the yellow boxes.

Ms. Glass noted that the Committee will vote on the Strategic Plan at the next meeting.

Ms. Glass thanked Dr. McFall for her work.

Additional Reports

A. Report on Plans for Summer Curriculum Development and Professional Development

Document: Summer 2015: Professional Learning and Work Opportunities, undated

There were no comments on the report.

Ms. Glass thanked Ms. Kinsella for her work.

B. Report on Custodial Cleaning

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Michael Haines, Facilities Manager, and Buckner Creel, Subject: Annual Update on Custodial Service Review, dated May 1, 2015; 2) 2014-15 Rating Report #2 by Sanitation Systems Incorporated, to Buckner Creel, Administrator for Business and Finance, from Christine Regan, President, dated April 28, 2015

There were no comments on the report.

Ms. Glass thanked them for their work.

VI. Superintendent's Report

Document: None.

Dr. McFall ceded her time to Mr. Creel, who reported on the progress of the building of the Hanscom Middle School. He said there will be tremendous change by the end of August. The last floor slab will be placed by the week of June 15, and they are working on the exterior framing, kitchen, mechanical, and plumbing areas. He said the building will be closed in before bad weather starts. By the end of the month, the parking area will be reconfigured. He noted the contractor is keeping them informed and all is well.

Ms. Glass thanked them for their work.

VII. Curriculum

Document: None.

Ms. Kinsella will meet with the curriculum leaders who are working on science, mathematics, and English Language Arts [ELA] on autonomy versus coherence across

the district. They want faculty members to make creative moves but also to use consistent tools as students go from teacher to teacher.

Ms. Kinsella said they received the WIDA [World-Class Instruction Design and Assessment] assessments for English Language Learners [ELL] two days ago. The assessments are used to determine whether ELL students have reached the proficient level, and the assessment scores are good from January 2015 to June 2016. She reported that the state is particular about the number of minutes of service, and she is working on how to deliver them. Other districts have issues with the minutes of service too. She said that the district has three wonderful ESL teachers.

Ms. Kinsella reflected on her first year in the district and thanked the Committee. She will be having a year-end meeting with the curriculum leadership team. She said the district has its own ELL assessments, but the district has bought into WIDA. They are having a professional development course on WIDA this summer. She noted that teachers of ESL will need to have Sheltered English Immersion [SEI] endorsements by July 1, 2016, and there is a bottleneck for the SEI classes. The requirement is that if a teacher has had one ELL child in the past three academic years, they need to have an SEI endorsement. There is a SEI course being offered this summer, and many teachers are taking it.

Ms. Glass thanked her for her work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$748,430.98 and the accounts payable warrant totaling \$152,401.57 for a total of \$900,832.55. Earlier this week, Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

B. Hartwell Lease

Documents: 1) Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Subject: Request for Proposal (RFP) for Lease of Hartwell Space, dated May 23, 2015; 2) Timeline for the Committee's approval, undated

Mr. Creel reviewed his memorandum about the proposed RFP for lease of classroom and administrative space in the Hartwell Building. Magic Garden currently leases the space, and their five-year lease ends on August 31, 2016. A formal RFP process must be followed because the rental value of the property over the five years exceeds the \$25,000 threshold that trips M.G.L. Chapter 30B, Section 16. He noted that the last time this lease was negotiated in June 2010, they used the RFP process.

Mr. Creel included a timeline for making a decision. He and Dr. McFall will give more details and bring a draft of the RFP to the Committee in the fall.

Ms. Glass moved, and Mr. Borden seconded, the motion that the School Committee affirms that the space in the Hartwell Building currently occupied by Magic Garden continues to be surplus space and available for lease, that it desires the surplus space be used for programs with an educational purpose harmonious with the proper functioning of the adjacent Lincoln Pre-School, and directs the Administration to solicit proposals for lease of the space in compliance with Massachusetts General Law. The Committee voted unanimously that the School Committee affirms that the space in the Hartwell Building currently occupied by Magic Garden continues to be surplus space and available for lease, that it desires the surplus space be used for programs with an educational purpose harmonious with the proper functioning of the adjacent Lincoln Pre-School, and directs the Administration to solicit proposals for lease of the space in compliance with Massachusetts General Law.

Ms. Glass thanked him for his work.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, March 19, 2015; 2) Draft of Meeting Minutes, March 26, 2015; 3) Draft of Meeting Minutes, April 2, 2015; 4) Draft of Meeting Minutes, April 16, 2015

Ms. Salon moved, and Ms. Glass seconded, the motion to approve the minutes of the March 19, 2015, March 26, 2015, April 2, 2015, and April 16, 2015 meetings. The Committee voted unanimously to approve the minutes of the March 19, 2015, March 26, 2015, April 2, 2015, and April 16, 2015 meetings.

The sets of minutes will be posted on the website.

XIII. Information Enclosures

Document: Town of Lincoln, Massachusetts Agreed Upon Procedures Report on the End of Year Financial Report, dated June 30, 2014, by Giusti, Hingston and Company, Certified Public Accountants, 36 Jackman Street, Unit 1, Georgetown, MA

This item was for the Committee's information. It was not discussed.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 8:55 pm.

The next School Committee meeting is scheduled for Thursday, June 18, 2015 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,

Sarah G. Marcotte
Recording Secretary