

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, September 11, 2014  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld, Jena Salon, Preditta Cedeno (METCO Representative). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Tom Sander (Vice Chair), Lisa Pizarro (Hanscom Civilian School Liaison Officer), Stephanie Powers (Administrator for Student Services), Robert Ford (Director of Technology).

I. Greetings and Call to Order

Ms. Glass called the meeting to order at 7:03 pm.

Ms. Glass asked for a moment of silence to remember September 11, 2001. She asked that we remember the victims, the survivors, the first responders, and the military personnel whose lives were changed.

Ms. Glass thanked Mr. David Trant for taping the meeting and Ms. Marcotte for taking the minutes.

Ms. Glass welcomed Patricia Kinsella, the district's new assistant superintendent.

II. Chairperson's and Members' Reports

Mr. Christenfeld noted that last night's PTO School Opening Picnic had a great turnout and was a wonderful start to the year. He thanked the event organizers and Mimi Borden and the Town groups that participated.

Ms. Glass announced that Vice Chair Tom Sander will resign from the School Committee, effective September 23. He wrote a letter that she read out loud. The Committee will publicize the opening tomorrow and will interview candidates for the interim position on October 9. The issue will be discussed later under New Business.

Ms. Glass announced that Mr. Schmertzler will continue as liaison to the Capital Planning Committee, Ms. Salon has agreed to be the liaison to the Community Center Study Group, and Mr. Christenfeld and Ms. Glass will be on the committee of administrators and teachers that oversees the implementation of the new educator evaluation system.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Annual Report on Summer Curriculum and Professional Development

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on Summer Curriculum and Professional Development, dated September 3, 2014; 2) Listing of courses entitled, “Summer Work 2014: Alignment with Strategic Objectives, undated

Ms. Kinsella arrived at the district on July 1 and visited the summer courses and workshops that had begun before she arrived. There were a range of projects in professional learning, curriculum development, and orientation for new teachers, with over 100 staff participating in 30 work projects. Ms. Kinsella has reports from all of the workshops, and she said it was terrific work all around.

Ms. Kinsella said the projects were funded by the Lincoln School Foundation [LSF], the Betty Bjork Professional Development Fund, Title IIA grants, and improvement initiatives from the school budget.

Ms. Glass thanked her for her work.

#### B. Enrollment Update

Document: Memorandum to School Committee from Rebecca McFall, Superintendent, Re: September Enrollment, dated September 4, 2014

Dr. McFall said her report has the enrollment numbers from the first day of school—September 2 for grade 1-8 students and September 3 for kindergarten students. She said overall, the enrollment on the Lincoln campus is stable and has decreased by 11 students from the 2013-14 school year. Enrollment on the Hanscom campus is up by 4 students, but they enrolled 150 new students during the summer; the turnover was high. Dr. McFall said their enrollment projections for both campuses were on track.

Dr. McFall thanked Mr. Ledebuhr and the 7th and 8th grade teams for shifting staff to accommodate the needs of the Hanscom Middle School students. The district is in Band 3, with 591 eligible students in preschool to grade 8, and to get to Band 4 with more funding from the federal government, they will need 600 students by September 30. Dr. McFall said they have one more classroom at the Hanscom Primary School if more students arrive.

The next enrollment report will be given at the October 9 meeting and will be the official reporting enrollment.

Ms. Glass thanked her for her work.

#### C. Opening for Lincoln Scholarship Committee

Document: Draft, “School Committee Seeks Candidates for Lincoln Scholarship Committee, undated

Ms. Glass said the School Committee is looking for an appointee to serve on the Lincoln Scholarship Committee for a renewable three-year term. The Scholarship Committee, through town-wide appeals and the Ogden Codman Trust, gives needs-based scholarships and awards to Lincoln-resident students. She said that Nancy Marshall and Carolyn Dwyer, the other two Trustees on the Scholarship Committee, helped to write the press release that will be submitted to the *Lincoln Journal* and the *Lincoln Squirrel*. The School Committee will interview candidates at its meeting on Tuesday, September 23.

The Committee had no edits but Mr. Christenfeld wanted to give interested people at least a week to respond, and Ms. Glass will ask Ms. Marshall about the due date for submissions.

#### D. EDCO Articles of Agreement

Documents: 1) Letter to EDCO Member District School Committees from Colleen Dolan, Re: EDCO Articles of Agreement and Capital Reserve Fund, dated July 17, 2014; 2) EDCO Collaborative Articles of Agreement, replacing the agreement dated June 28, 1988

Dr. McFall said that all education collaboratives in Massachusetts are required to update their articles of agreement to comply with new legislation. The EDCO Collaborative is made up of the Acton-Boxborough, Arlington, Bedford, Belmont, Brookline, Carlisle, Concord, Concord-Carlisle, Lexington, Lincoln, Lincoln-Sudbury, Newton, Sudbury, Waltham, Watertown, Wellesley, Weston, and Winchester school districts and offers programs for at-risk students and adults, educator training, and cost-effective services.

Dr. McFall said the Board of Directors approved the updated Articles of Agreement presented, but the Department of Elementary and Secondary Education [DESE] wanted them to make revisions, and the Board of Directors approved the suggested changes. The School Committees of the member districts need to vote on the revised Articles of Agreement.

Dr. McFall reviewed the biggest changes. First, EDCO wants to establish a capital reserve fund. The funds would be used for facility upgrades, space modification, extraordinary maintenance expenses, technology upgrades, and equipment with a unit cost \$5,000 and a useful life of one year or more. Second, if EDCO has a cumulative surplus over 25%, they need to include in the Agreement where the funds will go, and here it states the surplus will go back to the member districts. Mr. Christenfeld added that now there is no plan to return the money to the member districts; the surplus will go into the Capital Reserve Fund if approved.

Dr. McFall noted that she visited EDCO's new space, and enrollment has increased for their programs. The district has used their programs at a minor level as most programs are geared for older students. EDCO will set competitive prices for their programs.

Ms. Glass asked about the procedure for approving Capital Assessments outside the budget process for member districts and whether it was subject to approval of the Board of Directors or by two-thirds of the districts. She asked whether the Capital Assessment was discussed during their budget process or at other times; she wanted to make sure that districts could discuss and have input into potential surcharges. Dr. McFall and Mr. Christenfeld will get the answers for the next Committee meeting.

The Committee did not vote on the revised EDCO Articles of Agreement.

#### Additional Reports:

Document: New Administration and Faculty Appointments—September 2014

Ms. Glass said that as a result of the Committee's workshop meeting in May they have amended procedures for meetings. Certain reports will not have formal time on the agenda, but are included in the information packets and will allow for questions about these additional reports.

Ms. Kinsella noted that they had an orientation exercise for the new faculty, and they have a group of experienced educators, with three new members who have had 20 years or more of teaching experience and many who have had 15-20 years. The district also has three new members who are in their first year of teaching.

Mr. Christenfeld thanked Dr. McFall for creating an environment in which teachers and administrators want to work. Dr. McFall said they currently have two open positions; one is a full-time English Language Learner teacher, and one is a 14-hour per week physical therapist. She noted that both positions are challenging to fill.

Ms. Glass welcomed the new colleagues to Lincoln and thanked Dr. McFall for her work.

## VI. Superintendent's Report

Document: None.

Dr. McFall said the opening of school went smoothly on both campuses from preschool to grade 8. She and Ms. Kinsella have been in many classrooms and have enjoyed watching the teachers and students building community.

The Hanscom Middle School has started the first year of the two that they will spend in their temporary building. The building has larger classrooms and great lighting and is air conditioned. She said that Principal Erich Ledebuhr is maintaining a website and photo essay of the project.

Ms. Glass thanked her for her work.

## VII. Curriculum

Document: None.

Ms. Kinsella attended the 8th grade's mock trial of the Revolutionary War. She talked with the teacher after the trial, and while the students did well, the teachers are already talking about what else they could do with the information.

Ms. Glass thanked her for her work.

## VIII. Policy

A. Second Reading of Criminal Offender Record Information [CORI] Policy  
(File: ADDA)

Documents: 1) File: ADDA, CORI Requirements, reaffirmed at School Committee Meeting of May 3, 2007; 2) Draft Second Reading of Background Checks, File ADDA, dated September 11, 2014

Dr. McFall said they have to update their policy, File: ADDA, CORI Requirements to include State Applicant Fingerprint Identification Services [SAFIS]. Massachusetts has mandated that all public schools require prospective and current employees, and others as determined by the School Committee and the Superintendent,

“having the potential for unsupervised contact with children” to submit to background checks, including a Criminal Offender Record Information [CORI] and a SAFIS as a condition of employment. They would rename the policy “Background Checks.” Dr. McFall revised the language in the policy based on the edits discussed at the July 23 meeting. At the July 23 meeting, there was much discussion about whether they should require volunteers with unsupervised contact with children, including parents, to submit to CORI and SAFIS.

Dr. McFall reviewed the information asked for at the July 23 meeting. CORI covers only criminal events that occurred in Massachusetts, where as the SAFIS is a fingerprint and covers criminal events that occurred nationwide. She noted that they are not finding much information that is different from the CORI on the SAFIS. As Hanscom parents are often from out of state before they arrive here, they would need to use SAFIS depending on the level of interaction with students. Dr. McFall said that the Parks and Recreation and Lincoln Youth Soccer are considered building and rental users, and the district is not responsible for having these adults get SAFIS. For after-school events, such as the Science Share, all volunteers have to have a CORI check, and sometimes the unsupervised contact with students could occur off school grounds.

On page 1 of the new draft policy, in the fourth paragraph, Dr. McFall changed the word “more” to “less”, so that the first sentence reads, “The Superintendent or his/her certified designee shall periodically, but not **less** often than every three years, obtain all available Criminal Offender Record Information” etc. Dr. McFall and her executive assistant are the only ones who have access to these criminal records.

The Committee was torn between the need for volunteers and making the criminal record checks too onerous and costly versus taking the chance that a student could be abused by a volunteer who had a criminal background that could have been found out in a background check. Mr. Christenfeld said the question was whether their policies place students at risk, and does fingerprinting address that risk? Ms. Ceden, a social worker, said that in her experience working with families, a fingerprinting check was not necessarily the best way to determine who would abuse a child.

Dr. McFall said they could not have different practices for the Lincoln and Hanscom parents, but it is at their discretion to decide who to require to submit SAFIS. Dr. McFall said it is already their practice to make sure that adults do not have unmonitored or unsupervised contact with students. She noted that they might decide to pay for the SAFIS for volunteers. Ms. Salon said that all parents in Sudbury schools have to be CORI checked, and for Girl Scouts, there have to be two adults with the girls at all times. Dr. McFall suggested they send a letter to parents, letting them know that the adult volunteer for the Science Share has been CORI checked but not SAFIS checked if Science Share volunteers do not want to submit a SAFIS check. Ms. Glass said they should tell parents that the SAFIS requirement is new and see if they get volunteers despite the new requirement.

The Committee takes their responsibility for the safety of students very seriously. While there should be discussions about sexual abuse, they do not want to create fear and anxiety for parents and their children unnecessarily.

Dr. McFall said there is no deadline for them to revise their policy. She will find out what the Recreation Department’s practice is with regard to having adults in

unmonitored and unsupervised situations with students and bring the policy back for further discussion and a vote at the next meeting.

Ms. Glass thanked her for her work.

#### IX. Facilities and Financial

##### A. Establish Budget Guidelines and Timeline for FY16 Budget Process

Documents: 1) Draft Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY16 Budget Guidelines, dated August 28, 2014; 2) Lincoln Public Schools, FY16 Budget Development Timeline, undated

Mr. Creel asked for guidance on the draft of the budget guidelines for the development of the FY16 budget. He said that the budget process has worked effectively for the past few years. The guidelines have been drafted with consideration of and in accordance with the district strategic plan, and they also reflect the district's core values. The timeline for meetings and other actions is included, and the Committee will vote on the budget in January 2015.

He reviewed the draft, pointing out on page three, guideline 5. a., they are currently in a steady state condition with the Hanscom enrollment, which puts them in Band 3, and he would set the budget for the Band 3 price to be conservative. On page three, 5. e., the costs for Hanscom students who have special needs will increase, and with the change in the way that the CASE collaborative assesses member districts, this amount may also increase for both campuses.

Mr. Creel said on page four, 5. b., the negotiations with the teachers have been concluded for a three-year contract, but the Lincoln AFSCME and Secretaries and custodians will have negotiations. They will also need to be concerned about the cost of health benefits, and he said the Town negotiated a 0% increase that will impact the Hanscom budget. He had hoped that utility rates would decrease, but there will be an increase in the price of electricity and a decrease in the price of natural gas, so they will need to increase their numbers there.

He noted that the guideline on the number of METCO students to enroll is 91, if possible, and they will budget for FY16 using the enrollment from FY15. The budget is based on the anticipated grant amount, and now the district has 86 students, meaning that the grant will be set on the 86 students instead of the 91 students. They have been focusing on adding METCO students in the younger grades, but it is tough to do when METCO students get older and leave the district. Dr. McFall said the kindergarten numbers of METCO students are higher, and for two years the district has been under the maximum number of METCO students, but it may take longer to return to 91 students.

Ms. Glass asked that on the goal focused guidelines on page three, delete the word "small" so that the first sentence in number 1 reads, "Maintain class sizes which benefit student learning and adhere to the School Committee's Policy on Class Size and the requirements of the contract to operate the schools at Hanscom AFB." Dr. McFall also noted that on 5. b., it should read, "Band 3 (551-599 students) price" instead of 600 students. On page 5, the timeline, the last November date should be the 20th, not the 18th. Mr. Christenfeld noted that the facilities need to be maintained, and Mr. Creel said

the classroom maintenance warrant is their safety valve, and Dr. McFall said that between the facilities budget and the classroom warrant, they should be all right.

Dr. McFall said they will have a list of capital projects at the next meeting. Mr. Creel said overall, they will prepare for level services, but costs have increased, and he will prepare a revised memorandum for the next meeting.

Dr. McFall will present the preliminary budget to the Committee on November 6, not on November 10 as noted on the timeline that he presented.

#### B. Hanscom Snow Removal Contract

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Subject: Request for Award – Hanscom Snow Removal Services, dated August 28, 2014; 2) Proposal from D&P Contracting, Inc., dated August 28, 2014

Mr. Creel reviewed his memorandum on the snow plowing and removal contract for the Hanscom campus. The district budgets \$35,000 each year, and the expenses can be less or more depending on the season.

Snow plowing contracts are exempt from the provisions of M.G.L. Chapter 30B, and they have tried to seek competition in the past but have only received one bid. D&P Contracting has provided snow removal services at Hanscom for over eleven years, and they have submitted a bid that has increased by about 3% from their bid from last year. Mr. Michael Haines, Facilities Manager, is very pleased with D&P Contracting's performance and responsiveness.

Mr. Creel recommended that the Committee award a one-year contract for snow removal services at Hanscom to D&P Contracting.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to award a one-year contract for the 2014-15 school year for snow removal services at the Hanscom campus to D&P Contracting. The Committee voted unanimously to award a one-year contract for the 2014-15 school year for snow removal services at the Hanscom campus to D&P Contracting.

#### C. FY14 Budget Closeout

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY14 Budget status, dated August 26, 2014

Mr. Creel presented his memorandum on the close of the FY14 fiscal year's budget, and they ended with a surplus for the Lincoln and Hanscom budgets. The official date that the Town closed FY14 accounts was August 26. They spent \$9,946,299 on the Lincoln side and \$11,229,595 on the Hanscom side. The School Committee voted on June 19 pre-purchases of \$155,470 in special education out-of-district transportation and collaborative fees for the Lincoln campus and pre-purchases of \$106,000 in special education collaborative fees for the Hanscom campus and a transfer of \$150,000 to the Town's Group Liability Insurance Fund for Hanscom. After those prepurchases and transfers, they returned \$114,010.31 to the Town of Lincoln, and returned \$107,527.52 to the Hanscom Reserve account.

Mr. Creel showed a PowerPoint presentation about the Hanscom Reserve fund, which is structured differently from the Lincoln budget because the Reserve fund can carry forward monies from previous fiscal years and spend the amounts when needed, and the amounts garner interest. Ms. Glass said they will have to pay for the furniture, fixtures, and equipment for the new Hanscom Middle School out of the Reserve fund, and Mr. Creel said they will likely need to take money out for the Hanscom building projects and special education needs. Dr. McFall said they will write a memorandum for the Finance Committee.

Ms. Glass thanked Mr. Creel for his work.

#### D. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,652,284.20 and the accounts payable warrant totaling \$895,299.28 for a total of \$2,547,583.48. He noted that these warrants are large because they are for the last half of the summer payrolls. 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.

#### E. 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 fee proposal they received from Dore & Whittier Architects was \$180,000 with an additional \$10,000 allowance for reimbursables. The contract with Dore & Whittier Architects goes until December 31 so that they can incorporate the input into a final proposal, and the contract gives the option to add tasks if needed. It is proposed that their work will finish in mid-January.

Over the summer, the SBAC met weekly. Dr. McFall said Dore & Whittier attended a September 2 meeting with the Town Boards, and a September 4 meeting with the School Committee and the administration to discuss the educational program needs. The architects will lead the Town through a process to prioritize the needed items in a project, and the Town will learn their approaches to cost estimates and different ideas. They have posted the meeting schedule in many places in Town.

Dr. McFall announced that the first public forum with Dore & Whittier Architects will be held on Tuesday, September 16 from 7:00 pm to 9:00 pm in the Reed Gym and asked that the public participate. Ms. Glass said they are preparing a townwide mailer with all of the meeting dates. She thanked Dr. McFall, Mr. Creel, and Mr. Christenfeld for their work.

Mr. Creel had three items to report about the Hanscom Schools' building projects. 1) They needed to abate additional asbestos, which caused some delay with the Hanscom Middle School project; 2) they have placed the first concrete for the first footers for the



Hanscom Middle School; 3) yesterday they received the 95% design plans for the Hanscom Primary School [HPS] and will meet in mid-October to finalize the plans. Mr. Creel noted that the HPS project was included with FY14 funds, but it is not official yet.

Ms. Glass thanked them for their work.

#### Additional Reports:

Documents: 1) Lincoln Public Schools, Summer Projects 2014, Lincoln Campus, dated August 29, 2014; 2) Lincoln Public Schools, Summer Projects 2014, Hanscom Campus, dated August 29, 2014

Mr. Creel noted that they will fix the electric panel in the Brooks building during a break this year, and he will give an update on the project at the next meeting.

Mr. Creel said that Mr. Haines went to the Green Energy Technology Committee meeting, and they have completed the project to install LED lighting on the school campus.

#### X. Old Business

None.

#### XI. New Business

Documents: 1) Letter to School Committee Members from Tom Sander, undated; 2) Draft, Lincoln School Committee Seeks Interim Member; 3) Suggested Interview Questions, School Committee Open Seat, October 14, 2010 [sic]

Ms. Glass reviewed the process for making an appointment to fill Tom Sander's seat on the Committee. The Board of Selectmen and the School Committee make a joint interim appointment that will last until the next Town Election, and then someone will need to run for election to serve out the remainder of Mr. Sander's term, which is one year. They need two Selectmen to attend the School Committee's October 9 meeting to interview and choose a candidate.

Ms. Glass asked that the Committee members send her any edits to the draft of their notice seeking a new interim candidate, and also edits to the questions that they will ask the candidates. They have to ask the same questions to each candidate and vote via roll call to select the candidate. She will submit the "Lincoln School Committee Seeks Interim Member" to the *Lincoln Journal* and the *Lincoln Squirrel*.

#### XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes, May 22, 2014; 2) Draft of School Committee Minutes, June 12, 2014; 3) Draft of School Committee Minutes, June 19, 2014

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the May 22, 2014, June 12, 2014, and June 19, 2014 meetings. The Committee voted unanimously to approve the minutes.

The sets of minutes will be posted on the website.

### XIII. Information Enclosures

Documents: 1) Letter to Ms. Kimberly Bodnar, PTO Chair, from Rebecca E. McFall, Superintendent, dated July 24, 2014; 2) Letter to Ms. Diane Lind and Mr. Bruce Maclellan from Rebecca E. McFall, Superintendent, dated July 24, 2014

These items were for the Committee's information. They were not discussed.

### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 9:25 pm. The next School Committee meeting is scheduled for Tuesday, September 23 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary