

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, November 20, 2014  
Hartwell Building, Lincoln, MA  
OPEN SESSION

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

Absent: Laurel Wironen (Hanscom Educational Liaison).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:02 pm.

II. Chairperson's and Members' Reports

Mr. Christenfeld thanked Mr. Cullen and Ms. Nathanson for shepherding the 8th graders through a public services project with Cor Unum. He noted that the students learned a lot.

Mr. Christenfeld encouraged all to attend the Middle School's production, which was showing tonight and tomorrow night.

Mr. Christenfeld and Dr. McFall attended the EDCO Board meeting this morning, and the Board is watching the budget.

Mr. Christenfeld said he was happy to see people engage in a lively discussion at Monday's budget forum with the administrative team, Committee members, and parents.

Ms. Glass attended the EDCO School Committee roundtable yesterday, at which they discussed hosting a legislative forum in the spring for legislators to hear from school districts about state mandates and school budgets.

Ms. Glass announced that there was a great turnout at last Saturday's annual State of the Town Meeting. They gathered information and feedback about the school building process that will be posted on the Town website, [www.lincolntown.org](http://www.lincolntown.org), and the school website, [www.lincnet.org](http://www.lincnet.org).

III. Public Comments

Margit Griffith, parent of a 5th grader and a 7th grader, was concerned about students being "overtested and underexercised." She would like to add more time for outdoor recess, physical education, and lunch into student schedules. She noted that in Finland, student days include more time for these activities.

IV. Consent Agenda

Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, 5-8 Lincoln School Principal, dated November 20, 2014

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation from the Parent Teacher Organization in the amount of \$1,000.00 to pay for the cost of

the Grade 6 Museum of Science Overnight Field Trip. The Committee voted unanimously to accept a donation from the Parent Teacher Organization in the amount of \$1,000.00 to pay for the cost of the Grade 6 Museum of Science Overnight Field Trip.

Ms. Glass thanked the PTO for their generous contribution.

#### V. Time Scheduled Appointments

##### A. FY16 Budget Discussion and Public Comment—Student Services and Principals

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. The budget discussion will continue at each Committee meeting through January 2015; the Committee is currently scheduled to vote on the FY16 budget at its January 22, 2015 meeting. The FY16 preliminary budget in full detail is posted on the website, [www.lincnet.org](http://www.lincnet.org).

Dr. McFall noted that this evening, Ms. Powers will present on the student services department budget and the principals will present their improvement initiatives. They will then discuss how to close the budget gap.

Ms. Powers reviewed the student services budget. Ms. Powers said the budget drivers for the student services department are personnel, out-of-district tuitions, collaborative fees, transportation, contractual services, and the extended school year [ESY] summer programs to maintain student skills. The student services department focuses on individual needs, provides access to general education curriculum, and believes in inclusion for students with special needs. The district has comprehensive and collaborative teams that provide effective general education interventions, supports, and specialists to students who need these items.

Ms. Powers noted that the number of students with individualized programs, 186, has increased since 2008, and they are balanced between the Lincoln and Hanscom campuses. The district’s percentage rate of students with special needs, 14.6%, is lower than the statewide average. The district currently sends 10 Hanscom students aged preschool to grade 8 out of the district for their educational needs. She noted that when

students arrive from out of state and have programs, they keep the students' programs in place, and whenever possible, they keep students in the district.

Ms. Denise Oldham, Coordinator of Student Services on the Hanscom campus, presented their improvement initiative. They would like to hire a Board-certified behavior analyst [BCBA] at an estimate of \$80,000 to provide positive behavioral supports in the classroom. Dr. McFall noted that this improvement initiative is the only one that is not on the reduction list because there is a very high need.

Dr. Sharon Hobbs, Lincoln 5-8 Principal, presented the Brooks School improvement initiative for 72 new science tables for grades 6 to 8 at a price of \$16,797. The current tables are wearing out.

Ms. Lynn Fagan, Preschool Coordinator, presented their improvement initiative for a .5 FTE administrative secretary for the preschool at a price of \$32,125, partially funded through each campus. The enrollment has quadrupled in the last seven years and is now 137 students. They need someone who can keep up with the data and protocols and be available to meet parents.

Dr. McFall thanked the administrative team and the faculty for their work on the budget gap closing strategy. They have met with parents to solicit input on how to close the gap. At the December 4 meeting, these cuts will also be discussed. On December 10, the district will present a budget to the Lincoln Finance Committee that does not have a gap, and the district will present comparable lists for reductions on both campuses.

Dr. McFall showed a PowerPoint presentation with three lists of reductions. The reductions have been made with an eye to minimal impact to students. The items that will be cut first are on the Lowest Impact list, and then on the Low Impact list, and then on the Moderate Impact list. The administration has also considered other funding, such as asking the Lincoln School Foundation, for appropriate items.

The lists for the Lincoln campus are:

1) Lowest Impact—going from a gap of \$260,490 down to \$182,813.

Reduce one advertisement in the Boston Globe  
 No administrative secretary on the Lincoln campus for the preschool  
 No science tables for grades 6-8  
 No software upgrades  
 No technology workshop in the summer  
 \$2,000 off of request for Science Technology and Engineering materials  
 \$16,494 .2 FTE social studies teacher to teach Virtual High School  
 Wellness teacher going from 1.0 FTE to .9 FTE through attrition  
 Other items were also included.

2) Low Impact—going from a gap of \$182,813 to \$5,595.

\$18,500 cut to Site Based Management Funds  
 No technology replacement cycle  
 \$15,000 cut to summer Math or Achievement Camps (they are keeping the K-2 camp and are considering offering the camps and asking for tuition  
 50% reduction in funds for library books

Math Club and stipend  
 \$7,500 cut for Substitutes for Peer Observation  
 Other items were also included.

3) Moderate Impact—going from a gap of \$5,595 to zero.

\$3,075 cut to reduce two B-level sports teams, one girls and one boys  
 \$3,075 Eliminate academic mentor coordinator stipend

Dr. McFall noted additional items are under consideration, but they are not in any priority, and these items could be cut if the Committee decided to add back any cuts that appear on the Lowest Impact, Low Impact, and Moderate Impact lists.

Ms. Glass said that parents who attended the PTO meeting are concerned about this year's 3rd grade going from four sections this year to three sections next year when they attend 4th grade. The parents asked the Committee to look at their class-size policy. Ms. Glass said they will discuss class size at the December 4 meeting.

Lincoln parents Maggy Pietropaolo, Jen Holland, Kathryn Anagnostakis, Gretchen Covino, Addie Kim, Audrey Tomassin, Jennifer Grandskog, and Karen Prince thanked Dr. McFall and the administration for working hard to keep the cuts away from the students. Most were concerned about the number of sections in the FY16 4th grade and wanted four sections instead of three.

Dr. McFall said that for the Hanscom campus, the suggestions about where to cut are the same as the Lincoln campus's cuts, and in addition the Hanscom cuts include a cut of the 1:1 Program for replacing Chromebooks with iPads at a savings of \$17,100. They would not reduce the Virtual High School program. They will cut .2 FTE from a preschool teacher to save \$12,631 and cut a parent ambassador to save \$10,000. They would also cut a preschool teacher and an assistant at a savings of \$89,256, reduce the Hanscom Middle School Math Specialist to 1.0 FTE at a savings of \$23,564. They are proposing to cut one full-time library assistant. Dr. McFall explained the contract to educate Hanscom students does not require them to provide preschool until students reach age 4, and so they will no longer offer preschool to students from ages 2.9 to 3.9 because there is no space.

Mr. Creel said that for the Hanscom budget in FY15, they are using some monies in the Hanscom Reserve Fund.

Ms. Glass asked the administration to prepare a preferred budget, and Mr. Christenfeld asked that the technology improvement initiatives be included in the preferred budget. Mr. Borden asked the administration to give a list of the items that were close to making the list of cuts. The Committee asked Dr. McFall to add back the \$7,500 for Peer Observation improvement initiative on each campus and discussed other ways to obtain funding for other items on the cut lists.

Dr. McFall said they have items to put on a preferred budget but are not yet prepared to make that public. On December 4, she will present a preferred budget for comment. Dr. McFall said the December 4 meeting will begin at 7:00 pm in executive session to discuss negotiations on the Hanscom contract. The meeting will become an open session at 7:30 pm.

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

B. 2014 Subgroup Growth and Performance Report (D1, D2)

Document: Memorandum to School Committee from Patricia Kinsella, Rob Ford, and Stephanie Powers, Re: Report on Subgroup Performance and Growth, dated November 20, 2014

The Committee postponed the presentation to the December 4, 2014 meeting.

C. Proposal for a Community Survey

Documents: 1) Memorandum to School Committee from Rebecca McFall, RE: Community Survey Proposal, dated November 14, 2014; 2) Initial Information to inform the development of a Community Survey about the Lincoln Public Schools, undated; 3) Ludlow Public Schools—Parent Survey—January 2013; 4) K12 Climate Survey, Parent School Site Level, Foxborough Public Schools, 2014

Dr. McFall presented some sample surveys that gather community feedback. She asked the Committee if they wanted to survey the community, and if so, she would need community members and parents to help her develop the questions for the survey. The survey could ask how the schools were doing at the building level, at the district level, and at the School Committee level. Categories of questions could be academic preparation, student engagement, student support, parent engagement, and others. She noted that they would send this survey every three to four years. Dr. McFall said they wanted to produce one comprehensive survey.

Ms. Glass said they should include questions on academic preparation and the transition for students to high school, and she wanted the Committee included as part of the survey. Mr. Borden suggested that the two different tasks are to gather data and to raise concerns and elaborate on them. Mr. Adam Greenberg asked what information they wanted to obtain through the survey because there are different constituencies. He worried about Dr. McFall's time and suggested that they have an educational vision charrette.

Ms. Glass noted that the advisory group would work directly with Dr. McFall and would not be a subcommittee of the School Committee, which means that the advisory group would not be subject to the Open Meeting and Public Records Laws. Dr. McFall will start the process of putting together an advisory group.

Ms. Glass thanked her for her work.

VI. Superintendent's Report

Document: None.

Dr. McFall congratulated the Hanscom Primary School for attaining the NAEYC accreditation. She thanked the kindergarten team and the people who worked hard on the process. The documents will be included with the next packet.

Ms. Glass thanked her for her work.

## VII. Curriculum

Document: None.

Ms. Kinsella said teachers were involved with professional development in many subjects. Some are attending the Massachusetts Conference on Physical Education, Health, and Wellness. Other teachers were attending professional development sessions on occupational therapy. ELA Content Specialist Judy Merra was attending reading intervention training, and others went to an iPad conference. The National Conference of Social Studies Teachers is also being attended by the district's teachers.

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 \$753,217.61 and the accounts payable warrant totaling \$147,497.53 for a total of \$900,715.14. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler 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] 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.

Over the summer, the SBAC met weekly, and Dore & Whittier has attended meetings with Town Boards and Committees. The first public forum with Dore & Whittier Architects was held on Tuesday, September 16 in the Reed Gym with 80-90 in attendance. The architects 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.

The second public forum was held on Thursday, October 16 at 7:00 pm in the Reed Gym. Dr. McFall presented on the educational vision for the building project.

The SBAC and Town Boards and Committees have been meeting to reflect on cost estimates, feedback, and preliminary concepts from the two public forums. Dr. McFall said there is now more information on the costs for specific components and potential educational improvements. The SBAC is discussing how to prioritize items, and Dore & Whittier is using the estimates to build the scopes and options for potential building projects.

Ms. Glass said the State of the Town meeting was well attended, and they captured all of the sticky notes with the comments on them. The comments will be on the website, [www.lincnet.org](http://www.lincnet.org).

The next public forum on the school building project will be on Tuesday, December 2 at 7:00 pm in the Reed Gym.

Ms. Glass thanked the SBAC for their work.

## X. Old Business

### A. Update on 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; 3) Letter to EDCO Collaborative Member School Committees from Colleen, Re: EDCO Collaborative Final Articles of Agreement, dated July 17, 2014; 4) Revised Draft of the 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. The Collaborative still operates under the current Articles until the new ones are approved by the School Committees of all member districts.

At the October 9 School Committee meeting, the Committee voted to amend the proposed draft of the EDCO Articles of Agreement, Article VIII: Financial, E. Development of the Collaborative Budget, 4. Capital, d, on page 11 to have the first sentence read, "By an affirmative vote of 2/3 of the Board members, the Board may vote to charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves." Dr. McFall said the proposed language change was approved by the EDCO Board of Directors at its November 13, 2014 meeting and recommended that the Committee vote to approve the amended EDCO Articles of Agreement.

Ms. Glass moved, and Mr. Schertzler seconded, the motion to approve the amended EDCO Articles of Agreement as presented. The Committee voted unanimously to approve the amended EDCO Articles of Agreement as presented.

Ms. Glass thanked the EDCO Board of Directors and the member districts for agreeing to the change.

## XI. New Business

None.

## XII. Approval of Minutes

Document: Draft of School Committee Minutes, October 9, 2014

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the October 9, 2014 meeting. The Committee voted unanimously to approve the minutes of the October 9, 2014 meeting.

The set of minutes will be posted on the website.

#### XIII. Information Enclosures

Document: Memorandum to EDCO Board of Directors and Advisory Council members from Colleen Dolan, Re: EDCO Collaborative Update, dated November 13, 2014

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 at 10:22 pm. The next School Committee meeting is scheduled for Thursday, December 4 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary