

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, March 24, 2016  
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, 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), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology), Linda Chase (Interim Administrator for Student Services).

Absent: Preditta Cedeno (METCO Representative).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:00 pm. She thanked David Trant for taping the meeting, the meeting was not available on live television but would be at a later date.

2. Chairperson's and Members' Reports

Mr. Christenfeld attended the Middle School musical last week, and he said it was excellent.

Mr. Christenfeld enjoyed the music in Middle School classes. He thanked Karen Sheppard for her work.

Ms. Glass thanked the Town for its support at Town Meeting to send a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA]. The Committee appreciated the resounding vote of yes that it received for submitting the SOI.

Ms. Glass said that students and their work were showcased at the Town Meeting. The 8<sup>th</sup> Grade Warrant Article Group did a great job with their hydration station warrant article, and the Town voted unanimously to support it. The 3<sup>rd</sup> graders sold the maple syrup that they made themselves. Ms. Glass thanked all involved.

3. Public Comments

None.

4. Consent Agenda

Documents: 1) Memorandum to School Committee and Becky McFall from Sharon Hobbs, dated March 24, 2016; 2) Letter to Sharon Hobbs from Beverly J. Tangvik of the Arbella Insurance Foundation, dated March 4, 2016; 3) Late Night and Overnight Field Trip Proposal, Museum of Science trip May 19-May 20, 2016, from David Trant, undated; 4) "Seventh Annual Museum of Science Overnight: Sixth Grade Field Trip Proposal," by David Trant, undated; 5) Overnight Program Sample Schedule, undated; 6) Lincoln Sixth Grade: MOS Overnight F.T. 2014-2015 Spreadsheet, undated; 7) Late Night and Overnight Field Trip Proposal, Sargent Center for Outdoor Education trip October 18-21, 2016, from Claudia Fox Tree and Sharon Hobbs, undated; 8) October 18-21, 2016 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education, Goals, undated; 9) October 18-21, 2016 Lincoln School Grade 7 Overnight

Field Trip to Sargent Center for Outdoor Education, Permission Form, undated; 10) Timetable for Sargent Center, undated; 11) Sample Schedule, undated; 12) Nature's Classroom at Sargent Center Site Map, undated; 13) Mary McLeod Bethune House layout, undated; 14) Robert Frost House layout, undated; 15) Emerson layout, undated; 16) Nature's Classroom: Sargent Center at Hancock, NH, Directions; 17) Contract between Nature's Classroom, Inc. and Lincoln Public Schools, undated; 18) Medical Services Request Form, undated; 19) Letter to Parents from Sargent Center, Health Information and Consent Form, undated; 20) Sargent Center: Health Information and Consent Form for School Program, undated; 21) Sargent Center: Health Memorandum, undated; 22) Letter to Parents from Sargent Center, What Students Should Bring, undated; 23) Letter to Parents from Sargent Center, 2015-2016; 24) Letter to Schools from KT Therrien, Administrative Assistant, undated; 25) Email message to Denise Careau from Claudia Fox Tree, Subject: 2016 Sargent Center, dated February 4, 2016; 26) Email message to Jessica Scruton from Denise Careau, Subject: Quote for next year Please 2016 Sargent Center, dated February 4, 2016; 27) Email message to Denise Careau from Jessica Scruton, Subject: Quote for next year Please 2016 Sargent Center, dated February 17, 2016

Mr. Christenfeld asked that the Sargent Camp proposal be held out of the Consent Agenda because he heard from parents who were concerned that the science content of the trip was diminished last fall. Dr. McFall will discuss the issue with Principal Sharon Hobbs and bring information back to another meeting. The approval for the Sargent Camp trip was taken off the Consent Agenda.

Dr. McFall said that the Town will shift to summer hours starting Monday, June 27 through Friday, August 12, and the office hours will be Monday through Thursday from 7:00 am to 5:00 pm. The summer hours apply for full-time personnel, but the custodial staff will remain on a five-day schedule. She recommended that the Committee approve the shift to summer hours as presented.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the shift to summer hours as presented, to accept a donation of \$300.00 from the Arbella Insurance Foundation for the Boston Symphony Orchestra School Bus Grant Program to support the Middle School field trip to the 2016 BSO Youth Concerts, and to approve the Lincoln School Grade 6 Overnight Field Trip to the Museum of Science in May 2016.

The Committee voted unanimously to approve the shift to summer hours as presented, to accept a donation of \$300.00 from the Arbella Insurance Foundation for the Boston Symphony Orchestra School Bus Grant Program to support the Middle School field trip to the 2016 BSO Youth Concerts, and to approve the Lincoln School Grade 6 Overnight Field Trip to the Museum of Science in May 2016.

Ms. Glass thanked the Arbella Insurance Foundation for its generous donation. The administration will send a thank you letter.

## 5. Time Scheduled Appointments

1. Statement of Interest (SOI) and Cover Letter for Massachusetts School Building Authority (MSBA) re: Lincoln School, Second Reading

Documents: 1) Resolution about Statement of Interest for the Lincoln School, Lincoln, MA; 2) Statement of Interest to the Massachusetts School Building Authority,

dated March 24, 2016; 3) Draft, Cover Letter to Jack McCarthy, Executive Director, Massachusetts School Building Authority from Jennifer Glass, Chair and Peter Braun, Chair, Board of Selectmen, dated March 21, 2016; 4) Letter to Jack McCarthy, Executive Director, Massachusetts School Building Authority from Jennifer Glass, Chair and Renel Fredriksen, Chair, Board of Selectmen, April 3, 2015

Ms. Glass said the Committee received a resounding vote of yes from Town Meeting to submit a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA]. Tonight they need to approve the cover letter and the SOI.

The SOI is substantively the same as last year's, and Mr. Creel has updated it as necessary. If the Committee approves the SOI tonight, the Board of Selectmen will discuss and vote on it at their April 4 meeting, the Town Clerk will certify the Board of Selectmen's vote, and the deadline to submit the cover letter and SOI to the MSBA is April 8. He said they will use the CMPC report later in the process.

Ms. Glass asked for edits to the cover letter. Mr. Christenfeld asked to include in the third paragraph the phrase, "craft a school building that fits this mission to reflect or align with these values." In the fourth paragraph, he asked to change the second sentence from "recognizing that we continue to have much-needed repairs" to read "acute shortcomings in the existing facility."

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the cover letter as edited that will go with the Statement of Interest to the Massachusetts School Building Authority. The Committee voted unanimously to approve the cover letter as edited that will go with the Statement of Interest to the Massachusetts School Building Authority.

Ms. Glass moved, and Mr. Christenfeld seconded, the following motion: Resolved: Having convened in an open meeting on March 24, 2016, prior to the closing date, the School Committee of the Town of Lincoln, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 24, 2016 for the Lincoln School located at Ballfield Road, Lincoln, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

**1) Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.** Deficiencies include:

- a) High ground water leading to flooding
- b) Wooden structure with no sprinkler system leading to safety concerns
- c) Non-compliant septic system operating under variance
- d) Asbestos-containing materials and lead in water supply pipes
- e) Deteriorating and failing exterior window walls
- f) Accessibility issues
- g) Lack of security, uncontrolled site access and difficult traffic circulation
- h) Leaking roof conditions

- i) Obsolescent and under-capacity electrical system and controls
- j) Moisture, mold, and ventilation problems

**5) Replacement, renovation, or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.** In spite of energy conservation programs the school's energy consumption remains high. The Town has adopted an aggressive energy conservation by-law, and the current school building will prevent the Town from achieving its goals.

**6) Short term enrollment growth.** The Lincoln School anticipates receiving additional students from near-term shifts in demographics caused by the generational turnover of housing stock.

**7) Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.** A study by Symmes, Maini & McKee Associates, confirmed by a subsequent MSBA Senior Study and surveys of existing conditions by the Office of Michael Rosenfeld and Dore & Whittier Architects, identified deficiencies, inadequacies or absence of the following spaces required to meet the School Committee's desired program of instruction:

- a) Size of selected classrooms in each of the schools
- b) Shortage of special education classrooms and tutorial rooms
- c) Lack of cafeteria and insufficient kitchen area
- d) Few teacher planning spaces
- e) Poorly organized and located administrative areas
- f) Inadequate art and music spaces
- g) Inadequate health suite
- h) Insufficient support and storage areas;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Lincoln to filing an application for funding with the Massachusetts School Building Authority. The Committee voted unanimously to authorize the Superintendent to submit the Statement of Interest to the Massachusetts School Building Authority.

Ms. Glass thanked Mr. Creel for his work.

## 2. Discussion on Suburban Coalition Initiative to Support Chapter 70 Recommendations

Document: None.

The Chapter 70 program is the major program of state aid to public elementary and secondary schools to support school operations, and it establishes minimum spending requirements for each school district and minimum requirements for each municipality's share of school costs. The Suburban Coalition is an organization of local officials

statewide that advocates for funding and resources from the Commonwealth, and more information can be found at [www.suburbancoalition.org](http://www.suburbancoalition.org). Changes to the way the Chapter 70 funding is calculated have been proposed. Ms. Glass said that the Coalition has an effort to have as many school districts as possible support their resolution that calls for full funding of the Foundation Budget Review Commission's Recommendations.

The resolution states:

“Whereas the Massachusetts Foundation Budget Review Commission identified two areas (employee health insurance and special education) where the Massachusetts Foundation Budget significantly understates the true cost of educating students in the Commonwealth and has failed to keep pace with rising costs;

Whereas this underfunding means the cost of providing a quality education has increasingly been borne by local communities, most often at the expense of other vital municipal operations;

Whereas investing in education today leads to higher incomes, and thus less investment in police, prisons, subsidized health care, low income housing, welfare, etc. in the future;

Whereas state and local economies are most effectively strengthened ‘by investing in education and increasing the number of well-educated workers.’

Therefore Be It Resolved that the [insert name of local governing board here] calls on the Massachusetts Legislature and the Governor of Massachusetts to fully fund and adopt the recommendations of the Foundation Budget Review Commission in the immediate future.”

Mr. Creel explained that Chapter 70 funding goes directly to the Town as opposed to the School. There have been changes in the way the Chapter 70 foundation budget has been calculated. Dr. McFall said the changes could be a small benefit to the Town but not necessarily to the schools, which could mean less revenue coming to the school budget. It is unclear whether the district would benefit from the changes.

Ms. Glass said that Sudbury K-8 and Lincoln-Sudbury School Committees have voted to support the Suburban Coalition's resolution.

Ms. Glass noted that the resolution's wording seems reasonable, but reading more information about the resolution raises some questions. Ms. Glass said other towns have asked their Boards of Selectmen and Finance Committees about it, and she wanted to talk with other Town Boards and Committees.

Ms. Glass said that while the Committee supports funding education, they would like to discuss it with other School Committees and do more research before making a decision on the resolution.

### 3. *Beyond Measure* Follow Up Discussion Document: None.

The Committee and Administration went to Olin College to view the film, *Beyond Measure* by Vicki Abeles, with the Lincoln School Foundation on March 10 during the Committee's regular meeting. *Beyond Measure* looks at the American education system and “asks us to reconsider the greater purpose of education. What if our education system valued personal growth over test scores? Put inquiry over mimicry? Encouraged

passion over rankings? What if we decided that the higher aim of school was not the transmission of facts or formulas, but the transformation of every student?" More information can be found at [www.beyondmeasurefilm.com](http://www.beyondmeasurefilm.com).

Ms. Glass welcomed Ms. Tara Mitchell and Ms. D.J. Mitchell from the Lincoln School Foundation. She asked the members what they thought of the film and whether it would be appropriate to show it to the community.

Ms. Glass said that the idea was to rethink how to view the classroom and testing and how students gather, learn, and present information. She noted there was a positive aspect in that students learn best when they are highly motivated. Ms. Salon enjoyed seeing students so engaged and likes it when students take responsibility for their own learning.

Mr. Borden liked the talk about innovating and had a desire to do something along those lines. He would like to see a culture of taking big risks to be innovative and take a step forward.

Ms. Glass noted that the history of education is that the schools are now training students to have the soft skills and to work with computers instead of training a workforce for factories. She said that parents are concerned that students are missing part of education. Ms. Glass said the movie showed students interacting with each other and collaborating. She said that for preschool to middle school, schools need to make sure that students can read to gather information, and she thought that the district needs to make sure that all students have the foundational knowledge and skills to build on. The scaffold is there for students to take to the next level.

Mr. Ford noted that elementary classrooms are more flexible to have the type of work displayed in the movie to happen. Ms. Chase said that most of the students who were highlighted in the movie seemed to be bright students who could do that kind of work, but some students need more help.

Dr. McFall felt that the district's message is in complete alignment with what they viewed. The district expects a high level of cognitive demand and offers differentiated instruction and authentic learning. She noted that the learning happening is the "Victory Garden model", and they want all students to have these experiences, not just a few. She said they have students in grades K-8 reading and writing at a higher level and needing to meet standards.

Mr. Borden suggested that they collect examples to share to show what could be done. Ms. Glass said the Committee needs to communicate about what is already happening, such as Lego Robotics. She said they should acknowledge what is in the early stages and where they want to go as a district, and those items can be raised at the April 28 forum on the District Strategic Plan. She mentioned that it is a tradeoff, and they have to figure out how to do these things.

Ms. Mitchell said that the jobs that students will have cannot be imagined now. Given that, what do they need to teach? Ms. Kinsella said they can do road trips to different schools to see what they do. Mr. Christenfeld noted that many times change is difficult to explain to parents who resist it at times. The Committee needs to help parents to understand why they want to give creative time and to make assessments of student work more meaningful. Ms. Glass acknowledged there is a struggle with risk taking between creativity and getting into great colleges. Mr. Borden said they need to figure out how to show the Town the progress. Dr. McFall said they will showcase pieces

where creativity is happening, and they will show clips at the District Strategic Plan forum on April 28. Teachers will attend and show what they have been doing.

Ms. Glass thanked the LSF, Ms. Mitchell, and Ms. Mitchell for pushing the Committee to see the movie.

4. District Strategic Plan: Planning for April 28, 2016 Community Session  
Document: None.

Ms. Glass said the discussion at the Community Session will be about how to support the district's vision and build on what they have. She looks forward to a rich conversation with many in attendance on Thursday, April 28 at 7:00 pm in this room.

6. Superintendent's Report  
Document: None.

Dr. McFall gave her time to Mr. Creel. Mr. Creel said they are delighted that Ms. Maki Koetling, the lead cook at Hanscom, has received the Employee of the Year Award from the School Nutrition Association. Ms. Cutting has gone through the School Nutrition Association's Food Service certification. She was the state winner and a regional and nationwide candidate. She will be recognized on July 10 in San Antonio, Texas.

Ms. Glass congratulated Ms. Cutting and thanked them for their work.

7. Curriculum  
Document: None.

Ms. Kinsella said they will have lunch at the Hanscom Middle School as a field trip to celebrate Ms. Cutting's award.

Ms. Kinsella said the Report Card and Conference Committee will have recommendations soon.

Ms. Kinsella said the Math Curriculum Review Committee will have recommendations soon.

Ms. Kinsella said they have put out a call for summer curriculum and professional development work. There will be four graduate classes offered this summer. She has set up the professional development calendar, and they are ahead of schedule. The calendar will help faculty plan for the summer.

Ms. Glass thanked Ms. Kinsella for her work.

8. Policy  
None.

9. Facilities and Financial  
1. Warrant Approval  
Document: None.

Mr. Creel presented the payroll warrant totaling \$732,696.86 and the accounts payable warrant totaling \$179,843.19 for a total of \$912,540.05. 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.

Ms. Glass thanked Mr. Creel for his work.

## 2. Hanscom Middle School Update

Document: None.

Mr. Creel did not have any pictures of the Hanscom Middle School, but said the last part of the sheet rocking would be completed this weekend. The furniture will be installed the first week of April, and they are on track for the April move. He said there were many little things that need to be done, and there is no wireless access in the gym. Vendors are installing items in the school now. There will be much training of teachers and administrators in the next month.

Mr. Creel said the Army Corps of Engineers acts on Department of Defense Educational Activity's [DoDEA] behalf for the acceptance practices for the building. They have had the formal tests of the sprinkler and fire alarm systems. He thanked J & J Contractors and Griffin Electric for their work. Mr. Creel noted that the district is not the owner of the new building, but DoDEA is, and the Corps of Engineers, the Base Fire Marshal, and the Base Civil Engineer sign off on the building for its permits for DoDEA. The district is considered the user of the building. Mr. Creel thanked Facilities Manager Michael Haines for his involvement in the inspection process.

Dr. McFall said that last week they went to the site and looked at the punch list. There was an amazing number of people going through the building checking everything, and she said it was impressive.

Mr. Creel noted that he appreciates the positive attitudes of Mr. Ford, Mr. Haines, Principal Erich Ledebuhr.

The move will start on April 15, and school will start in the new building on April 25. While everything will not be finished by the school start date, they are in great shape.

Ms. Glass thanked Mr. Creel and the team for their work.

## 3. Pod C License Review and VOTE

Documents: 1) Application to License Hartwell C Pod from Lincoln Extended-day Activities Program [LEAP], dated February 25, 2016; 2) License, Lincoln Campus—Pod C, Lincoln Public Schools

Mr. Creel said the current license for the use of Pod C for an after-school childcare program for school-aged children expires on June 30, 2016, and Lincoln Extended-day Activities Program [LEAP] has the license. The administration believes that a license arrangement, instead of a lease agreement, is the appropriate method for allowing the use of Pod C for an after-school program. LEAP would like to continue in Pod C and has provided their application. Mr. Creel said it was the third year that they have issued a license. He said they have increased the fee for the first time from \$29,700

to \$30,400 to cover the increase in the custodians' salaries. Mr. Creel recommended that the Committee vote to grant the license to LEAP.

Ms. Glass introduced Mr. Ted David, the President of the LEAP Board, and commended him for their application, program, and collaboration with the METCO program. Mr. Christenfeld also thanked them for their materials, which were excellent to read.

Mr. David said that LEAP has made a big transformation in the last few years with a significant leadership change. They are doing strategic planning to engage with all in the community, and he recognized Ms. Kathryn Hawkins, LEAP Director, for her work and leadership.

Ms. Glass moved, and Mr. Borden seconded, the motion to grant a license to Lincoln Extended-day Activities Program [LEAP] for the operation of an affordable after-school and school year recess period care program for school-aged children in Pod C for FY17 (July 1, 2016 to June 30, 2017). The Committee voted unanimously to grant a license to Lincoln Extended-day Activities Program [LEAP] for the operation of an affordable after-school and school year recess period care program for school-aged children in Pod C for FY17 (July 1, 2016 to June 30, 2017).

Ms. Glass thanked LEAP for their detailed information and looks forward to a continued partnership with them.

#### 10. Old Business

Document: Memorandum of Understanding By and Between The Town of Lincoln and The Town of Bedford and Their School Committees, September 14, 2015

Dr. McFall said they would limit the discussion to the memorandum of understanding as presented, and there will not be an executive session about this memorandum tonight as originally scheduled.

Dr. McFall said that the reason for the memorandum was that there are some retired military parents who live in the privatized Hanscom Air Force Base housing. The parents are living with students who are not eligible students to be paid for through the contract with the federal government. These students do not qualify for impact aid in Bedford, either. The two towns have worked together to insure that these three students can attend Bedford High School since all Hanscom Middle School students go on to attend Bedford High School. The agreement presented is for the 2015-2016 school year only. She thanked Town Administrator Timothy Higgins and Selectman Peter Braun for their work on this process. Dr. McFall said that negotiations are in process for next year, and the Board of Selectmen will need to approve this agreement at their April 4 meeting. Dr. McFall asked that the Committee vote to approve the agreement as presented.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Memorandum of Understanding By and Between The Town of Lincoln and The Town of Bedford and Their School Committees as presented. The Committee voted unanimously to approve the Memorandum of Understanding By and Between The Town of Lincoln and The Town of Bedford and Their School Committees as presented.

Ms. Glass thanked Dr. McFall, Mr. Higgins, and Mr. Braun.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, February 10, 2016; 2) Draft of Meeting Minutes, March 10, 2016

Ms. Salon moved, and Ms. Glass seconded, the motion to approve the minutes of the February 10, 2016 and March 10, 2016 meetings. The Committee voted unanimously to approve the minutes of the February 10, 2016 and March 10, 2016 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

None.

14. 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 tentatively scheduled for Thursday, April 7, 2016 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary