

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, April 7, 2016
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
 OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Jena Salon, Peter Borden. 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: Al Schmertzler, Preditta Cedeno (METCO Representative), Laurel Wironen (Hanscom Educational Liaison).

1. Greetings and Call to Order

Mr. Christenfeld, Vice Chairperson, called the meeting to order at 7:03 pm. He thanked David Trant for taping the meeting.

2. Chairperson's and Members' Reports

None.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gifts from Hanscom PTO

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom PTO, dated March 31, 2016

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$500.00 from the Hanscom PTO for staff shirts for the Hanscom Middle School opening and a donation of \$1,000.00 from the Hanscom PTO for the Great East Festival to go towards the cost of T-shirts for the Festival. The Committee voted unanimously to accept a donation of \$500.00 from the Hanscom PTO for staff shirts for the Hanscom Middle School opening and a donation of \$1,000.00 from the Hanscom PTO for the Great East Festival to go towards the cost of T-shirts for the Festival.

Ms. Glass thanked the PTO for their generous donations. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. School Committee Leadership

Document: Policy, Lincoln Public Schools, File: BDA, Board Organizational Meeting, Revised at School Committee Meeting of June 12, 2014

Mr. Christenfeld noted that the School Committee starts anew after the Town Election, which occurred on March 28. The Committee must nominate a chairperson.

Mr. Borden nominated Ms. Glass to continue as the Chairperson. Ms. Glass accepted the nomination. Mr. Borden moved, and Mr. Christenfeld seconded, the motion to elect Jennifer Glass as Chairperson of the Committee. The Committee voted unanimously to elect Jennifer Glass as Chairperson of the Committee.

Ms. Glass thanked the members. She congratulated Mr. Christenfeld for his re-election. Ms. Glass asked if he would be willing to continue as Vice Chairperson, and he accepted. Ms. Glass reappointed Mr. Christenfeld as Vice Chairperson.

2. Overnight Field Trip—Lincoln School Grade 7 Sargent Camp Center for Outdoor Education (October 2016)

Documents: 1) 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; 2) October 18-21, 2016 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education, Goals, undated; 3) October 18-21, 2016 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education, Permission Form, undated; 4) Timetable for Sargent Center, undated; 5) Sample Schedule, undated; 6) Nature's Classroom at Sargent Center Site Map, undated; 7) Mary McLeod Bethune House layout, undated; 8) Robert Frost House layout, undated; 9) Emerson layout, undated; 10) Nature's Classroom: Sargent Center at Hancock, NH, Directions; 11) Contract between Nature's Classroom, Inc. and Lincoln Public Schools, undated; 12) Medical Services Request Form, undated; 13) Letter to Parents from Sargent Center, Health Information and Consent Form, undated; 14) Sargent Center: Health Information and Consent Form for School Program, undated; 15) Sargent Center: Health Memorandum, undated; 16) Letter to Parents from Sargent Center, What Students Should Bring, undated; 17) Letter to Parents from Sargent Center, 2015-2016; 18) Letter to Schools from KT Therrien, Administrative Assistant, undated; 19) Email message to Denise Careau from Claudia Fox Tree, Subject: 2016 Sargent Center, dated February 4, 2016; 20) Email message to Jessica Scruton from Denise Careau, Subject: Quote for next year Please 2016 Sargent Center, dated February 4, 2016; 21) Email message to Denise Careau from Jessica Scruton, Subject: Quote for next year Please 2016 Sargent Center, dated February 17, 2016

Ms. Glass welcomed Principal Sharon Hobbs to talk about the Lincoln 7th grade overnight trip to the Sargent Center. At the last meeting, Mr. Christenfeld asked that the trip proposal be held because he heard from parents who were concerned that the science content of the trip was diminished. He noted that the 7th grade has gone to the Sargent Center for 40 years to spend time in the woods. He asked if those concerns had been addressed.

Dr. Hobbs explained that some of the science content depends on the weather, and some of the science content has changed, partly because science content is changing overall. She said they have contacted the director of the Sargent Center about the concerns with the content and with the counselors. She is confident that he has followed up. She noted they will create a mechanism where half of the teacher chaperones attending will be with the students when they are working with the counselors.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the overnight field trip to the Sargent Camp Center for Outdoor Education for Lincoln

School Grade 7 students from October 18-21, 2016. The Committee voted unanimously to approve the overnight field trip to the Sargent Camp Center for Outdoor Education for Lincoln School Grade 7 students from October 18-21, 2016.

Ms. Glass thanked Dr. Hobbs for her work.

3. deCordova Appointee Report

Document: None.

Ms. Glass welcomed Mr. Dan Elias, the Committee's Appointee to the deCordova Museum's Board of Trustees, and Ms. Julie Bernson, Deputy Director for Learning and Engagement. Mr. Elias said that the new Executive Director, John Ravenal, has settled in well and the Museum is thriving. The deCordova has hired a new deputy director for external affairs, Bruce Smith. The Museum is doing strategic planning and adjusting their programming, and they have a new committee that is looking to engage the outdoor area at the flora and fauna of the site.

Mr. Elias asked Ms. Bernson to discuss the Museum's cooperation with the schools. Ms. Bernson said the Museum hosted a Hanscom Family Day with approximately 100 families in attendance. This fall they hosted the METCO Middle School Program, which is an after-school program for 8th graders to create a public art piece. The deCordova will host METCO Family Day on May 15. Ms. Bernson said the Museum is hosting elementary and middle school classes this spring and giving them tours, and they look forward to more conversations on more activities they can do with the schools.

Mr. Elias said he enjoyed his discussion with Dr. McFall and Ms. Kinsella, and he would like to find tactical and strategic ways to enrich the relationship. He is pleased that METCO and Hanscom students are taking serious advantage of the Museum. He would like to build the relationship with Lincoln students and would like to schedule a time for them to get together. Dr. McFall said that past appointees have worked directly with the art teachers, and she is happy to make the avenue available. Ms. Kinsella and Ms. Bernson have met and will get together this summer.

Mr. Elias suggested that the Committee host their meeting at the deCordova, and Ms. Glass said it was a possibility. Mr. Elias noted that the deCordova has offered professional development for teachers. Mr. Elias mentioned that the deCordova's reception for Town and community leaders was well attended. He said that the deCordova values the relationships with the schools and the Town and wants to deepen those relationships.

Ms. Glass suggested that the next reception could be hosted on a non-Committee meeting night. Mr. Christenfeld suggested that programs for Lincoln students be given during after school or weekend hours so as to not conflict with the school day.

Ms. Glass thanked Mr. Elias and Ms. Bernson for their work, noting that the Committee will consider how to take more advantage of the deCordova.

4. Lincoln Library Representative Report

Document: None.

Ms. Glass welcomed Mr. Martin Dermady, the Committee's Appointee to the Library Board of Trustees. Mr. Dermady reviewed the activities of the Library. The children's librarians visited the school and read to 80 preschool students and at LEAP, they read to 15 K-1 students. The children's librarian held a Back to School picnic, Family Reading Night, and this Saturday they are involved with this Sunday's Spelling Bee. In June, the Library will host visits from Lincoln and Hanscom students, and they will discuss the summer reading program. There have been three book groups at the Library: Together Time Tales for students and their parents; Books and Bytes for 4th to 6th graders; and Mid-Grade Book Share for 7th and 8th graders. The librarians would like to make a presentation to students.

Mr. Dermady mentioned their Local Heroes program, which will be held on Saturday. The focus is on middle and high school students, and this Saturday, two doctors will attend. Next year, they want to have four events in the Local Heroes program, and one will happen each semester. They will have an arts and humanities theme and a science and technology theme and will set up the program during the summer.

Mr. Dermady has served in this position for three years. He noted that Lincoln does many of the same activities that other libraries do, and the summer reading program is a big thing in every town, but he said it was strong in Lincoln. He said they are creating extra opportunities beyond the school day when students have free time.

Ms. Glass and Ms. Salon noted that the book groups are popular and have steady readers who attend.

Ms. Glass said they look forward to hearing about the Local Heroes lineup for next year and thanked Mr. Dermady for his work.

5. School Safety and Security

Documents: 1) Massachusetts Association of School Committees [MASC] Policy, File ECAF, Security Cameras in Schools, Adopted August 2015; 2) Wellesley Public Schools, Security Camera System Policy, voted January 10, 2012; 3) Amherst-Pelham Regional School District, Facilities and Bus Video Surveillance Guidelines, Revised January 6, 2015; 4) Minuteman High School, Student Handbook 2015-2016, Monitoring Devices on School Property Video Surveillance (Video Cameras) CCTV (Closed Circuit Television); 5) Town of Walpole, Security Cameras Policies and Procedures, Adopted May 30, 2013; 6) "Privacy vs. Security: Are You Prepared for the Thorny Issues Surrounding Student Surveillance?", by David Rapp, Administrator Magazine on Scholastic.com, April 1, 2016; 7) "The Legal Implications of Surveillance Cameras: District Administrators Need to Know the Law and Make These Policies Clear," by Amy M. Steketee, District Administration, February 2012; 8) Video Camera Surveillance in Public School Settings: Emerging Technologies, Privacy, and the Role of the Fourth Amendment, by Kevin P. Brady, December 2006; 9) Smith School Community Survey, Spring 2015; 10) Brooks School Community Survey, Spring 2015; 11) Hanscom Primary School Community Survey, Spring 2015; 12) Hanscom Middle School Community Survey, Spring 2015

Dr. McFall welcomed Police Chief Kevin Kennedy and Police Detective Ian Spencer. Graffiti was found outside the Brooks School entrance last week, and the police

are investigating the incident. The administration has locked the entrance doors and activated intercoms and buzzers, and there is an increased police presence on the school campus.

The administration followed up with the faculty and the community and hosted a public forum the day after the incident. Dr. McFall said there needs to be more conversation about the practices townwide. She said the Committee needs a policy on surveillance cameras because they have surveillance cameras on the school buses that are owned by Doherty's. She included survey data from last spring's community survey; 60% of the responses indicated support for "one main door should be unlocked for visitors, and all other doors should be locked, with attendants as needed to open doors children need to pass through (e.g., for playground and gym access)." 40% of the responses indicated that "all doors should be locked when school is in session, and visitors should use an intercom to gain access." She asked what they should do.

Ms. Glass said that she has heard a range of reaction about locking the school doors. Detective Spencer indicated that he has heard that those at the school want more security. Chief Kennedy said they have received calls at the police station that have asked that more security measures be taken at the school, and some have asked if the staff would be armed. He said the Northeastern Massachusetts Law Enforcement Council [NEMLEC] can be used as a resource for protocols and threat assessment training.

Ms. Glass asked the best way to have additional discussions with the Town. Should they send out another survey? Should they host another event? Mr. Borden wanted a survey to gauge whether they should host another forum and that they should obtain information before they consider a policy. Mr. Christenfeld wanted to listen to the broader community and not only parents. He noted that the Committee should explain that there is a Safety and Security Committee that meets once a month, and the Committee needed to set the context, and while they are concerned, school in general is still the safest place to be.

Ms. Glass said there is a partnership between Dr. McFall and the Committee as to making the decisions. She said they need to know best practices, and they need to balance emotion with what makes sense.

Ms. Glass said they need to examine a draft policy on cameras, and she said that the Committees that have a policy on cameras have used the MASC language. The MASC policy follows the laws on recording, and there is no sound in the videos. Mr. Borden said they have to be clear on the specifics of what the cameras will record, and that video evidence is never as good as one thinks it is. Mr. Christenfeld asked if the video would be used for teacher and administrator evaluations. Mr. Ford said the data storage would require safeguards and a data retention policy and appropriate protections. They would need an auditable record of access. He also asked what the bounds of use of the video would be, including as it pertains to employees. He noted that the cameras on the buses are administered by the school, but the cameras are not owned by the district. Dr. McFall said the cameras could be installed inside or outside the school. She also raised the issue of whether the police would have access to the video. Dr. McFall said there are cameras at the entrances, and they are live, but not recording. She said they should consider the purposes they would use the cameras for, and that they need to consider privacy and civil rights.

Ms. Glass asked if there were pitfalls in the policies of others, and Chief Kennedy said he would look into any pitfalls, best practices, and whether to install cameras inside or outside. Ms. Glass also asked what the video information could be used for and what it could not be used for, and where is the line between practice and procedure. She asked if the best place to start was to consider the purpose behind installing cameras and having them record. Mr. Christenfeld said their broader purpose is to keep students safe, and the question is what more do they need to do to do that? The cameras are only tools, and they need to ask what they need to accomplish and then get into the details.

Ms. Glass noted that they already have cameras without a clear policy, and she agrees on the larger conversations, but there is a specific piece to answer for the school bus cameras, and there is tension on police access to the footage. Detective Spencer said the Safety and Security Committee would be a good resource for beginning to consider these questions. Dr. McFall wants to hear from that Committee but was not sure in which capacity yet. She noted that the school campus is very open now, and whether there should be a Community Center on campus has to be factored in also. She wants to hear from everyone in the community.

Mr. Borden said they should send a survey and come up with an interim statement or policy on what they do now, and then they can modify it as needed.

Mr. David Crisafi of Codman Road has two daughters at the schools and thanked them for their community forum on March 29. He agreed that video cameras are a tool. He wants his children and students safe. He noted if the videos go too far, it can distract from what happens. He suggested that they focus on making sure students are safe.

Dr. McFall said best practices are to lock the doors and put measures in place. She asked if Lincoln wants to do that or do something else. Ms. Glass noted that the building is a challenge. Mr. Borden said to lock all of the doors for now. Ms. Salon said that they need to make the conversation a priority and make sure that steps are taken to implement the decisions.

Ms. Glass said at the next meeting, they will bring ideas on steps to take and hash this issue out at the next meeting. Chief Kennedy said they would send information to Dr. McFall.

Ms. Glass thanked Chief Kennedy and Detective Spencer for attending the meeting and for their work.

6. Establish Graduation Dates for Hanscom Middle School and Lincoln School 8th Grade Students

Document: None.

Dr. McFall said that they have used two snow days this school year, so the 180th day of school for the Lincoln School 5-8 is Friday, June 17 and for the Hanscom Middle School is Monday, June 20. Dr. McFall said that the venues for graduation are available and recommended that the graduation date for the Lincoln School be Wednesday, June 15, 2016 and for the Hanscom Middle School be Thursday, June 16, 2016.

Ms. Glass moved, and Mr. Borden seconded, the motion to establish the graduation date for the Lincoln School 5-8 as Wednesday, June 15 and for Hanscom Middle School as Thursday, June 16, 2016 as presented. The Committee voted

unanimously to establish the graduation date for the Lincoln School 5-8 as Wednesday, June 15 and for Hanscom Middle School as Thursday, June 16, 2016 as presented.

7. Discussion and VOTE on Employee Student Enrollment Requests and METCO Enrollment for 2016-2017

Documents: 1) Memorandum to School Committee from Rebecca McFall, Subject: Enrollment Proposal for the 2016-2017 School Year, dated March 31, 2016; 2) Policy, Lincoln Public Schools, File: JFAB, Admission of Non-Resident Students, Revised at School Committee Meeting of April 25, 2013; 3) Policy, Lincoln Public Schools, File: JFABC, Admission of Interdistrict Transfer Students (Enrollment of METCO Students), Revised at School Committee Meeting of May 6, 2004

Dr. McFall reviewed her memorandum on the enrollment of Boston students through the METCO program and the enrollment of employee students in the Lincoln school for 2016-2017.

For the METCO program, eight students are graduating, leaving 80 Boston students. The maximum number of Boston students is 91, and Dr. McFall would like to have six to nine Boston students start in kindergarten and up to four Boston students in grade 1. They budgeted for four sections of kindergarten but may only need three, and the Boston students would not require them to keep the fourth section. The estimated enrollment for kindergarten at this time is 57 students, and they will watch the numbers, which can change.

For the employee students, Dr. McFall checked with Preschool Coordinator Lynn Fagan, who said the preschool has room. There will be 10 students continuing in preschool and 5 students coming for their initial enrollment in preschool. Students of employees continuing in grades K-8 number 28.

Dr. McFall said one more student registered for grade 6, bringing the total to 62. There are 73 students in grade 3, and they may need another section.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the enrollment of up to 91 METCO students and requests for the enrollment of the employee children at the Lincoln School beginning with the 2016-2017 school year subject to the continued employment of their parents as required by School Committee policy as presented. The Committee voted unanimously to approve the enrollment of up to 91 METCO students and requests for the enrollment of the employee children at the Lincoln School beginning with the 2016-2017 school year subject to the continued employment of their parents as required by School Committee policy as presented.

Ms. Glass thanked Dr. McFall for her work.

The administration will send enrollment letters to the employees.

6. Superintendent's Report

Document: None.

Dr. McFall had no report.

7. Curriculum

Document: None.

Ms. Kinsella went to the Hanscom Primary School to see the visiting weaver Porfirio Guterrez from Oaxaca, Mexico. She is a committed natural weaver who uses natural dyes. Art teacher Donna Lubin prepared the students well because they had terrific questions.

Ms. Kinsella noted that the training with Gene Thompson-Grove is now covering how to give and receive feedback.

Ms. Kinsella said they are hiring their faculty leaders for next year.

Ms. Kinsella said that Math Content Specialist Ellen Metzger and the Math Materials Review Committee met and shared resources and had a great meeting.

Ms. Kinsella attended the Tenacity competition for Latino and African American students at Bedford High School on Saturday. She said it was terrific, and she judged the history competition. She said Lincoln may have a team next time. The range of quality of the reports was great.

Ms. Glass thanked her for her work.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$735,551.05 and the accounts payable warrant totaling \$176,338.46 for a total of \$911,889.51. Mr. Schmertzler did not review the warrants. Ms. Glass moved to approve the warrants, subject to Mr. Schmertzler's approval, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants, subject to Mr. Schmertzler's approval.

2. Hanscom Middle School Update

Document: None.

Dr. McFall said there was a fire in the new building which was sparked when a welding worker's methods inadvertently held the welding tool too long in one spot. The State Arson Inspector investigated and determined that was the reason that the duct and the acoustical insulation on the inside of the duct caught fire. She said that everyone got out of the building safely, and the firefighters did a great job putting out the fire. She said the project is not set back too much.

Mr. Creel said there was a small amount of collateral damage, and the contractor had to send his crew home for the day, but things are moving forward. He said there was no cause for concern.

Mr. Creel said the furniture was arriving, and three trucks from W.B. Mason arrived with the chairs, which are being assembled now. Mr. Creel said that some furniture from Germany was damaged, and they will get a damage report, but it is minimal. He noted that they met today and will be able to open the school on schedule. Mr. Ford said that the training for staff was held yesterday, and it went well.

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. FY16 Fiscal Report: Third Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY16 Third Quarter Report, dated April 1, 2016; 2) Lincoln Campus, FY2016 Operating Budget – Status Report, 3rd Quarter, as of March 31, 2016; 3) Hanscom Campus, FY2016 Operating Budget – Status Report, 3rd Quarter, as of March 31, 2016; 4) FY2016 Operating Budget – Key Budget Line Tracking, 3rd Quarter, as of March 31, 2016

Mr. Creel reviewed his memorandum on the FY16 Fiscal Report for the third quarter. He said they will meet their needs with the funds available. On March 31, the date of the reports, approximately 70% of the school year and 75% of the fiscal year had elapsed.

Mr. Creel said after the 1st quarter budget report, he changed the Special Education Tuitions and Out of District tuitions [OOD] category to reflect placements of students in collaboratives and in private placements. For both campuses, he expects to be able to meet the needs for this year. However, he warned that for FY17, there has been an increase in the number of students referred for evaluation for special programs, and that will have an impact on the FY17 budget.

Mr. Creel said that on the Lincoln campus, utilities were 22 to 24% below last year's expenses because of the mild winter. He has released the budget amounts for natural gas to the rest of the budget. The electricity costs still have some net metering credits, and there will be money available there.

On the Hanscom campus, the utilities situation is reversed, and they needed a budget adjustment, and he determined that the estimates are reasonable. Mr. Creel noted that they do not pay for the utility use incurred for construction. He said there was a deficit because of the furniture, fixtures, and equipment [FF&E] for the Hanscom Middle School, but the federal government approved their change order, granting them more money. He will give a detailed report on this issue for the 4th quarter once they have moved into the new building.

Ms. Glass thanked Mr. Creel for his work.

10. Old Business

Documents: 1) School Improvement Plan, Lincoln Preschool 2015-2016; 2) Hanscom Primary School, School Improvement Plan, 2015-2016; 3) Hanscom Middle School, School Improvement Plan, 2015-2016

The School Improvement Plans were presented at the October 22, 2015 meeting.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the Lincoln Preschool School Improvement Plan, the Hanscom Primary School Improvement Plan, and the Hanscom Middle School Improvement Plan for 2015-2016 as presented at the October 22, 2015 meeting. The Committee voted unanimously to approve the Lincoln

Preschool School Improvement Plan, the Hanscom Primary School Improvement Plan, and the Hanscom Middle School Improvement Plan for 2015-2016 as presented at the October 22, 2015 meeting.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, October 22, 2015; 2) Draft of Meeting Minutes, November 5, 2015

Ms. Salon moved, and Mr. Borden seconded, the motion to approve the minutes of the October 22, 2015 and November 5, 2015 meetings. The Committee voted unanimously to approve the minutes of the October 22, 2015 and November 5, 2015 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

Document: Letter to Beverly J. Tangvik, President, Arbella Insurance Foundation, from Rebecca E. McFall, Superintendent, dated March 28, 2016

This letter was for the Committee's information and was not discussed.

14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to go into Executive Session for the purposes of discussing FY17 wages for non-union personnel. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes. The Committee would not be returning to open session. The open session adjourned at 9:08 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, April 28 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary