

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, August 27, 2015
Donaldson Room, Town Hall, Lincoln Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), 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: Al Schmertzler, Preditta Cedeno (METCO Representative).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:01 pm.

II. Chairperson's and Members' Reports

Ms. Salon attended this morning's "Meet and Greet" for the Smith School. Students were invited to their classrooms, and the event was welcoming.

Ms. Wironen attended the Hanscom Primary School "Meet and Greet" and said it was well attended.

Ms. Glass said that Mr. Schmertzler was not attending tonight's meeting because his wife is ill.

Ms. Glass attended the faculty opening day, which was an exciting morning. Dr. Robert Brooks, one of today's leading speakers and authors on the themes of resilience, motivation, and school climate spoke. She thanked Dr. McFall for inviting Dr. Brooks.

III. Public Comments

None.

IV. Consent Agenda

A. Accept \$2,550.01 donation to Legacy Fund from Class of 2015
Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Class of 2015 Gift, dated July 27, 2015

B. Agreement for Services for School Physician
Document: Agreement of Services: School Physician, dated July 7 and July 13, 2015

Ms. Glass moved, and Mr. Borden seconded, the motion to accept a donation of \$2,550.01 from the parents of the Class of 2015 through the Lincoln Parent Teacher Organization for the Legacy Fund and to appoint Dr. Stephen Jenkins to serve as School Physician for the 2015-2016 school year. The Committee voted unanimously to accept a donation of \$2,550.01 from the parents of the Class of 2015 through the Lincoln Parent Teacher Organization for the Legacy Fund and to appoint Dr. Stephen Jenkins to serve as School Physician for the 2015-2016 school year.

Ms. Glass thanked the parents and the PTO for their generous donation and will send a thank you letter. She also thanked Dr. Jenkins for serving the district.

V. Time Scheduled Appointments

A. Recognition of PTS Teachers

Documents: None.

Dr. McFall announced the teachers who are receiving professional teacher status in the Lincoln Public Schools. Teachers who have taught three consecutive years as licensed teachers and have rated “proficient” in their evaluations receive the status on the first day of their fourth year in the district. The following teachers have achieved professional status: Maurissa Davis, Lincoln 5-8; Sharon Horenstein, Hanscom Primary School; Samantha (Cobblestone) Iannella, Hanscom Primary School; Anique Lebel, Lincoln K-8; Alissa Nageotte, Lincoln K-4; Lauren Sonalkar, Lincoln 5-8; Jannette Steed, Lincoln Preschool and Hanscom; Katherine Tempinski, Lincoln Preschool. Carolyn Baughan, Hanscom Primary School, and Melissa Cassidy, Hanscom Middle School, spent two years in the district, left the district, and have returned to the district. Grace Janusis, Hanscom Primary School, will be awarded the status when she returns the end of October.

Dr. McFall and Ms. Glass congratulated the teachers and thanked them for their work for the students and the district.

B. CASE Agreement, First Reading

Document: Concord Area Special Education (CASE Collaborative) Agreement, undated

All Massachusetts education collaboratives are required to revise their Articles of Agreement to comply with new legislation. Dr. McFall explained that the Department of Elementary and Secondary Education [DESE] has approved the CASE Agreement, and now each member district must review and approve the Agreement. Dr. McFall focused the Committee’s attention on two items: 1) how member districts withdraw from the Collaborative and 2) on the capital assessment.

Dr. McFall said CASE Counsel has reviewed the Agreement, but Mr. Borden asked that the district’s School Counsel review it, especially the liability clauses and the last paragraph on page 8 and the last full paragraph of page 9.

Mr. Christenfeld mentioned that there are merger conversations with several collaboratives—LABBB [Lexington, Arlington, Burlington, Bedford, Belmont] CASE, and EDCO. He noted that it appears that to merge the collaboratives, each one must dissolve and re-form into a new collaborative. Dr. McFall stated the Boards of Directors are considering hiring a consultant to examine the issue.

Dr. McFall will let the CASE Executive Director know that Lincoln is taking time to examine the Agreement.

Ms. Glass thanked her for her work.

C. Enrollment Update

Document: None.

Dr. McFall updated the Committee on the enrollment figures for the 2015-16 school year. She will also report on the enrollment figures from the first day of school at the September 10 meeting. On the Lincoln campus, in grade 4, there are 70 students registered, which is the same number as earlier in the summer. Four METCO students will not be returning to Lincoln: one of them moved, one was in an older grade and will be in an out-of-district placement, and two students in grade 1 decided not to attend the Lincoln school. The district will replace the two students in grade 1 but not the two older METCO students. The official enrollment date for Lincoln is October 1, 2015.

Dr. McFall said the official enrollment date for Hanscom is September 30, 2015.

Ms. Glass thanked Dr. McFall for her work.

Additional Report

Document: Report on New Administration and Faculty Appointments for 2015-2016

Dr. McFall said that Ms. Kinsella, Mr. Ford, and Literacy Specialist Judy Merra led a great two-day orientation session for new teachers.

Ms. Glass welcomed them to the district.

VI. Superintendent's Report

Document: None.

Dr. McFall requested a change to the approved budget staffing for FY16. The .8 FTE School Psychologist at Hanscom resigned. Dr. McFall said they have a candidate who is a known quantity, but the candidate would need a 1.0 FTE. She would like to increase the position to a 1.0 FTE, which would mean another \$19,000 in salary. Dr. McFall asked the Committee to approve a change in the FTE from .8 to 1.0.

Dr. McFall noted that the budget can accommodate the request, and the additional monies would come out of the Hanscom Personnel Account.

Dr. McFall said if the Committee approves her request, she will approach the candidate with the offer in the morning.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the change of the .8 FTE School Psychologist position to a 1.0 FTE School Psychologist position. The Committee voted unanimously to approve the change of the .8 FTE School Psychologist position to a 1.0 FTE School Psychologist position.

Dr. McFall said they need to adjust the 2015-2016 school calendar for the Hanscom Middle School's move into their new school building. She said they needed to adjust the April vacation. She said they would make Thursday, April 14 the last day for students and give teachers Friday, April 15 to pack their classrooms, and students will have an extra day after the April vacation. The students will have to make up two days. Dr. McFall said that the choices for make-up days were: Good Friday, Yom Kippur, or the end of June 2016. Dr. McFall will talk with the school principals and families first and will let the Committee know the results.

Dr. McFall also said that Mr. Creel will present on the Hanscom Middle School's construction progress at the September 24 Committee meeting.

Dr. McFall attended a “Meet and Greet”.
Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Kinsella said it has been a busy summer, and she will report on the professional development at the September 10 Committee meeting.

Ms. Kinsella said the Administrative Council had a session on the Fountas & Pinnell reading assessment during their summer retreat. She noted that comprehension is multi-faceted, and the teachers and administrators need to calibrate well.

Ms. Kinsella and Dr. McFall met with their Sudbury and Lincoln-Sudbury counterparts today, as they have similar curricula.

Ms. Kinsella said the new teacher orientation was great, and the new faculty members felt truly welcomed to the district.

Ms. Glass thanked her for her work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel said the warrants had not yet been reviewed and did not bring them for approval. They will be reviewed and approved through the summer warrant process.

B. Update on Campus Master Plan Committee

Document: None.

The Board of Selectmen and School Committee jointly appointed the Campus Master Plan Committee [CMPC]. The CMPC will study the site of the Ballfield Road campus and has \$75,000 to hire consultants to help with the work. The CMPC recommended Lerner Ladds Bartels (LLB) Architects to the School Committee and to the Board of Selectmen, and the Committee and the Board approved the CMPC’s recommendation in July.

Ms. Glass said that LLB demonstrated experience with complex master planning in Connecticut and Rhode Island. At the CMPC’s last meeting, they put together a schedule. On Thursday, October 15, there will be a public forum for LLB to present ideas and to receive feedback. The State of the Town meeting will be on Saturday, November 14, and there will be additional information on the work of the CMPC and LLB. After those meetings, LLB and the CMPC will write their report. Mr. Creel noted that the goal of the report is to have ideas that could lead to discussion at the Annual Town Meeting on Saturday, April 2.

Ms. Glass said that representatives from the Historical Commission and the Green Technology Committee will join the CMPC as liaisons. The CMPC meetings will

alternate with some being held in the mornings and some being held in the evenings. Mr. Creel noted that Town Administrator Timothy Higgins and other Town staff members met with LLB to discuss the uses of the campus, and Mr. Creel and Dr. McFall met LLB later to discuss the uses and the educational program. Mr. Creel and Mr. Michael Haines, Facilities Director, took LLB on a tour.

Ms. Glass said there is much discussion regarding traffic at the site. She noted that when the Request for Qualifications [RFQ] was created, there were assumptions that there was enough traffic data, but it has been discovered that the town data does not contain all of those pieces. The CMPC needs additional funds to complete the traffic study. Ms. Glass said the traffic study issue and monies will be discussed at the School Committee's meeting on September 10, and the School Committee will need to vote to approve additional funding at that meeting. The Board of Selectmen will discuss and also need to approve additional funding at their meeting on Monday, September 14. Ms. Glass said they want the right scope for the CMPC's study.

Ms. Glass said the next meeting of the CMPC is Thursday, September 3.

Ms. Glass thanked the CMPC for their work.

C. Update on MSBA Site Visit

Document: None.

Ms. Glass said that Executive Director Jack McCarthy and Matt Donovan of the Massachusetts School Building Authority [MSBA] visited the Lincoln campus on Thursday, August 10 at the invitation of State Representative Thomas Stanley to view the Lincoln school buildings. The visit was a courtesy visit that was not the "senior study" visit that the MSBA sometimes makes in districts it is considering for funding. Ms. Glass thanked Representative Stanley for arranging the visit. She also thanked Eric Harris of the Finance Committee, Peter Braun of the Board of Selectmen, Andy Beard of the Capital Planning Committee, Steven Perlmutter of the former School Building Advisory Committee, Smith School Principal Sarah Collmer, Town Administrator Timothy Higgins, Facilities Director Michael Haines, Mr. Creel, and Dr. McFall for attending.

Ms. Glass said that the next phase is for the MSBA to choose which applicants will be invited to do a "senior study" to validate the conditions cited in their Statements of Interest [SOI]. The MSBA said they have 75-80 SOIs to review, and of those, 30 or so schools will receive "senior studies", and of those, 10-15 schools will be chosen. Ms. Glass said it sounds like the MSBA makes their invitations in January or later.

Mr. Creel said that Ms. Glass and Dr. McFall made a terrific presentation to the MSBA, and it appeared that the MSBA was pleased that the Town had voted a serious amount of money to fix the school buildings. Dr. McFall said the MSBA acknowledged how well the facilities crews had maintained the buildings. Mr. Christenfeld said the invitation to participate in the "senior study" depends on the conditions of the other schools that apply.

Ms. Glass thanked all for their work.

X. Old Business

Document: None.

As Chairperson of the Lincoln K-8 School Committee, Ms. Glass met with the Chairpersons of the Sudbury K-8 and Lincoln-Sudbury School Committees and the three districts' superintendents. They discussed school start times and the transition to high school. They are looking for dates for a joint public forum on these issues.

Ms. Glass would like to schedule a working session for the Committee to discuss policy and whether the Committee should set any goals for the year. She will poll the Committee for dates and times.

XI. New Business

None.

XII. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, May 7, 2015; 2) Draft of Meeting Minutes, May 21, 2015

The minutes for the May 21 meeting were held back for additional information and will be voted on at the next meeting.

Ms. Salon moved, and Ms. Glass seconded, the motion to approve the minutes of the May 7, 2015 meeting. The Committee voted unanimously to approve the minutes of the May 7, 2015 meeting.

The set of minutes will be posted on the website.

XIII. Information Enclosures

Documents: 1) Letter to Ms. Kimberly Bodnar, Lincoln School PTO Chair, from Rebecca McFall, dated August 18, 2015; 2) Memorandum to School Committee, Superintendent, and Town Administrator from Buckner Creel, Subject: MCPPO recertification, dated August 9, 2015; 3) Letter to Buckner M. Creel, Administrator for Business & Finance, from Joyce McEntee Emmett, Director MCPPO Program, dated June 2015

Ms. Glass congratulated Mr. Creel on his recertification as a Massachusetts Certified Public Purchasing Officer [MCPPO]. These items were for the Committee's information.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to go into Executive Session for the purposes of approving minutes of meetings in Executive Session. 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 8:08 pm.

The next School Committee meeting is tentatively scheduled for Thursday, September 10 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

XV. Executive Session

Respectfully submitted,

Sarah G. Marcotte
Recording Secretary