

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Wednesday, September 9, 2015
Hartwell Building, Lincoln, MA
SCHOOL COMMITTEE WORKING SESSION – GOAL SETTING

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden, and Laurel Wironen, Hanscom Representative. Also present: Becky McFall (Superintendent).

Absent: Preditta Cedeno, METCO Representative

Ms. Glass, Chairperson, called the meeting to order at 8:00 a.m.

Ms. Glass noted that the purpose of the working session was for the School Committee to discuss goals for the upcoming year. These goals could fall into three categories:

- Communication
- Policy
- Other

Communication: Ms. Glass introduced a spreadsheet that Mr. Borden had created that is designed to capture community questions and concerns, or “RIDS” – Risks, Issues, and Decisions to be made. This could provide a transparent process for recording and responding to the community.

There was discussion about the logistics of keeping the document updated and a question about whether it should be an internal or published document.

Mr. Schmertzler thought that it would be important to “Put a message out to community about the process.” Ms. Salon noted that, “It would be helpful to share information about the role of School Committee – what [we] do and don’t do.” It was discussed that it might be useful to create a flow chart of who parents/community members should go to with a concern, and that should also be clear about what the School Committee and/or administration can and can’t discuss (i.e. personnel issues.)

There was general discussion and agreement about the fact that it is important for the School Committee to set goals and benchmarks. Mr. Borden noted that we can then communicate to the community, “This is what we believe our charter is and if we’ve done these things, we have done our job.”

There was agreement that the School Committee would schedule another working session to craft a set of goals for discussion/adoption at a regular School Committee meeting.

Possible communication action points:

- Create a goals document

- Create a public document that explains how to take what topics to whom and when. Establish a tracking mechanism for goals, hot topics, etc.
- Communicate key meetings and public forums, “If you can only come to one meeting, come to ...”
- Ms. Wironen agreed to add any relevant information to her website.

Policy: Ms. Glass noted that the School Committee is supposed to review the entire policy every six years. There are a number of policies that are from the 1980’s. Some simply require re-confirmation or technical fixes, while others need significant review. One goal of the Committee would be to continue reviewing the manual.

Class Size: Mr. Christenfeld and Mr. Borden worked with the Class Size Research Review Committee last year. The committee suggested a follow-on committee that might include input from school administration and information about how students have fared in larger classes.

Mr. Borden commented that he, “[w]ould like to be guided by Dr. McFall about how we can talk about the teacher and student experience in large classes.”

Dr. McFall will begin to gather available information about the experience of students in larger classes.

Ms. Glass will draft goals to bring back to the Committee and will send out a list of possible dates for the next working session.

Meeting adjourned at 9:35 a.m.

Minutes respectfully submitted by Becky McFall and Jennifer Glass