

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, September 10, 2015  
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Jena Salon, Peter Borden, Preditta Cedeno (METCO Representative), 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.

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:09 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld will attend the EDCO Board Meeting next week. The discussion will include whether to hire a consultant to advise on opportunities for collaboration or amalgamation among the LABBB [Lexington, Arlington, Belmont, Bedford, and Burlington], CASE, and EDCO educational collaboratives.

Mr. Christenfeld said the Superintendents and School Committee members of Lincoln K-8, Sudbury K-8, and Lincoln-Sudbury Regional High School will hold a joint meeting for the public in the Library of the Lincoln-Sudbury Regional High School on Wednesday, October 21. The purpose of the meeting is to discuss issues the districts have in common. Ms. Glass will send the notice and agenda when it is developed.

Mr. Christenfeld noted that the Lego Robotics team had their first meeting last night with an enthusiastic group of students. He thanked Anne Hutchinson for her wonderful work with the students.

Ms. Salon said this evening's Back to School picnic hosted by the PTO was terrific with many activities and people in attendance. She thanked Mimi Borden for her work on it. Dr. McFall thanked Mr. Ford for his set-up work and the many who pitched in to help it move indoors.

Ms. Glass noted that the School Committee discussed setting goals at a working session yesterday morning.

Ms. Glass said the Opening Day for faculty discussed charismatic adults.

Ms. Glass said Peggy Schmertzler was one of those charismatic adults who worked across the generations and had a wonderful way with people. She will be sorely missed.

3. Public Comments

None.

4. Consent Agenda

1. Accept PTO Donation of \$100.00 for New K Teacher Michael Chin

Document: Memorandum to School Committee and Rebecca McFall, from Sarah Collmer, dated September 10, 2015

## 2. Overnight Field Trip – Lincoln Grade 8 Trip to Washington, D.C.

Documents: 1) Late Night and Overnight Field Trip Proposal, File IICA-E2, Signed by Steve Cullen; 2) Parent Notice Important Informational Meeting, Washington, D.C Trip, Monday, September 21; 3) Washington, D.C. Trip Details and Registration Form, World Strides; 4) Lincoln School Eighth Grade Trip to Washington, D.C. Itinerary; 5) Check List for the DC Trip, May 31-June 3, 2016; 6) Washington Trip Experience permission form; 7) Washington, D.C. Behavior Contract Form and Emergency Contact; 8) Field Trip Permission Form; 9) Letter to Parents from Steve Cullen, dated May 9, 2016; 10) Washington, D.C. Trip Justification; 11) Lincoln Public Schools, Financial Assistance Application 2015-2016; 12) Financial Assistance Verification Form; 13) Letter to Parent/Guardian from Maureen Richichi, undated; 14) Lincoln School: Washington, D.C. Trip 2016, Health Memorandum; 15) Lincoln School: Washington, D.C. Trip 2016, Prescription Medication and Non-Prescription Medication Authorization; 16) Lincoln School: Washington, D.C. Trip 2016, Medical Consent Form

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$100.00 from the Lincoln Parent Teacher Organization to be deposited into the PTO Gift Account for the new Kindergarten teacher, Michael Chin, and to approve the Lincoln grade 8 overnight trip to Washington, D.C. from May 31 to June 3, 2016. The Committee voted unanimously to accept a donation of \$100.00 from the Lincoln Parent Teacher Organization to be deposited into the PTO Gift Account for the new Kindergarten teacher, Michael Chin, and to approve the Lincoln grade 8 overnight trip to Washington, D.C. from May 31 to June 3, 2016.

Ms. Glass thanked the PTO for their generous donation and will send a thank you letter.

## 5. Time Scheduled Appointments

### 1. Overnight Field Trip Proposal—Appalachian Mountain Club, Youth Opportunities Program

Documents: 1) Outdoor Extension Mission Statement, undated; 2) The Lincoln School: Field Trip Permission Slip, dated September 12, 2015; 3) Late Night and Overnight Field Trip Proposal, File IICA-E2, Signed by Steve Cullen and Jaime Moody; 4) Fall Festival Flyer, Noble View Outdoor Center, Russell, MA, October 3-4, 2015; 5) Noble View Fall Festival Registration Form for Appalachian Mountain Club; 6) Fall Fest 2015 Flyer for Superheroes and Villains; 7) Frequently Asked Questions, Fall Festival at Noble View Outdoor Center, undated; 8) Itinerary, 4th Annual YOP Fall Festival at Noble View Outdoor Center; 9) 2015 Fall Fest Trip Planning Checklist; 10) Appalachian Mountain Club—Youth Opportunities Program Confidential Health Questionnaire; 11) Appalachian Mountain Club Participant Acknowledgment and Assumption of Risks & Release And Indemnity Agreement, dated February 23, 2010; 12) Appalachian Mountain Club Photo Release, YOP April 18, 2011; 13) Outdoor Extension Mission Statement, undated; 14) The Lincoln School: Field Trip Permission Slip, dated January 16-18, 2016; 15) Late Night and Overnight Field Trip Proposal, File IICA-E2, Signed by Steve Cullen

and Jaime Moody; 16) Letter to YOP Member from Nate Schumacher, YOP Trip Leader and Logistics Coordinator, Appalachian Mountain Club, for Winter YMAP 2015; 17) The Youth Mountain Adventure Program [YMAP] Frequently Asked Questions, undated; 18) Sample Agenda YMAP Winter Trip, undated; 19) Youth Mountain Adventure Program [YMAP] Agency Registration Form & Enrollment Agreement; 20) Youth Opportunities Program, Youth Mountain Adventure Program [YMAP], General Information, undated; 21) Youth Mountain Adventure Program [YMAP] Equipment and Clothing Checklist, undated; 22) Appalachian Mountain Club—Youth Opportunities Program Confidential Health Questionnaire, RMT 2008; 23) Appalachian Mountain Club Participant Acknowledgment and Assumption of Risks & Release And Indemnity Agreement, dated February 23, 2010; 24) Appalachian Mountain Club Photo Release, YOP April 18, 2011; 25) Lincoln Public Schools, Field Trips, Policy IJOA, Voted at June 3, 2004 School Committee Meeting

Dr. McFall thanked Academic Advisor Jaime Moody and Social Studies Teacher Steve Cullen for their leadership on the Outdoor Club extension for middle school students. They presented proposals for the Outdoor Club to go on two overnight trips with the Appalachian Mountain Club's [AMC] Youth Opportunities Program [YOP].

Ms. Moody explained that the first trip is on October 3 and 4, 2015, and the second one is on January 16-18, 2016. While they realized that school policy requires a three-month advance notice for overnight field trips, they asked for an exception because the group was invited to fill the last spot. Ms. Moody and Mr. Cullen are trained leaders for the AMC's Youth Mountain Adventure Program.

Mr. Cullen said the costs per student would be \$12 and an additional \$3 for transportation. There is room for 10 students to go on each trip. The October trip will be at the AMC's site at Noble View Outdoor Center in Russell, MA, and there are two Emergency Medical Technicians [EMTs] on staff.

Dr. McFall said there are two issues of concern: transportation and available personnel to administer medications if needed. Mr. Creel noted the trip would be considered a school-sponsored event and discussed the travel options with the insurance provider. Dr. McFall said they may need to send a nurse on the trip depending on the medical needs of the students. Dr. McFall will keep the Committee informed about the issues.

Dr. McFall also noted that they had not budgeted for these overnight trips and would need to compensate a nurse if one needs to attend.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the proposals for the Appalachian Mountain Club overnight trips on October 3 and 4, 2015 and January 16-18, 2016 as presented, contingent upon the staffing for administering medications being worked out. The Committee voted unanimously to approve the proposals for the Appalachian Mountain Club overnight trips on October 3 and 4, 2015 and January 16-18, 2016 as presented, contingent upon the staffing for administering medications being worked out.

2. Update on Campus Master Plan Committee (CMPC) and Discussion and VOTE of Traffic Study Funds

Document: Memorandum to Board of Selectmen and School Committee from Buckner Creel, Subject: Award of Supplemental Agreement—Campus Master Plan Study, dated September 3, 2015

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 when the Request for Qualifications [RFQ] was created for the consultant, it was discovered that the Massachusetts School Building Authority [MSBA] waived the requirement for a comprehensive traffic study. LLB has presented the details of the increased scope for the traffic study, which include attendance at meetings, an intersection capacity analysis, and details for three site plan alternatives, and the additional details are included in Mr. Creel's memorandum.

Ms. Glass moved, and Mr. Borden seconded, the motion to accept the Lerner Ladds Bartels [LLB] proposal for additional traffic study work and award a supplemental agreement in the amount of \$15,000 to be funded from study funds available to both the Board of Selectmen and the School Committee. The Committee voted unanimously to accept the Lerner Ladds Bartels [LLB] proposal for additional traffic study work and award a supplemental agreement in the amount of \$15,000 to be funded from study funds available to both the Board of Selectmen and the School Committee.

The Board of Selectmen needs to approve the additional \$15,000 at their meeting on Monday, September 14. 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.

Ms. Glass thanked the CMPC for their work.

### 3. Report on Summer Curriculum Professional Development

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on Summer Curriculum and Professional Development, dated September 4, 2015; 2) Summer Work 2015: Alignment with Strategic Objectives

Ms. Kinsella reviewed her memorandum on the summer curriculum and professional development, which was aligned with the Strategic Plan. She noted that 70 staff members took part in 22 projects, and those projects fell into three categories: professional learning, curriculum work projects, and graduate courses. She thanked the faculty members for teaching the workshops.

Ms. Kinsella visited half of the projects and was very impressed with the detailed work that the faculty members did. Highlights included the iPad project, the work on writing life science units, the work on extensions of math problems for 1st graders, and the 6th grade transitions.

Ms. Kinsella noted this was the first year that faculty were not compensated for their attendance at professional development workshops.

She will have follow up reports on the professional development later this year.

Ms. Glass thanked Ms. Kinsella for her work.

#### 4. Report on Summer IT Projects

Document: None.

Mr. Ford showed slides about their summer work. He thanked Joe Dearden for his work on many of the projects, including the planned maintenance and the upgrading of switches, servers, and the firewall.

Mr. Ford said they upgraded all computers in grades 3-5 from desktops to laptops. They replaced 44 computers, which were refurbished for teachers. The Lincoln School Link Lab has new computers and has been expanded. He mentioned when they get rid of old computers, they have secure data destruction and recycle the parts.

Mr. Ford said they completed the job of changing the Chromebooks to iPads for the Hanscom campus. There is also a new 1:1 program proxy filter, and the devices now are routed through the campus' system, even when students use the devices from home. He noted that for the students in grades 6-8, the district turns off internet use from 11 pm to 5 am.

The Committee inquired about penetration testing and keeping information private, and Mr. Ford said that they monitor and patch the networks constantly but have no budget for penetration testing at this time but will look into it. Mr. Ford said the Hanscom 6th grade team has prepared a video that teaches parents about the technology that students use in the classroom and at home.

Ms. Glass thanked him for his work.

#### 5. Enrollment Update from First Day of School

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, Superintendent, Re: September Enrollment, dated September 4, 2015; 2) Lincoln School FY15-FY16 Enrollment Changes; 3) Hanscom Day 1 Enrollment Tracking

Dr. McFall said that the opening of school went smoothly on both campuses. She has visited every classroom on the Hanscom campus and is working her way through the Lincoln classrooms.

Dr. McFall updated the Committee on the enrollment figures for the 2015-16 school year. She noted that her memorandum represents the enrollment figures for the first day of school, and the official enrollment date for Hanscom is September 30, 2015, and the official enrollment date for Lincoln is October 1, 2015. She noted that on the Lincoln campus, there are 68 students in grades 3 and 4, which is lower than what was projected. Dr. McFall said there were five Boston students who did not start school with Lincoln this year. They are working on finding two students in each grade K and 1. It was the most difficult to project the number of students starting in Kindergarten.

On the Hanscom campus, the numbers of students has decreased from the projections in many of the grades. Ms. Wironen noted that the housing on the Base is 97% full.

Dr. McFall will update the Committee on enrollment at the October 8 meeting, which is after the official enrollment dates.

Ms. Glass thanked Dr. McFall for her work.

#### 6. CASE Agreement, Second 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. As asked to at the last meeting, she talked with School Counsel about the liability clauses and the last paragraph on page 8 and the last full paragraph of page 9. Counsel said the indemnification language that the Committee wanted to strengthen may not be needed because there is a statute in place to address that concern. Dr. McFall said that the questions regarding the level needed to dissolve the collaborative varies for other collaboratives.

Dr. McFall and the Committee will meet on September 23 with the Executive Director and Counsel of CASE to discuss the amendments that the Committee would like. She noted that four of the eleven districts in the CASE collaborative have approved the Agreement. She mentioned that the Department of Elementary and Secondary Education [DESE] would need to approve any Agreement that had amendments, which would slow the process for having a new Agreement. Each district would need to approve the Agreement again.

Ms. Glass thanked Dr. McFall for her work.

#### 7. School Committee Long-term Agenda

Document: Lincoln Public Schools, Draft FY16 School Committee Long Term Agenda

Dr. McFall noted that the Agenda presented is based on what they have presented last year. Last year, they moved some reports forward, and she asked what additional items needed to be included. She said that they will add additional topics once the Strategic Priority Maps have been completed. She asked the Committee for any changes.

Ms. Glass asked that they add negotiations with the secretaries' union into the executive session section. She also wanted to include policy discussions, School Committee goals, and subcommittee assignments. She suggested that the report from the DeCordova liaison be included on March 24.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the Long-Term School Committee Agenda for 2015-2016 with the items suggested. The Committee voted unanimously to approve the Long-Term School Committee Agenda for 2015-2016 with the items suggested.

Ms. Glass thanked Dr. McFall for her work.

## 6. Superintendent's Report

Document: None.

Dr. McFall said that based on the results of the community survey, the Hanscom community, and parents would like more after-school activities for students. There is no longer a Base football program at Hanscom, and as a result, there are more students available to play soccer. The girls have a soccer team, and they would like to add a boys' soccer team. Dr. McFall said the cost would be \$6,500 and that would include the stipend for the coach, transportation, uniforms, equipment, and officials. They can cover the cost in the budget. She said it would start tomorrow if the Committee approved.

The Committee approved.

Ms. Glass thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Ms. Kinsella said the opening of school has been wonderful. Students were organized and ready to learn and were already working on school tasks.

Ms. Kinsella said the Department of Elementary and Secondary Education [DESE] recently released new guidance for English as a Second Language [ESL]. Now districts do not have to meet a minimum number of minutes of service for English Language Learners [ELL], which gives districts more freedom. In addition, the state says that all preschoolers have to be screened for ELL needs, but the preschool does not have to provide services to students. She is pleased with the guidance.

Ms. Kinsella said that they are piloting the new life science materials for students in grades K-5. Next year they will write the materials for the earth and space science curriculum, and the following summer they will revise the materials for the physical science curriculum.

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 \$647,256.66 and the accounts payable warrant totaling \$83,760.22 for a total of \$731,016.88. Mr. Creel and Mr. Schmertzler met, and 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.

### 2. FY15 Budget Closeout

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY15 Budget Status, dated August 28, 2015

Mr. Creel reviewed his memorandum on the FY15 budget. The district had a budget surplus, and all obligations have been met. He noted that they had carried forward encumbrances from FY14 for electricity and purchase orders. On the Lincoln campus, the Committee returned a total of \$122,399.95 to the Town. On the Hanscom campus, the Committee returned a total of \$410,657.78 to the Hanscom Reserve Account.

Mr. Creel noted that returning money to the Town builds and strengthens the relationship with the Finance Committee.

The Committee thanked him for his work.

### 3. FY17 Budget Guidelines and Timeline

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY17 Budget Guidelines, dated August 28, 2015; 2) Lincoln Public Schools, FY17 Budget Development Timeline

Mr. Creel presented his memorandum on the budget guidelines for FY17 and asked that the Committee focus on the content of his memorandum instead of the budget process. He noted that several unknowns are that electric rates may increase, the operational costs of the Hanscom schools will be different, and with the new Hanscom Middle School, it is hard to know what those costs will be. The Finance Committee will likely tell the Schools and the Town departments what their budgets can be in October. He asked for guidance.

Ms. Glass asked that something that links the budget process with strategic planning be mentioned, such as, “The budget is the primary way that the School Committee and the Town support the vision of the schools.” She noted it should be stated at the forums. She also asked that an executive session on the Hanscom contract be built into their agendas as FY17 is the last year of the contract to run the Hanscom schools. Ms. Glass asked that her suggestion be stated up front in the memorandum.

Ms. Glass moved, and Ms. Salon seconded, the motion to establish the guidelines for the development of the FY17 budget with the edits suggested. The Committee voted unanimously to establish the guidelines for the development of the FY17 budget with the edits suggested.

Mr. Creel will prepare an edited version of the budget guidelines memorandum for the next Committee packet. He is scheduled to present the FY17 preliminary budget at the November 5 meeting.

Ms. Glass thanked him for his work.

### 4. Hanscom Snow Removal Contract

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buck Creel, Subject: Request for Award—Hanscom Snow Removal Services, dated August 31, 2015



Mr. Creel reviewed his memorandum on the Hanscom snow removal contract. The last contract with D & P Contracting expired in May 2015. Contracts for snow plowing services are exempt from the provisions of M.G.L. Ch. 30B. As snow removal services are very localized, it is challenging to have a competition for this type of contract. When the administration has tried to compete for the services, only one contractor has submitted a bid. The contractor who did was D & P Contracting, and they have served the campus well for over 12 years.

Mr. Creel said that with the construction going on at Hanscom, the situation is in flux, and they are not sure what the requirements will be this winter. The area will continue to change until the construction of the Hanscom Primary School is completed. While they have had contracts of three years in the past, having a multi-year one with the snow removal requirements constantly changing does not work, and he recommended the district award a one-year contract while the construction continues.

D & P Contracting submitted a bid for the coming year and gave the district the same price as last year. As they have provided great service, Mr. Creel recommended that the Committee award the contract to D & P Contracting.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to award a one-year contract to D & P Contracting for snow removal services on the Hanscom campus for FY16. The Committee voted unanimously to award a one-year contract to D & P Contracting for snow removal services on the Hanscom campus for FY16.

Ms. Glass thanked Mr. Creel for his work.

#### 5. Lease of Hartwell Space—Review RFQ [P, sic], Selection Committee

Documents: 1) Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Subject: Request for Proposal (RFP) for Lease of Hartwell Space, dated August 30, 2015; 2) Draft, Request for Proposals, Lease of Classroom and Administrative/Support Space in the Hartwell Building, dated September 1, 2015, including Instructions to Proposers, Specifications, and Sample Lease

The lease with Magic Garden for the Hartwell Space ends on August 31, 2016. Magic Garden has been informed that the Committee has to follow a formal Request for Proposals [RFP] process to recompetete for leasing the space in accordance with M.G.L. Ch. 30b §16.

Mr. Creel reviewed his memorandum and has a draft of the RFP and the timeline to solicit proposals for the Committee's review and comment. He noted that they must advertise for a one-month period. He recommended that the selection process be a one-step process and that the Committee appoint a five-person Selection Committee consisting of two Committee members, two Town citizens with no connections to any prospective proposer, and the Superintendent. He said the Selection Committee would decide the criteria to weigh the proposals, and the School Committee would decide the priorities.

The Committee accepted the recommendation of Mr. Creel for a Selection Committee to review the proposals and liked the composition of the Selection Committee.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the Request for Proposals for lease of the Hartwell Space as presented and for the release to

be advertised in the *Central Register* and the *Lincoln Journal*. The Committee voted unanimously to approve the Request for Proposals for lease of the Hartwell Space as presented and for release to be advertised in the *Central Register* and the *Lincoln Journal*.

Ms. Glass thanked Mr. Creel for his work.

Additional Report:

Report on Summer Facilities Projects

Questions and Answers

Documents: 1) Lincoln School Summer Projects 2015, Lincoln Campus, dated August 31, 2015; 2) Lincoln School Summer Projects 2015, Hanscom Campus, dated August 31, 2015

Mr. Creel said that Mr. Michael Haines and his staff did a great job on the projects and noted that the MSBA officials saw on their August 10 visit that the buildings were well maintained.

Ms. Glass thanked them for their work.

#### 10. Old Business

None.

#### 11. New Business

None.

#### 12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, May 21, 2015; 2) Draft of Meeting Minutes, June 4, 2015

Ms. Salon moved, and Mr. Borden seconded, the motion to approve the minutes of the May 21, 2015 and June 4, 2015 meetings. The Committee voted unanimously to approve the minutes of the May 21, 2015 and June 4, 2015 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 9:25 pm.

The next School Committee meeting is tentatively scheduled for Thursday, September 24 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary