

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, October 22, 2015  
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, 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).

Absent: Linda Chase (Interim Administrator for Student Services).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:02 pm. She thanked David Trant for taping the meeting.

2. Chairperson's and Members' Reports

Ms. Glass said last night's joint meeting of the Superintendents and School Committees of Lincoln K-8, Sudbury K-8, and Lincoln-Sudbury Regional High School was well attended. There were presentations on later school start times, the CRANE support network, and the 8<sup>th</sup> grade warrant article for Town Meeting. The Committees gathered feedback and information on the topics for future collaboration.

Mr. Christenfeld thanked Dr. McFall for her work at last night's meeting.

Mr. Christenfeld said that the 7<sup>th</sup> grade is attending the Sargent Camp in New Hampshire this week. He thanked the teachers for taking the students.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. Hanscom Middle School Grade 8 Overnight Field Trip to Gettysburg and/or Washington, D.C

Documents: 1) Proposal entitled, "Bringing History Back to Hanscom," by Jason Peledge, dated October 14, 2015; 2) Appendix A: HMS Grade 8 Parents Survey; 3) Appendix B: HMS Grade 8 Student Survey; 4) Appendix C: Potential Parent Meeting Agenda, November 9, 2015; 5) Appendix D: Behavior and Emergency Form, Gettysburg and Washington, DC Trip; 6) Appendix E: Bids Submitted as well as additional documentation relating to costs; 7) Education First, Explore America: Washington, D.C. & Gettysburg 2016, 4 days, program flyer; 8) Email message to Jason Peledge from Josh Klein, Program Development Director, Education First, Explore America, dated September 14, 2015; 9) WorldStrides, Discover D.C. flyer; 10) Email message to Jason Peledge from Bob Polster, WorldStrides, dated August 9, 2015; 11) Email message to

Jason Peledge from Bob Polster, WorldStrides, dated October 2, 2015; 12) Email message to Jason Peledge from Bob Polster, WorldStrides, dated September 14, 2015; 13) World Class Vacations Quote and Payment Schedule, undated; 14) Education First, Explore America: Washington, D.C. 2016, 3 days, program flyer; 15) WorldStrides, Discover D.C. flyer and sample itinerary

Dr. McFall welcomed Jason Peledge, Grade 7-8 Social Studies teacher at Hanscom, and Erich Ledebuhr, Principal of the Hanscom Middle School. Mr. Peledge was requesting an overnight field trip for the Hanscom 8<sup>th</sup> grade to Gettysburg, PA and Washington, D.C. from June 6-9, 2016. The trip would supplement the social studies curriculum, and it is likely that all students in the grade would participate. He noted that they could not coordinate the trip with this year's Lincoln School's trip to Washington, D.C. but might be able to do so in future years.

Mr. Peledge researched many companies and their offerings, including WorldStrides, Education First [EF], and World Class Vacations. He sent surveys to the parents and students and gave them a choice of a 3-day trip to Washington, D.C. or a 4-day trip to Gettysburg, PA and Washington, D.C., and parents and students chose the 4-day trip. He requested that the Committee approve the 4-day trip to Gettysburg, PA and Washington, D.C. with EF. EF takes care of all logistics and transportation. In addition, it was the only company that could guarantee that they would fully refund students if they could not attend because of relocation.

Mr. Peledge said that he is coordinating with Senator Markey's office and the Pentagon so that students can visit them. Students would participate in the laying of the wreath at Arlington Cemetery.

Mr. Peledge said the cost per student is \$799. Some parents indicated they would be willing to donate additional monies, and the students will do fundraising activities. They will offer a payment plan, and he has grants available for the students with the most need.

Dr. McFall mentioned that there is no nurse available to go on this trip. She said that one parent is a registered nurse, and they would need to conduct appropriate background checks and interview before they could hire her.

Mr. Ledebuhr thanked Mr. Peledge for his work creating many opportunities for students.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Hanscom Middle School Grade 8 overnight field trip to Gettysburg, Pennsylvania and Washington, D.C. as planned by Education First and presented by Mr. Peledge. The Committee voted unanimously to approve the Hanscom Middle School Grade 8 overnight field trip to Gettysburg, Pennsylvania and Washington, D.C. as planned by Education First and presented by Mr. Peledge.

Ms. Glass thanked Mr. Peledge for his work and for bringing the opportunity back for the Hanscom students.

## 2. School Improvement Plans – Hanscom Schools and Preschool

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

Dr. McFall welcomed Preschool Coordinator Lynn Fagan, who presented the Preschool's School Improvement Plan. Ms. Fagan reported the start of the school year has been very busy. Their goals were created using the community survey, faculty input, and the District Strategic planning process.

Ms. Fagan said they have focused on the School Council and worked hard to have a balance of people from both campuses on the Council. The members are parents Joseph Santasuosso, Katie Willerick, Maryanne Ludwig, teachers Maureen Cullen, and Lynne Cushing. Ms. Fagan is also on the Council, and she thanked them for their willingness to serve.

Their goals are: 1) to increase opportunities for preschool students to be involved in classroom and school leadership to support their social/emotional development; 2) to provide a method for consistently monitoring the progress of children who exhibit social communication difficulties; and 3) to support teachers and paraprofessionals in utilizing collaborative practices providing all students with engaging and challenging learning opportunities.

Ms. Fagan said for the first goal, students have been able to lead sections of the school day, students work together to create their own bulletin boards, and students have suggested which centers they would like. Teachers and staff are creating more opportunities for student-generated work. Students are also participating in their own conferences.

For the second goal, they want their processes to be more consistent to help students with social communication difficulties. To that end, teachers are developing a common language for discussing skills needed for successful social communication, and teachers are learning more about effective research-based practices.

For the third goal, the preschool has students from age two years, nine months to age five, and students are taught in multi-age classrooms. They teach students of the different ages to work together.

Ms. Glass was pleased about the School Council and thanked Ms. Fagan for her work.

Ms. Ceden0 arrived at 7:30 pm.

Dr. McFall welcomed Hanscom Primary School Principal Beth Ludwig and Hanscom Middle School Principal Erich Ledebuhr. Ms. Ludwig and Mr. Ledebuhr showed a PowerPoint presentation on the School Improvement Plans.

Ms. Ludwig said they used the results of last year's community survey, teacher input, and the 2015-16 District Strategic Plan to decide on their goals. The Hanscom Primary School's goal is that faculty will develop a shared understanding of the elements of high quality, balanced, targeted, and differentiated small group reading instruction that is evident in small group reading instruction K-3. To meet the goal, teachers are taking part in small group balanced reading instruction modules that will allow them to apply the learning to their instructional practice and are working on other activities. Ms. Ludwig said they want students to be able to read any appropriate text. Teachers use the data from assessments to inform their practice, and Ms. Ludwig said they have many questions on the data management piece for the assessments, but teachers are collaborating with each other and are forming a shared understanding.

Mr. Ledebuhr said the two schools have a common goal, which is that the faculty will develop a shared understanding of high-quality, school-based collaborative practices. The teachers from both schools are participating in a three-session district module called Collaborative Practice. The teacher leaders are also participating in SRI training. He noted that they have already seen results from the trainings and collaboration. Ms. Ludwig said that teachers want time together to work on these issues and have selected the practice that they want to work on.

Mr. Ledebuhr said the Middle School's goal this year is that the faculty will develop a shared vision of how they will utilize the 21<sup>st</sup> Century design of the new facility to enhance the educational experience of our students. It is projected that the HMS will move into their new school building over the April 2016 vacation. The HMS faculty is creating cross-curricular units of instruction for all teams, and they are working on flexible groupings of students, which leads to 21<sup>st</sup> century learning. Mr. Ledebuhr said it will be a tall task to move to the new building during the school year, but they have been working on how the physical space and new resources will allow them to think and do differently with their teaching.

The Committee asked about the BESST teams that helped with behavioral issues. Ms. Ludwig thanked the Committee for giving them the resources to hire the behavior certified behavior analyst [BCBA], who has made a big difference, and they have made great strides. She will report to the Committee on it at the end of the year.

The Committee asked about School Councils, and Mr. Ledebuhr said the Councils play a smaller role in their schools because it is difficult for parents to serve on them.

Ms. Glass thanked them for their work.

### 3. School Committee Goals – First Reading

Document: Draft, Lincoln Public Schools School Committee Goals 2015-2016, dated October 15, 2015

Ms. Glass said the reason for the School Committee to have goals is to be accountable to students, parents, the administration, and the community. She thanked Mr. Borden for working with her on the draft presented and asked the Committee for feedback. The draft is based on discussions on the Committee's goals at their workshop meetings.

Ms. Salon liked the Theory of Action in version one. Mr. Christenfeld thought the phrase, "stewards of Town's resources" was vague. Ms. Glass asked if the Committee liked the objectives and priorities and if they captured the essence of their discussions. The members liked the draft.

Ms. Glass said the Committee will vote on the School Committee Goals at the next meeting.

### 4. 2014-2015 Key Yearly Measures Report

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on the 2015 MCAS Results, dated October 22, 2015; 2) Appendix A: Key Yearly Measures; 3) Appendix B: Spring 2015 MCAS Results for Lincoln Public Schools, Grades 3-8, School, District, and State Comparison; 4) Appendix C: 5-Year MCAS Cohort Comparison, Lincoln School, 2011-2015; 5) Appendix D: MCAS Results, Spring

2015: Comparison to Other Communities, dated October 2015; 6) Appendix E: Spring 2015 MCAS School Growth Distribution, English Language Arts, Lincoln School, dated October 12, 2015; 7) Spring 2015 MCAS School Growth Distribution, Mathematics, Lincoln School, dated October 12, 2015; 8) Spring 2015 MCAS School Growth Distribution, English Language Arts, Hanscom School, dated October 12, 2015; 9) Spring 2015 MCAS School Growth Distribution, Mathematics, Hanscom School, dated October 12, 2015; 10) Appendix F: Common Writing Assessments, 2014-2015, Hanscom, Grades 1-5; 11) Common Writing Assessments, 2014-2015, Lincoln, Grades 1-5; 12) Appendix G: Fountas and Pinnell Reading Assessment 2014-15, Hanscom Primary and Middle Schools, Grades 1-5; 13) Fountas and Pinnell Reading Assessment 2014-15, Lincoln School, Grades 1-5; 14) Appendix H: Grades K-3 Student Interview Model, 2014-15, % Assessed Students Reaching Benchmark; 15) Appendix I: 2015 MCAS Math Performance by Spring 2015 STAR Math Performance, District Grade 4; 16) 2015 MCAS Math Performance by Fall 2014 STAR Math Performance, District Grade 4

Ms. Kinsella said they have made a major step forward in reporting the Key Yearly Measures of Academic Achievement, which are five literacy and math assessments that they use as barometers of student growth and achievement. For four of the assessments, it is the first time the data have been shown in a user-friendly format. She thanked Mr. Ford for his work. She also thanked Ms. Judy Merra and Ms. Kathy O'Connell for their work in pulling together the information. The assessments are MCAS, Common Writing Assessment, and Fountas and Pinnell for literacy, and MCAS, Student Interview Model based on the work of Kathy Richardson, and the STAR Math assessment for mathematics.

Ms. Kinsella reviewed the report and said that in general, the district as a whole did well in English Language Arts, and Lincoln was strong in mathematics, but at Hanscom, mathematics is a concern. She was concerned about the scores in both subjects in 4<sup>th</sup> grade, and they will investigate the reasons for the scores. Dr. McFall said as it was the first time they have been able to look at the data and the patterns, they can now ask questions about it and change their instructional practices if needed.

Dr. McFall said it was the first year that they have used the STAR assessment, and it is a screening tool and is not diagnostic. STAR is an adaptive test, and the administration and teachers do not know the questions that are asked on the test, unlike with MCAS. She noted that once they have several years of data, the district can program in a benchmark to find when students need help or extras.

Ms. Kinsella noted that they need to clarify expectations regarding data collection and sharing of data and to improve the processes teachers use when entering and sharing data. When teachers have autonomous access to data, it will be easier to use when they are planning their instruction.

The Committee said there was much to celebrate in the data and was very pleased to have the starting point.

Ms. Kinsella will report in November about subgroups.

Ms. Glass thanked Ms. Kinsella for her work.

## 6. Superintendent's Report

Document: None.

Dr. McFall said there have been conversations across Massachusetts about the Partnership for Assessment of Readiness for College and Careers [PARCC] and MCAS assessments. The Department of Elementary and Secondary Education [DESE] has received data on the PARCC assessment, and a shift has occurred about changing from the MCAS assessment to the PARCC assessment. She said this week, there may be a new MCAS version 2.0 instead, and it looks like an upgrade to MCAS. The DESE Board will meet to vote on November 17 about which assessment will be used.

## 7. Curriculum

Document: None.

Ms. Kinsella had no report.

## 8. Policy

1. Review Policy JJIF—Head Injuries and Concussions in Extracurricular Athletic Activities, Second Reading

Documents: 1) Policy, File: JJIF, Head Injuries and Concussions in Extracurricular Athletic Activities, Adopted by School Committee on January 5, 2012; 2) Draft, Policy, File: JJIF, Head Injuries and Concussions in Extracurricular Athletic Activities, Adopted by School Committee on January 5, 2012; 3) Form, Report of Head Injury During Sports Season; 4) Form, Lincoln Public Schools, Student Re-entry Plan Post Head Injury; 5) Form, Lincoln Public Schools, Head Injury Classroom Accommodation Plan; 6) Form, Lincoln Public Schools, Extracurricular Activities Medical Questionnaire

Dr. McFall said that the policy has been revised by School Nurse Maureen Richichi and Wellness Teacher and Athletic Director Ryan Cassidy because the state's Department of Public Health mandates a review of the policy every two years. She noted they have used the Massachusetts Association of School Committees [MASC] language in the revisions.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the revised Policy JJIF—Head Injuries and Concussions in Extracurricular Athletic Activities as presented. The Committee voted unanimously to approve the revised Policy JJIF—Head Injuries and Concussions in Extracurricular Athletic Activities as presented.

Ms. Glass thanked them for their work.

## 9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$723,966.71 and the accounts payable warrant totaling \$248,122.28 for a total of \$972,088.99. 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. FY16 Fiscal Report: First Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY16 First Quarter Report, dated October 14, 2015; 2) Lincoln Campus, FY2016 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 11, 2015; 3) Hanscom Campus, FY2016 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 11, 2015; 4) FY2016 Operating Budget – Key Budget Line Tracking, 1<sup>st</sup> Quarter, as of October 11, 2015

Mr. Creel reviewed his memorandum on the FY16 Fiscal Report for the first quarter. On October 11, the date of the reports, approximately 10% of the school year and 25% of the fiscal year had elapsed. He said they are where they should be at this point in the year.

Mr. Creel explained that on the Lincoln campus, three of the four meters benefit from net metering credits from two solar arrays located in Hopkinton. The district will see credits of \$36,000 on the electric bill and is paying the discounted rate. He noted that the expenses for electricity will be higher for the second quarter of the fiscal year. Mr. Creel noted that unfortunately the credits will stop in November.

Mr. Creel said in the Special Education Tuitions and Out of District tuitions [OOD] key tracking line, their practice has been not to track non-collaborative expenses with collaborative expenses, but that practice does not capture the total of monies expended for Special Education. He proposed to change the category to reflect placements of students in both collaboratives and in private placements. The Committee agreed with his proposal.

Mr. Creel noted that on the Hanscom campus, substitutes have increased as faculty members are out for various reasons.

Ms. Glass mentioned that one discussion at the State of the Town Meeting on Saturday, November 14 will be about creating a solar array.

Ms. Glass thanked Mr. Creel for his work.

## 10. Old Business

### 1. FY17 Budget Development Timeline

Documents: 1) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY2017 Budget Guideline, dated October 7, 2015; 2) Lincoln Public Schools, FY17 Budget Development Timeline, Approved at September 10, 2015 School Committee Meeting

Mr. Creel noted that at the State of the Town Meeting on Saturday, November 14, and one item will be to change the date of the 2016 Annual Town Meeting from Saturday, April 2 to Saturday, March 19. The purpose of the change is to have Town Meeting occur before the Annual Town Election, which will be held on Monday, March 28. It is likely that items regarding the Lincoln school buildings will be discussed and voted on at Town Meeting that would need to be voted on at the ballot too.

Mr. Creel said that because of the date change of Town Meeting, the dates of voting on the FY17 budget should be changed. The second workshop with the Finance Committee is scheduled for January 20, and he recommended that the School Committee vote on their budget before that second workshop instead of voting on the budget at the School Committee's January 21, 2016 meeting. He requested that the School Committee have a first read on the budget in the beginning of December and said that they need to put a legal notice in the newspaper to comply with state law.

The Committee agreed to change the date to vote on the FY17 budget from January 21, 2016 to January 7, 2016.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to revise the FY17 budget timeline to vote on the FY17 budget at the School Committee's January 7, 2016 meeting. The Committee voted unanimously to revise the FY17 budget timeline to vote on the FY17 budget at the School Committee's January 7, 2016 meeting.

Ms. Glass thanked Mr. Creel for his work.

## 2. CASE Agreement

Document: Draft, Memorandum to Members of the CASE Board from the Lincoln School Committee, Re: New CASE Agreement, dated October 22, 2015

Dr. McFall called attention to the draft letter to the Members of the CASE Board. The CASE Board is meeting tomorrow, and she will bring the signature page and the letter with her if the Committee likes it.

The Committee liked the draft.

## 11. New Business

None.

## 12. Approval of Minutes

None.

## 13. Information Enclosures

None.

## 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 salary increases for negotiation and budget planning and secretary contract negotiations. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes. The Committee would not be returning to open session. The open session adjourned at 9:42 pm.

The next School Committee meeting is tentatively scheduled for Thursday, November 5 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary