

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, November 5, 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), Linda Chase (Interim Administrator for Student Services).

Absent: Noone.

1. Greetings and Call to Order

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

2. Chairperson's and Members' Reports

Mr. Christenfeld thanked Dr. McFall, Dr. Sharon Hobbs, and Ms. Sarah Collmer for attending the PTO meeting.

Ms. Wironen said the Hanscom Middle School's Veterans' Day celebration was attended by Colonel Vogel, Commander 66th Air Base Group, and Chief Master Sergeant Pat Hickey. The students performed a Flash Mob of the Gettysburg Address, which was terrific.

Ms. Glass will meet with the Chairpersons of the Sudbury K-8 and Lincoln-Sudbury Regional High School School Committees next week to follow up on the October tri-district meeting.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. Presentation of Preliminary FY17 Budget – Central Office

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent from Buck Creel, Administrator for Business and Finance, Subject: FY17 Budget Guidelines, dated October 15, 2015; 2) Lincoln Public Schools, FY17 Budget Development Timeline; 3) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2017 Budget Guideline, dated October 7, 2015; 4) Lincoln Public Schools, Preliminary FY17 Budget Book

Dr. McFall thanked the Central Office Team for their work on the FY17 budget. Dr. McFall said they will present the entire budget and the Central Office Administration

improvement initiatives. On November 19, the principals and the preschool coordinator will present their improvement initiatives.

Dr. McFall said they developed the budget taking into consideration their mission and core values. They used the Strategic Plan to make sure that the monies will be expended in alignment with those items. She noted that the process continues through January, when the Committee will vote on the budget. The Finance Committee has given all Town departments a 2.5% increase above their FY16 budgets, which is \$10,903,613. The Hanscom budget, funded through the federal government by contract with the school district, is in enrollment Band 3, which is \$12,500,205. Dr. McFall said they assumed that there would be level-funded grants except for the METCO grant, which has increased.

The largest budget drivers are class size, personnel, special education out of district placements, and employee benefits. Personnel costs account for 74% of the budget. Mr. Creel noted that the staffing will be the same as FY16 except for a .6 FTE support staff person on the Lincoln campus. Dr. McFall said at Hanscom, they want an additional 1st grade teacher to create four sections of 1st grade. She noted that they have not filled the 1st grade teacher position for FY16. Their enrollment projections show they will likely add a section of kindergarten and decrease a section of 1st grade on the Lincoln campus. Dr. McFall said they will watch 7th and 8th grade. There would be no changes to sections on the Hanscom campus.

Dr. McFall said that on the Lincoln campus, there is no budget gap, but on the Hanscom campus, there is a budget gap of \$567,133. Dr. McFall said in considering what to do about the Hanscom budget gap, they have to pay attention to the structure of the contract with the federal government. They have to have enough staffing to meet student needs and must maintain campus parity. She asked whether they should pursue gap closing measures or transfer funds from the Reserve Fund to cover the budget gap.

Ms. Chase reviewed the student services and special education budget. The district teaches students in the least restrictive environment as required by law. The number of students who need services was at a low of 125 students in 2009 to a high of 223 students in 2015, which now represents 17.86% of the student body. The state percentage of students who need special education is 17.1%. The costs for special education have increased in out-of-district tuition, transportation, and collaboratives.

The improvement initiatives Ms. Chase presented were an increase in tutor hours, and teacher leader stipends for the Hanscom Primary School, Hanscom Middle School, and Lincoln K-4.

Ms. Kinsella reviewed the curriculum office budget's improvement initiatives. The first item is that she would like to review and select curriculum materials for Social Studies at Hanscom Middle School so that both teachers and students have sufficient, high-quality materials that align with the program at Bedford High School in grades 7 and 8 for \$12,700. The second item is the ability to continue transitioning to new science standards, specifically the earth and space science units, for both campuses for \$19,714. The third item is the middle school math curriculum is being reviewed, and they would like new curriculum materials for both campuses for \$46,845. They have started to review the materials on both campuses. The fourth item is bookroom development and improvements on both campuses for \$22,000.

Mr. Ford had no improvement initiatives. He noted that the technology budget does not include salaries, but does include equipment, support contracts, software licenses. He said the technology replacement cycle will be in the FY17 operating budget, and the cost to replace computers is \$182,465. They will review learning standards for technology in digital literacy and computer science. They will also pilot the student data dashboard, and two staff members are being trained in Aspen Advanced Systems.

Mr. Creel reviewed the business office's improvement initiative for \$12,590. He would like to have a Coordinator of Business Operations and a Human Resources and Payroll Specialist. To do this he would need to replace two bargaining unit positions. He noted it was inappropriate for someone in the union to perform these tasks because of confidentiality issues.

The preliminary budget is available with all detail at www.lincnet.org. Dr. McFall said more improvement initiatives will be presented at the next meeting. Ms. Glass wanted to hear all of the improvement initiatives before deciding on how to close the Hanscom budget gap.

Ms. Glass thanked them for all of their work.

2. Update on Progress of Campus Master Planning Committee [CMPC]

Document: None.

Mr. Christenfeld said the CMPC met last Monday. They are synthesizing the comments made at the October 15 public forum and the architects are sketching approaches to the Ballfield Road campus. The CMPC will focus on values at the State of the Town Meeting, instead of costs, because they do not know which approach will be taken, and they do not know what the costs of any potential projects could be. At the State of the Town Meeting, the CMPC will present a lot of information, and there will be a discussion period. Mr. Borden wanted to know what kind of feedback the CMPC wanted from the audience at the State of the Town Meeting.

Dr. McFall noted they made presentations at the PTO meeting last Friday and at the Council on Aging last Friday about the October 15 CMPC public forum. At each meeting, they discussed what the next steps might be.

The CMPC will meet on Monday, November 9 to refine and to decide on the number of approaches that will be discussed at the State of the Town Meeting, which will be held on Saturday, November 14 from 9:00 am to 12:30 pm in the Brooks Auditorium.

Ms. Glass thanked the CMPC for their work and asked residents to attend the State of the Town Meeting.

3. Discussion and VOTE on 2015-2016 Enrollment Request – Employee Child

Document: Letter to Rebecca McFall, Superintendent, from Rose Smart, dated September 28, 2015

Dr. McFall said that the Committee usually decides the enrollment requests for faculty and staff in April. She brings the current request for an employee who was hired in July. The employee was looking for a space in the two-day session of preschool, and Dr. McFall noted that they can accommodate her needs. She asked that the Committee approve the employee's request.

Mr. Schmertzler moved, and Mr. Christenfeld seconded, the motion to approve the preschool enrollment of Quinn Smart into a two-day program for the 2015-2016 school year. The Committee voted unanimously to approve the preschool enrollment of Quinn Smart into a two-day program for the 2015-2016 school year.

4. School Committee Goals – Second Reading and VOTE

Document: Draft, Lincoln Public Schools School Committee Goals 2015-2016, dated October 15, 2015 and edited October 30, 2015

Ms. Glass presented the School Committee Goals document, edited with the changes mentioned at the October 22 meeting. She added language about Town resources and noted that the purpose of having goals is to be accountable to students, parents, the administration, and the community.

Ms. Glass said after the Committee approves the goals document, she will send it to families via email. The goals document will also be on the School Committee's website, www.lincnet.org.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the 2015-2016 School Committee Goals as presented. The Committee voted unanimously to approve the 2015-2016 School Committee Goals as presented.

6. Superintendent's Report

Document: None.

Dr. McFall said the Administrative Team finished their School Reform Initiative [SRI] Leadership Training. She said it was wonderful and the team leaders and curriculum specialists have had the training. They are practicing with the tools the training gave them.

7. Curriculum

Document: None.

Ms. Kinsella thanked Gene Thompson-Grove for leading the SRI training. She noted that she and CLT leaders are conducting joint classroom observations. They have attended preschool physical education classes. The students, aged 3 to 5, were sitting, getting in lines, running around cones, and having a terrific time. She was impressed.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$722,531.87 and the accounts payable warrant totaling \$280,053.33 for a total of \$1,002,585.20. 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. Bus Transportation Contract Amendment and Option Exercise

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Contract amendment and option exercise – Bus transportation, dated October 27, 2015; 2) Amendment 1 to Contract for School Bus Transportation Lincoln Public Schools, Lincoln, Massachusetts

Mr. Creel reviewed his memorandum on the bus contract with Doherty's Garage. The current contract has three contract years and two option years, and FY16 is the third year of the three contract years. For FY17, the Committee could decide to exercise Option Year 1 or have a new invitation to bid which could result in a new contract. Mr. Creel has spoken with Doherty's and with other districts. There is a shortage of certified bus drivers, and the drivers who are certified are moving around to different districts. Doherty's has increased wages to keep drivers. He recommended that the Committee exercise Option Year 1 with new pricing, which is reasonable; the district would likely not find cheaper pricing if it did a new invitation to bid.

Ms. Glass moved, and Mr. Borden seconded, the motion to amend the contract with Doherty's Garage, Inc. to incorporate new pricing for Option Year 1, and to exercise the contract option for bus service for the first option year. The Committee voted unanimously to amend the contract with Doherty's Garage, Inc. to incorporate new pricing for Option Year 1, and to exercise the contract option for bus service for the first option year.

Ms. Glass thanked Mr. Creel for his work.

10. Old Business

None.

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 adjourn the meeting at 9:14 pm.

The next School Committee meeting is tentatively scheduled for Thursday, November 19 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary