

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, October 20, 2016  
 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, Samaria Stallings (METCO Representative).  
 Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Laurel Wironen (Hanscom Educational Liaison).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the open session to order at 7:02 pm.

2. Chairperson's and Members' Reports

None.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. School Improvement Plans, Hanscom Campus and Lincoln Preschool

Documents: 1) Hanscom Primary School, School Improvement Plan 2016-2017, Beth Ludwig, Principal; 2) Fountas and Pinnell Benchmark Assessment, HPS Growth Rates, last updated October 2016; 3) Fountas and Pinnell Benchmark Assessment Reading Graph, Grade 2, 2015-2016; 4) Hanscom Middle School, School Improvement Plan 2016-2017; 5) School Improvement Plan, Lincoln Preschool, 2016-2017

Ms. Glass welcomed Hanscom Middle School Principal Erich Ledebuhr, Interim Hanscom Primary School Principal Kristen St. George, and Literacy Coach/Specialist Rose Vignola to present their School Improvement Plans, which align with the District's Strategic Plan.

Ms. Vignola presented information on the small group reading instruction at Hanscom Primary School. School-based goal one is "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." Ms. Vignola noted that they will have differentiated building-based coaching and professional development using comprehension conversations, Fountas & Pinnell's 6 Dimensions of Fluency rubric, and the new edition of Foundations, which is a daily word work and decoding and encoding program.

School-based goal two is “Preschool-Grade 3 faculty will develop a shared vision for teaching, learning, collaboration, and community that impacts current practice and in preparation for the new Hanscom Primary School facility.” Mr. Ledebuhr noted that last year they took large steps towards this goal, running modules on Professional Learning Communities [PLCs], and they will refine the collaborative practices this year. He noted that the HPS teachers will refine their shared vision for their new building.

Mr. Ledebuhr thanked Ms. Ludwig and Ms. St. George for collaborating with him. He reviewed the Hanscom Middle School Plan. He has a very active School Council and Parent Teacher Organization this year. He thanked the Council—Parent Kara Mehrman, Teacher Janice Fairchild, Community Representative Laurel Wironen—for their willingness to serve.

School-based goal one is “Faculty will expand a shared understanding of high quality, school-based collaborative Practices.” Mr. Ledebuhr said they are working with guiding questions for this year. They will participate in a training session, *Hijacked by Your Brain: How to Free Yourself When Stress Takes Over* with the author.

School-based goal two is “Faculty will review and recommend changes in our schedule to better meet the instructional needs of our students and shared vision.” Mr. Ledebuhr will hold a workshop on their schedule to ask what works, what is blocking the school from better meeting the needs of the students, what is blocking the school from their shared vision. He will have a school-wide discussion on this issue. Student surveys indicated that the schedule is a challenge.

Ms. Glass welcomed Lynn Fagan, Preschool Coordinator, to present her School Improvement Plan. Ms. Fagan thanked the School Council members—parents Meryem Ghazal and Justin Morrison, teachers Diane Mackenzie and Lynne Cushing—for their willingness to serve on the Council.

Ms. Fagan met the NAEYC [National Association for the Education of Young Children] representative for two days on their compliance. The representative was impressed with the way students took leadership and ownership of their learning. Ms. Fagan expects that within 90 days the Preschool will get their accreditation renewed to 2022.

Ms. Fagan presented the school improvement goals. The first goal is “with the support of educators, preschool students will have increased opportunities for ownership of their learning experiences and engagement within the Lincoln community.” This year they will have school buddies. She noted that her students like to present their work to others and to share it with others. They will pilot student-led parent teacher conferences.

The second goal is “student instruction in the area of literacy will be differentiated to meet individual needs based on the use of literacy observation tools.” Ms. Fagan said they have a wide range of needs, from students who do not use books to students who can read books in front of the class.

The third goal is “early educators and administrators will collaborate to improve the process for students and families as they transition from preschool to kindergarten within the district.” She would like each preschool student to visit their kindergarten classroom and would like to give each parent helpful information no matter where the student attends kindergarten.

In addition, they are going to have a visioning process on the new Hanscom Primary School, and there will be six classrooms and a neighborhood center, and there will be a change from the two classrooms at Hanscom and the four at Lincoln.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the Hanscom Primary School's Improvement Plan 2016-2017, the Hanscom Middle School's Improvement Plan 2016-2017, and the Lincoln Preschool's Improvement Plan 2016-2017 as presented. The Committee voted unanimously to approve the Hanscom Primary School's Improvement Plan 2016-2017, the Hanscom Middle School's Improvement Plan 2016-2017, and the Lincoln Preschool's Improvement Plan 2016-2017 as presented.

Ms. Glass thanked Ms. St. George, Ms. Vignola, Ms. Ludwig, Mr. Ledebuhr, and Ms. Fagan for their work.

## 2. Resolution for Charter School Cap

Documents: 1) Resolution Against Lifting the Cap on Commonwealth Charter Schools, October 20, 2016; 2) Question 2: Law Proposed by Initiative Petition, Charter School Expansion, undated

Ms. Glass said that the Massachusetts Association of School Committees [MASC] has asked communities to weigh in on Question 2, the ballot question that asks voters whether to lift the cap on charter schools in the state. She noted that roughly 180 communities have passed resolutions to oppose Question 2. MASC and the Massachusetts Association of School Superintendents [MASS] do not support Question 2 because there is no accountability.

Ms. Glass said that the issue with accountability is that public money would go to schools where there are no School Committees, Town Meeting or other local governmental body that has oversight over the charter school; the state would. She mentioned that while there would be no effect on Lincoln's budget, money flows out of communities to fund charter schools.

At the last meeting, the Committee voted to sign the Resolution Against Lifting the Cap on Commonwealth Charter Schools, which is a statement drafted by MASC. The Committee removed one clause from the Resolution and the revised Resolution was ready for the members to sign.

Ms. Glass said while the Committee is allowed to state an opinion on Question 2, they cannot spend public monies to advocate for or against the Question, such as send flyers home with students to tell parents their opinion on it. MASC is keeping a list of the School Committees that have voted on the Resolution. Ms. Glass will send a press release to the *Lincoln Journal* and the *Lincoln Squirrel* to let the community know the Committee's view on Question 2.

Ms. Glass thanked the members.

## 3. 2016-2017 [sic, 2015-2016] Key Yearly Measures

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on the Results of Key Yearly Measures for 2015-16, dated October 20, 2016 (Revised version); 2) Appendix A: Descriptions of Key Yearly Measures; 3) Appendix B: MCAS Results, 2016 Performance Levels: District and Schools by Grade in ELA and Math; 4) Appendix C: MCAS Results: 2012-2016 Cohort Comparisons at Lincoln School

in ELA, Math, and Science/Engineering; 5) Appendix D: MCAS Results: 2016 Comparison of Gr. 8 Performance to Surrounding Communities: Proficient and Advanced and SGP for Lincoln School, Hanscom Middle School, Lincoln Public Schools, and Lexington Public Schools; 6) Appendix E: MCAS Results: 2016 Student Growth Percentiles [SGP]: ELA and Math by Grade Level 4-8, Hanscom Middle School and Lincoln School; 7) Appendix F: Common Writing Assessment, 2015-16 Grades 1-8 by school; depicted as percentage of students meeting end-of-year benchmark; 8) Appendix G: Fountas & Pinnell Reading Assessment: 2015-16 Grades 1-8 by school; depicted as percentage of students exceeding, meeting, approaching, and not meeting expectations for time-dependent benchmarks; 9) Appendix H: Student Interview Model, Math: 2015-16 Grades K-3 by school; depicted as percentage of students meeting end-of-year benchmarks; 10) Appendix I: STAR Math: Longitudinal Student Performance, PARCC-Aligned Benchmarks, by Campus and Year of Graduation, 2014-15 and 2015-16

Ms. Kinsella reviewed her report on the Key Yearly Measures [KYM], which are five measures of student growth and achievement. The report is for the 2015-2016 school year, and the district tracks students through time. Ms. Kinsella thanked Mr. Ford for his work gathering and analyzing the data and creating the data charts. The purpose of the assessments is to inform instruction for each student, and each assessment is a look at a moment in time.

The five measures are MCAS [Massachusetts Comprehensive Assessment System], Common Writing, and Fountas and Pinnell for literacy and MCAS, Student Interview, and STAR for mathematics. Ms. Kinsella said there are no statewide achievement averages in MCAS for Spring 2016 because many districts, including Bedford, Concord, Sudbury, Wayland, and Weston, chose to administer the PARCC [Partnership for Assessment of Readiness for College and Careers] exam instead of the MCAS exam. Ms. Kinsella said this year the Department of Elementary and Secondary Education [DESE] has changed the method of calculating the student growth percentile scores.

Ms. Kinsella said they are very pleased with the performance in ELA [English Language Arts] and math. The report does not examine how close students are to reaching scores of proficient. Dr. McFall said in general, the district's goal is to have 80% of the students scoring proficient or advanced. For the 20% of students who have not yet reached scores of proficient or advanced, the district provides assistance going forward.

Ms. Kinsella said that the Hanscom schools have a high turnover of students, and therefore the KYM numbers do not measure the same cohorts of students over multiple years. She noted that they see some patterns in the data of assessment scores. The scores in ELA have increased over time, but the scores in math are not consistent. Ms. Kinsella said they need to continue to refine their ability to assess the students quickly when they move to the Hanscom schools so that the students can get the assistance that they need as quickly as possible.

The Lincoln scores on the Common Writing Assessment, given to students at all grades, were compared between the 2014-2015 Grade 1 students and the 2015-2016 Grade 2 students—the same group of students. The district's teachers score the Common Writing Assessment. Ms. Kinsella said that the fall scores were taken in September and

the spring scores were taken in March to give the district time to help students before the end of the year. She noted that they are working on making sure that teachers score the assessments consistently and use the assessments in the same way. In the Fountas and Pinnell assessment for grades 3-5, the number of students meeting or exceeding expectations gets smaller from September to March, and she was not sure what to make of it.

Ms. Kinsella said the Math Interview Assessment is a one-on-one assessment given in September and March that is not a summative assessment. She said the scores are more consistent than other scores. Ms. Kinsella said the STAR Assessment has more students scoring advanced than MCAS does.

Ms. Kinsella said that overall, the district has improved how it collects the KYM data. She said that teachers need a student information system that allows teachers to access the assessment data quickly to inform instruction for each student.

Ms. Glass was pleased to see other benchmarks besides MCAS.

Ms. Glass thanked Ms. Kinsella and Mr. Ford for their work.

Additional Report Only:

Institute Day Report

Document: Institute Day, 10/11/2016

Questions and Answers

There was no discussion about the report.

## 6. Superintendent's Report

Document: None.

Dr. McFall reported that last June, the Massachusetts School Building Authority [MSBA] announced that it would visit every school in the Commonwealth. The MSBA will use the visits to decide where each SOI submitter stands. Two days ago, the MSBA informed the district that they would visit on Thursday, November 3 and would be here for two hours. Dr. McFall mentioned that they have received a list of questions to answer for the visit, and Mr. Creel, Mr. Haines, and Mr. Ford are gathering the information.

Ms. Glass added that Dr. McFall, Mr. Creel, Selectman Peter Braun, and Ms. Glass will meet with MSBA Executive Director Jack McCarthy on October 26 to discuss the MSBA process and to gather insights on it. The meeting will include security issues. She thanked Representative Tom Stanley and Mr. Braun for facilitating the meeting.

Ms. Glass thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Ms. Kinsella reported that the Brooks STEAM [Science, Technology, Engineering, Art, and Math] day was wonderful, with all students participating. Students listed problems to solve, including a covered walkway from the Brooks School to the Reed Gym and seating students could carry. In the morning, students visited the sites, and in the afternoon students made and modified models of their designs to solve the

problem. Student teams exhibited at the end of the day, and there was much excitement in the Brooks Auditorium. The models are in the library. Ms. Kinsella noted there was a great flexibility of thinking, and students were willing to engage in conversation while building their models. She said Brooks was doing a lot on this issue, and they are asking what their next step will be.

Ms. Kinsella said they will be piloting their new science units, and they will work on ponds. She said the 2<sup>nd</sup> grade teams were examining rotting logs.

Ms. Kinsella said the art team teachers visited the Rose Art Museum at Brandeis to translate new experiences for students.

Ms. Glass thanked Ms. Kinsella for her work.

## 8. Policy

### 1. Recommendation for New Policy IHAMA—Teaching About Alcohol, Tobacco and Other Drugs, Second Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: IHAMA, Teaching About Alcohol, Tobacco, and Other Drugs; 2) Draft Policy, GBEC, Drug-Free Workplace Policy, MASC March 2016; 3) Draft Policy, IHAMB, Teaching About Alcohol, Tobacco, and Drugs, MASC March 2016; 4) Draft Policy, JICH, Alcohol, Tobacco, and Drug Use By Students Prohibited, MASC March 2016

Massachusetts General Law Ch. 71, § 96, An Act Relative to Substance Abuse, Treatment, Education, and Prevention requires a drug prevention education policy. The DESE needs a copy of the policy by October 28 to prove that the district has complied with the mandate and requires the policy to be posted on the school website, [www.lincnet.org](http://www.lincnet.org). Ms. Glass noted they changed the end of the first sentence from K-12 to K-8 and added GBEC to the cross references.

Ms. Glass moved, and Ms. Salon seconded, the motion to adopt Policy IHAMA—Teaching About Alcohol, Tobacco and Other Drugs as presented. The Committee voted unanimously to adopt Policy IHAMA—Teaching About Alcohol, Tobacco and Other Drugs as presented.

The policy will be posted on the school website.

Ms. Glass thanked Ms. Emmons for her work.

### 2. Recommendation for New Policy JICH, Alcohol, Tobacco and Drug Use by Students Prohibited, Second Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: JICH, Alcohol, Tobacco, and Drug Use by Students Prohibited; 2) Draft Policy, JICH, Alcohol, Tobacco, and Drug Use By Students Prohibited, MASC March 2016; 3) Draft Policy, **IHAMB [sic, IHAMA]**, Teaching About Alcohol, Tobacco, and Drugs, MASC March 2016; 4) Draft Policy, GBEC, Drug-Free Workplace Policy, MASC March 2016

Massachusetts General Law Ch. 71, § 96, An Act Relative to Substance Abuse, Treatment, Education, and Prevention requires a policy that alcohol, tobacco, and drug use is prohibited by students. Ms. Emmons said that the district prohibits adults from using alcohol, tobacco, and drugs on school grounds (GBEC, Drug Free Workplace Policy). The draft policy came from MASC.

Ms. Glass said they changed “beverage” in the first sentence to “product” and added IHAMA as a cross reference. Mr. Borden was concerned about the definition of controlled substance and that the appropriate use of a prescribed medication would not be allowed under the policy as written. Ms. Emmons noted that the policy is to cover school property and school functions.

Ms. Glass suggested that they add “or any non-medical use of any controlled substance” so that the first sentence reads, “A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any product containing alcohol; tobacco, including vapor/E-cigarettes; marijuana; steroids; or any non-medical use of any controlled substance.”

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to adopt Policy JICH, Alcohol, Tobacco and Drug Use by Students Prohibited as amended. The Committee voted unanimously to adopt Policy JICH, Alcohol, Tobacco and Drug Use by Students Prohibited as amended.

The policy will be posted on the school website.

Ms. Glass thanked Ms. Emmons for her work.

### 3. Review Policy IJ—Instructional Material Selection, Public Complaints About Curriculum or Instructional Material, First Reading

Documents: 1) Draft Policy, Version A, Lincoln Public Schools, File: IJ, Instructional Materials, dated October 12, 2016; 2) Draft Policy, Version B, Lincoln Public Schools, File: IJ, Instructional Materials, dated October 12, 2016; 3) Education Laws and Regulations, Advisory on School Governance, <http://www.doe.mass.edu/lawsregs/advisory/cm1115gov.html#IVS>, IV, Selection and Purchase of Textbooks and Educational Materials, last updated November 1, 1995; 4) Massachusetts General Law, Ch. 71, Public Schools, Section 37, Powers and duties; superintendent serving joint districts; 5) Massachusetts General Law, Ch. 71, Public Schools, Section 48, Textbooks and school supplies; 6) Massachusetts General Law, Ch. 71, Public Schools, Section 50, Change of school books; 7) Policy, Lincoln Public Schools, File: IJ, Instructional Material Selection, Public Complaints About Curriculum or Instructional Material, Reaffirmed at School Committee Meeting of February 11, 1985

The district should have two policies about instructional material selection: the first, IJ, should be about selecting materials, and the second, KEC, should be about what to do when there are complaints. Mr. Christenfeld and Dr. McFall examined the laws and guidelines for Policy IJ and KEC. He sent the members an email with sample policies from Amherst and Melrose for consideration.

Mr. Christenfeld presented version A and version B of Policy IJ. Mr. Christenfeld said the guidelines can be in the policy like version A, or if the policy has no guidelines like version B, the superintendent has the guidelines.

Ms. Glass said it was important to have a policy on how to appropriately lodge complaints about curriculum so that people know there is a process, but the first draft of KEC gets into the procedure instead of policy. She said they should have two streamlined policies, IJ for instructional materials and KEC for complaints about instructional materials. On IJ, she noted the last three bullets speak to the Committee’s responsibilities, and the first four bullets make a value statement. She noted that if they

adopt KEC, they should get rid of the procedural parts and have it say that if there are complaints, follow the procedure established by the superintendent.

Dr. McFall noted a major change in the educational direction would have to be an improvement initiative in the school budget. She suggested that they add a line about a textbook change and that the district will establish a selection committee.

Mr. Christenfeld will come back with revised policies for IJ and KEC for third first reads.

#### 4. Recommendation for New Policy KEC, Public Complaints About the Curriculum or Instructional Materials, First Reading

Document: Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated October 13, 2016

Ms. Glass said the recommended new policy, KEC, is to handle complaints about curriculum and instructional materials and comes in part from the current IJ policy. The draft of KEC was created after looking at Wayland's and Weston's policies.

The Committee discussed KEC when it discussed IJ above.

Mr. Christenfeld will come back with revised policies for IJ and KEC for third first reads at the next meeting.

#### 5. Review Policy GBEC, Drug-Free Workplace, First Reading

Document: Policy, Lincoln Public Schools, File: GBEC, Drug-Free Workplace, Adopted at School Committee Meeting of March 9, 1992

Ms. Glass said that GBEC and GBEC-R are the policy and the procedures, and she wants to have all in one policy and eliminate GBEC-R. Mr. Borden suggested that they add "or any non-medical use of any controlled substance" as they did for Policy IHAMA where the words, "controlled substance" are in the policy.

Ms. Glass said the policy will be brought to the next meeting for a second reading and vote.

#### 6. Review Policy GBEC-R, Implementation Plan of Drug-Free Awareness Program, First Reading

Document: Policy, Lincoln Public Schools, File: GBEC-R, Implementation Plan of Drug-Free Awareness Program, Adopted at School Committee Meeting of March 9, 1992

Ms. Glass said they are incorporating the last paragraph of GBEC-R into the new GBEC and she wanted to eliminate GBEC-R.

Ms. Glass said the policy will be brought to the next meeting for a second reading and vote.

#### 7. Review Policy IHAMB, Parental Notification Relative to Sex Education, First Reading

Documents: 1) Policy, Lincoln Public Schools, File: IHAMB, Parental Notification Relative to Sex Education, Adopted at School Committee Meeting of



December 1, 1997; 2) Massachusetts General Law, Ch. 71, Public Schools, Section 32A, Sex education; policy regarding notice to parents, exception

Ms. Glass suggested that they add M.G.L. Chapter 71, Section 32A. Ms. Glass noted that this policy includes that any parent can ask permission for their child to be excluded from sex education, and a letter will go to the parent, notifying them.

Ms. Glass said the policy will be brought to the next meeting for a second reading and vote.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$752,522.88 and the accounts payable warrant totaling \$304,885.02 for a total of \$1,057,407.90. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Borden seconding the motion. The Committee voted unanimously to approve the warrants.

### 2. FY17 Fiscal Report, First Quarter

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY17 First Quarter Report, dated October 12, 2016; 2) Lincoln Campus, FY 2017 Operating Budget—Status Report, 1<sup>st</sup> Quarter, as of October 11, 2016; 3) Hanscom Campus, FY 2017 Operating Budget—Status Report, 1<sup>st</sup> Quarter, as of October 11, 2016; 4) FY 2017 Operating Budget—Key Budget Line Tracking, 1<sup>st</sup> Quarter, as of October 11, 2016

Mr. Creel reviewed his memorandum about the first quarter of FY17, as of October 11, when 10% of the school year and 25% of the fiscal year had elapsed. He noted that all financial obligations anticipated on the Lincoln campus are expected to be met within the appropriated funds. On the Hanscom campus, the enrollment number was 573 on September 30, which sets the contract price at the 550-599 pupil enrollment band [Band 3], a price of \$12,500,205. He expects that all financial obligations anticipated on the Hanscom campus are expected to be met.

Mr. Creel directed the Committee's attention to two points. First, there are new health insurance rates with a 12% increase. There is a possibility of a \$40,000 shortfall on the Hanscom campus, but since there has been only one payroll with the new rates they will continue to monitor it. Second, he anticipates 9C cuts on the Lincoln campus which will reduce grant amounts in the current year.

Mr. Creel said that for the Hanscom campus, there is no information to project the shortfall in the heating budget. They have had three out-of-district placements and a transportation nurse.

Ms. Glass thanked Mr. Creel for his work.

## 10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

None.

13. Information Enclosures

Document: Letter to Samantha Sullivan, Manager of Community Relations, Raytheon, from Rebecca McFall, dated October 13, 2016

This item was for the Committee's information and was not discussed.

14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to go into Executive Session for the purposes of conducting strategy sessions in preparation for negotiations with nonunion personnel and conducting strategy sessions for collective bargaining with the Lincoln Teachers' Association. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Stallings, yes. The Committee would not be returning to open session. The open session adjourned at 10:17 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, November 3 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary