

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 10, 2013
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jen James.
Also present: Becky McFall (Superintendent), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance).
Absent: Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:00 pm.

II. Chairperson's and Members' Reports

Mr. Schmertzler commended Dr. McFall for her incredible job with her presentation at last night's community meeting about the school building project. The stickers on the values and priorities at the meeting's end showed that many people did not want to change the campus feel.

Ms. Glass agreed that the view about changing the campus was a strong one. Laura Regrut of the School Building Committee [SBC] and Ms. Glass are compiling the comments and feedback. Ms. Glass noted that maximizing state funding for the project was also a top concern of the community. She thanked all for attending and said the meeting had a good mix of residents.

Ms. Glass said the SBC and School Committee will host the site and design meeting on Wednesday, January 16, and she encourages all to attend as they are trying to engage as many residents to get as much input as possible.

Ms. Glass said that Paul Tough, the author of *How Children Succeed: Grit, Curiosity, and the Hidden Power of Character*, will speak at the Fenn School in Concord on January 31.

III. Public Comments

None.

IV. Consent Agenda

Document: Letter from Melinda Abraham, Chairperson of Lincoln Cultural Council, to Terry Green, dated December 7, 2012

Ms. Glass moved, and Mr. Sander seconded, the motion to accept the donation of up to \$1,285.00 from the Lincoln Cultural Council to support the design of a boardwalk and observation platform in the wetlands behind the Lincoln Public Schools. The Committee voted unanimously to accept the donation from the Lincoln Cultural Council.

Dr. Sterling said they are looking for someone to design the boardwalk quickly as they want to use it to solicit more funds. Their goal is to have it well underway by spring. They hope for a community construction weekend. Ms. Glass thanked the Council, and Dr. Sterling will send a thank-you letter.

V. Time Scheduled Appointments

A. Discussion of FY2014 Budget

Document: Budget Book, FY2014

There was no discussion.

Ms. Glass thanked them for their work.

B. 2013-2014 School Year Calendar: Review and Vote

Documents: 1) Lincoln Public Schools 2013-2014 Calendar, Working Draft 1, dated November 29, 2012; 2) Lincoln Public Schools 2013-2014 Calendar, Working Draft 2, dated November 29, 2012; 3) Lincoln Public Schools 2013-2014 Calendar, Working Draft 3, dated December 4, 2012

Dr. McFall said that the Lincoln Teachers' Association voted in favor of a pre-Labor Day start for teachers for the 2013-2014 calendar. She noted version three would benefit the construction of the Hanscom Middle School. Mr. Christenfeld noted the Committee has received two email messages, and there is unanimous support for draft one that has teachers returning on August 28 and grade 1-8 students returning on Tuesday, September 3, after Labor Day. Preschoolers and kindergarteners would arrive on Wednesday, September 4. Lincoln-Sudbury starts before Labor Day, and Bedford High starts after Labor Day.

Mr. Christenfeld moved, and Mr. Sander seconded, the motion to approve draft one of the Lincoln Public Schools calendar for 2013-2014. The Committee voted unanimously to approve the school calendar.

VI. Superintendent's Report

Document: None.

Dr. McFall met with the Lincoln Parent Teacher Organization [PTO] and reported on core values. The discussion was well received, and there will be a second session on January 18. She encouraged all to participate in the discussion about the district's core values.

Dr. McFall had two meetings on school security issues with the Lincoln Police Department and security officers at Hanscom Air Force Base. Both groups are doing an inventory of the practices and protocols for each campus and will determine the next steps. All personnel wear IDs and visitors have to sign in at the school offices. They are planning updated training and lock-down drills for all faculty and staff members and will hold age appropriate lock-down drills with students.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Dr. Sterling attended the Hanscom Primary School's 2nd grade science class studying the earth regarding darkness and light to explain the seasons. Students were using data to begin to figure out an explanation.

Dr. Sterling said Institute Day will be held on January 22, and the focus is the new Massachusetts model for educational evaluation. All school districts will need to use the new evaluation system starting in September 2013. She noted that 22 teachers, administrators, and Ms. Glass have been working on the evaluation in a study group that is a vehicle for teacher growth and collaboration and a focus on student learning. Dr. Sterling will report on Institute Day at a later meeting.

Ms. Glass thanked her for their work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$1,289,942.76 and the accounts payable warrants totaling \$449,373.00 for a total of \$1,739,315.76. Mr. Schmertzler noted the warrants represent two payrolls because of the timing of the holidays and meetings, and he reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. Bus Transportation Contract

Document: Memorandum from Buckner Creel to Lincoln School Committee and Rebecca McFall, Subject: Recommendation for Contract Award—Bus Transportation Services 2013-2016, dated December 27, 2012

Mr. Creel reviewed his memorandum on the recommendation for the contract award for bus transportation services from 2013-2016. He commended Maureen Onigman for her instrumental work; she is a tremendous asset to the district. The district held the mandatory pre-bid conference on December 5, and three firms sent in bids, but Doherty's Garage was the only one to submit a complete bid package. The package is a fixed bid and fixed price contract, and he did not know the separate components of their bid. Mr. Creel noted that there is no built-in fuel clause, and they have asked Doherty's to assume the risk for fuel price increases. In addition, the district has conditions on the buses; they cannot be more than six years old or have more than 80,000 miles. Mr. Creel noted that Doherty's will purchase a new bus at the start of years one and three of the contract.

Mr. Creel said that Doherty's is extremely responsive if there are any problems, and it is a true partnership to work with them. Mr. Christenfeld said the district receives excellent service from them.

Mr. Sander moved, and Ms. James seconded, the motion to award the contract for bus transportation services for the period August 1, 2013 through July 31, 2016 to Doherty's Garage. The Committee voted unanimously to award the bus contract to Doherty's Garage.

C. FY14 Capital Project Request

Document: Memorandum from Buckner Creel and Michael Haines to Lincoln School Committee and Rebecca McFall, Subject: Additional Capital Projects Request, dated January 9, 2013

Mr. Creel and Mr. Haines reviewed their memorandum on capital projects. At the September 27, 2012 meeting, the Committee approved the annual classroom rehabilitation and preventative maintenance program for \$50,000 and the Hartwell Curtain Wall project for \$105,000 for submission to the Capital Planning Committee [CapCom]. Since that time, items at the Lincoln Schools have deteriorated to the point that they need to ask for an additional \$25,000 for the classroom maintenance and for additional monies to replace major systems as outlined in their memorandum for a total of six projects to be submitted to the CapCom. The request needs to go to CapCom for January 29.

Mr. Creel said they need to replace the main fire alarm panel and sensors at a cost of \$100,000, and the project appeared on their five-year plan before they submitted the Lincoln Schools' Statement of Interest in 2008. The fire alarm panel became obsolete in 2005, and Mr. Haines indicated that technology is different, and all systems are proprietary, and the wiring is the only thing that can be kept. There are 16-20 "ghost alarms" that indicate there are problems when there aren't, and they have tried several firms and experts to fix these issues, but they cannot be fixed.

Mr. Creel said the next project is the energy management system at a cost of \$316,000. The system is DOS-based and was installed in 1994 and is not supported anymore. The situation is dire; they have a floppy disk as a backup. Mr. Haines said there is heat, but there is no local control of thermostats in classrooms. The system they would like to obtain will be used in the new Town Offices and the control system can overlay over whatever is installed at a later date.

The third project is to replace the burner in Smith Boiler #1 at a cost of \$25,200; it only operates in lower power mode and failed a week ago, according to Mr. Haines. To repair it would cost in the range of \$15,000-\$18,000 and is not worth the money.

The Committee was concerned that these three items be replaced as quickly as possible and asked whether they could ask the CapCom for a fast track for out of cycle requests to have the funds to replace them or do a reserve fund transfer.

They are also requesting \$25,000 for increased security measures at the Lincoln schools.

Ms. Glass moved, and Mr. Sander seconded, the motion to recommend the six projects as presented in the January 9 memorandum to the Capital Planning Committee. The Committee voted unanimously to recommend the projects.

Ms. Glass thanked them for their work.

X. Old Business

Documents: None.

Ms. Glass noted that the Committee neglected to vote on Preschool School Improvement Plan that was presented by Lynn Fagan at the October 4, 2012 meeting. Ms. Glass moved, and Mr. Sander seconded, the motion to approve the Preschool School Improvement Plan for 2012-2013. The Committee voted unanimously to approve the Improvement Plan.

Ms. Glass noted that the Committee neglected to vote on the consent agenda that was presented at the November 1, 2012 meeting. Ms. Glass moved, and Mr. Sander seconded, the motion to accept the consent agenda of November 1, 2012. The Committee voted unanimously to accept the consent agenda.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of School Committee Minutes for October 4, 2012

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the October 4, 2012 meeting. The Committee voted unanimously to approve the minutes. They will be posted on the website.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to go into Executive Session for the purpose of discussing school security. Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. James, yes. The Committee would not be returning to open session. The open session adjourned at 8:25 pm.

The next School Committee meeting is scheduled for Thursday, January 24, 2013 at 7:00 pm.

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary