

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 24, 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 7:03 pm.

II. Chairperson's and Members' Reports

Mr. Christenfeld attended the middle school instrumental concert last night and enjoyed the band, chorus, orchestra, and the cello solo. He congratulated the students and thanked Karen Sheppard for her work and Jen James for providing treats.

III. Public Comments

None.

IV. Consent Agenda

Document: Copy of Check from Albion Bjork, dated January 1, 2013

Ms. Glass moved, and Mr. Sander seconded, the motion to accept the donation of \$500.00 from Albion Bjork for the Betty Bjork Technology Professional Development Fund. The Committee voted unanimously to accept the donation for the Betty Bjork Technology Professional Development Fund.

Ms. Glass thanked Mr. Bjork for his continued support. Dr. McFall will send a thank-you letter.

V. Time Scheduled Appointments

A. Food Services Report

Documents: 1) Memorandum from Cathleen Higgins to School Committee, Superintendent, and Administrator for Business and Finance, Subject: School Committee Update, dated January 24, 2013; 2) List of Food Services Activities FY2013, School Committee Report, undated

Mr. Creel commended Food Service Director Cathleen Higgins and her staff for their work transforming the food from awful to terrific. Ms. Higgins has helped the district achieve food like he serves his children at home. He also congratulated her for becoming certified as a School Nutrition Specialist over the summer.

Mr. Creel noted that the school lunch fund is a revolving fund, and it is suggested that they have three to six months of operating expenses available. The district, unlike some school districts, encumbers all of the payroll for Food Services' staff at the beginning of the year, and he will review the suggestion on the school lunch fund with the Town Accountant as the financial stability of the school lunch fund is important. They project a negative cash flow of \$2,170 at year's end because they had to repair the freezers at a cost of \$3,000. He warned there will be additional food service expenses until some sort of building project is completed.

Ms. Higgins reviewed her report. They sent their application for the Healthier U.S. Schools Challenge (HUSSC) last year for the Hanscom schools at the Silver Level and are waiting to hear from the US Department of Agriculture [USDA]. Student participation is level to increasing, and on the Hanscom campus, there is more participation than last year. She brought samples of southwestern bean salad from the *Silver Palette* Cookbook; beans are the least popular with students. They are keeping up with the new meal pattern requirements. The new meal pattern focuses on vegetables, and they have decreased grain serving sizes and are careful about the amount of sodium in meals. Students enjoy cherry tomatoes, baby spinach, and red peppers, and their trays are full, and Ms. Higgins has not heard that students go away hungry, which she had heard before. The district is one of 20 in Massachusetts that is an early adopter of the six cents certification which requires them to have their meals certified by a state agency in order to receive an additional reimbursement of six cents per meal.

Ms. Higgins thanked Joe Dearden and James Sullivan for their work getting the online mySchoolBucks system operational. While the transaction fees have increased by 20 cents a transaction, parents have given good feedback.

Ms. Higgins mentioned that students who are eligible to receive partially or wholly subsidized lunches are verified through the Direct Certification process via the Virtual Gateway run by the Executive Office of Health and Human Services. Previously families had to apply for benefits, but this system allows the district to find eligible families to receive these benefits. Ms. Higgins and Mr. Creel are the Virtual Gateway users, and the process is confidential; only the cashier knows that a student is receiving a free lunch. An additional 50 or so students have been certified to receive subsidies through this process; the number of students who receive subsidies has more than doubled this year.

Dr. McFall congratulated Ms. Higgins and the food service staff for their work. They know all the students, and parents have given them many compliments. Dr. Sterling thanked Ms. Higgins and the staff for the wonderful breakfast and lunch prepared for the 175 faculty members on Institute Day. It was much appreciated.

Ms. Glass and Mr. Sander thanked her for the incredible work.

B. Discussion of FY2014 Budget

Document: Budget Book, FY2014

Mr. Schmertzler moved, and Mr. Sander seconded, the motion to request \$10,008,928 from the Town of Lincoln and to allocate \$11,429,569 from the Hanscom contract for the FY2014 budget. The Committee voted unanimously to approve the budget for FY2014.

VI. Superintendent's Report

Document: None.

Dr. McFall announced that they will have training for faculty on February 5 with the Lincoln Police Department, and there will be an after school lockdown. They will do the same thing with the Hanscom campus at a date to be determined. 8 people will go to a session on school security on Monday. They have updated their processes for signing in and out at the school offices, and each staff member wears a badge. They are refining all processes. Mr. Haines sent plans for cameras to her this afternoon, and she will look at them.

Dr. McFall noted that Institute Day went well, and the focus was the new Massachusetts model for educational evaluation. She thanked the faculty for their participation. The Professional Learning Community did a great job leading the workshops. She thanked the technology, custodial, and food services staffs for their work. Ms. Glass heard Dr. McFall's opening and said it was great to get at the broader themes.

Dr. McFall held sessions on core values with the Lincoln PTO and Boston parents. The sessions were great and will help her to put together the narrative. Next week she will hold two sessions for faculty, and she will hold one with the Hanscom PTO the beginning of February.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Dr. Sterling attended a 7th grade English class studying the written conversation. They were making passing notes legitimate. Students were asked to read a controversial article, to write about it, and to pass along their opinions. She reported that students were very intense and talked and were engaged in groups of four. One shy student liked the method.

Ms. Glass thanked her for her work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$657,755.67 and the accounts payable warrants totaling \$121,825.95 for a total of \$779,581.62. Mr. Schmertzler reviewed the warrants and

recommended that they be approved. Mr. Sander moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY 2013 Fiscal Report: Second Quarter

Documents: 1) Memorandum from Buckner Creel to Lincoln School Committee and Rebecca McFall, Subject: FY13 Second Quarter Report, dated January 15, 2013; 2) Lincoln Campus, FY 2013 Operating Budget—Status Report, 2nd Quarter, as of January 8, 2013; 3) Hanscom Campus, FY 2013 Operating Budget—Status Report, 2nd Quarter, as of January 8, 2013; 4) FY 2013 Operating Budget—Key Budget Line Tracking, 2nd Quarter, as of January 8, 2013

Mr. Creel reviewed his memorandum on the second quarter for FY 2013. There is nothing to cause concern at this point in the year. There have been several unexpected resignations and retirements at holiday time, but those should not impact the budget.

Mr. Christenfeld noted that his 6th grader reported to him that they are running out of paper. Mr. Creel responded that they are encouraging staff to use two-sided copying, and Dr. Hobbs is monitoring the paper use.

Ms. Glass thanked him for his work.

C. Review Town Meeting Warrants/Capital Projects

Documents: 1) Memorandum from Jennifer Glass and Becky McFall to Capital Planning Committee, Subject: FY14 placeholder capital warrant request, dated January 19, 2013; 2) FY14 Capital Funding Request with supporting documentation from GE Security, Signet Electronic Systems, Inc., Galaxy Integrated Technologies, Inc.; 3) Memorandum from Buck Creel to Becky McFall and School Committee, Subject: Proposed Capital project list—FY14 CapCom project process, dated September 18, 2012; 4) FY14 Capital Plan, Hartwell Curtain Wall Project—Initial Estimate, dated September 18, 2012 with Letter from Andrew N. Barr, Russo-Barr Associates, dated September 19, 2012

Mr. Creel reviewed the capital projects memorandum. 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]. At the January 10, 2013 meeting, the Committee approved additional projects to be submitted to the CapCom. The request needs to go to CapCom by January 29.

Mr. Creel noted they have adjusted their request for increased security measures at the Lincoln schools from \$25,000 to \$40,000. They have yet to receive quotes on this work, and Mr. Haines is working on this issue.

Mr. Creel talked to Assistant Town Administrator Anita Scheipers about the form for these requests. The memorandum needs to go to the Selectmen, who decide with the advice of the Finance Committee and the School Committee about the exact form of funding (debt exclusion or bonding).

The top two projects, to replace the main fire alarm panel and the energy management system, need to be done now. Mr. Christenfeld and Mr. Schmertzler that these items be funded using both funding mechanisms.

Mr. Creel reported that Mr. Haines has done additional research on the burner for Smith boiler #2, and they could buy the burner; there's a five-week lead time to have it fabricated for a cost of under \$10,000. They have been all right in this weather. The maintenance budget has been handling some issues.

Mr. Christenfeld mentioned that the technology committee has found that the bandwidth and internet coverage is failing at times, and while it is not a crisis yet, it could be one. The issue needs to be pursued if there is not going to be a building project.

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to approve the amended plan as presented to the Capital Planning Committee. The Committee voted unanimously to recommend the projects.

Ms. Glass thanked them for their work.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for October 18, 2012; 2) Draft of School Committee Minutes for November 1, 2012

Ms. James moved, and Mr. Sander seconded, the motion to approve the minutes of the October 18 and November 1, 2012 meetings. The Committee voted unanimously to approve the minutes. They will be posted on the website.

XIII. Information Enclosures

Document: Lincoln Public Schools, School Calendar 2012-2013, Revised January 15, 2013

The school calendar was updated to reflect the change to trimester 2 end date and the date of report card distribution. The calendar was included for information, and there was no discussion on this item.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn the meeting at 8:13 pm.

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

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary