

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 6, 2013
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), 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: Al Schmertzler, Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Mr. Sander, Vice Chair, called the meeting to order at 7:03 pm.

II. Chairperson's and Members' Reports

Mr. Christenfeld and Ms. James attended the middle school music band, orchestra, and chorus concert and reported their enjoyment at seeing the students performing. Two days later the Lincoln and Hanscom students participated in the Great East Music Festival.

Ms. James attended the brass bash concert last night, which had students from grades 5 to college students performing.

Ms. James noted that she went to the Food Project with Hanscom kindergarten classes.

Mr. Sander, Dr. Sterling, Ms. Glass, and Dr. McFall have negotiated with the Lincoln Teachers' Association [LTA] on the new educator evaluations and noted that the LTA must approve the language.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gifts

Documents: 1) Memorandum to School Committee and Rebecca McFall from Sharon Hobbs, dated June 6, 2013 with copy of check; 2) Memorandum to School Committee and Rebecca McFall from Stephen McKenna, dated June 6, 2013 with copy of check

Mr. Sander moved, and Ms. James seconded, the motion to accept a donation of \$200.00 from the Cast, Crew, and families of the Spring 2013 Production of High School Musical to go to the Lincoln School Drama Department, to accept a donation of \$346.07 from the Lincoln Parent Teacher Organization to cover the deposit of the fourth grade trip to Boston to learn about Ellis Island. The Committee voted unanimously to accept the donations.

The administration will send thank you notes for the donations.

V. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$690,460.57 and the accounts payable warrants totaling \$139,392.16 for a total of \$829,852.73. Mr. Creel said that Mr. Schmertzler reviewed the warrants and had four questions: 1) what are the payments of \$3,500 on both campuses; Mr. Creel noted they are the second payments to teachers who participated in the Professional Learning Community project; 2) what is the payment of \$13,322; Mr. Creel said it is a payment to the Dr. Franklin Perkins Institute for an out-of-district placement for one Hanscom student for several months; 3) what is the payment of \$152 to Kristin Hall; Mr. Creel noted it was for two purchase orders to reimburse her for play sets and costumes for the drama program; and 4) what is the payment of \$10,000 to Neopostage; Mr. Creel said it was for postage for the Central Office.

Mr. Sander moved to approve the warrants, conditional upon Mr. Schmertzler having received acceptable answers to his four questions from Mr. Creel. Ms. James seconded the motion. The Committee voted unanimously to approve the motion.

VI. Old Business

A. METCO Enrollment 2013-2014

Document: Memorandum to School Committee from Rebecca McFall, Re: METCO Enrollment, dated May 30, 2013

Dr. McFall said that the Committee approved the METCO enrollment for 2013-14 on May 2, but since that time, one fourth grader is leaving and another student is going to a Boston exam school, providing two additional slots for METCO students. She noted that the numbers in kindergarten are too high to take additional METCO students, but noted that there is sufficient room in first grade: she recommended that they fill the two slots with first grade students.

Dr. McFall reviewed the procedures for choosing METCO students. When a school district takes a student folder from METCO, Inc. to determine whether to offer a place to the student, no other district can review that file until it is returned to METCO, Inc. The district does not have a policy that gives siblings of current METCO students a priority.

Mr. Sander moved, and Ms. James seconded, the motion to add two students in first grade to the METCO enrollment for the school year 2013-2014 to maintain the METCO enrollments at the maximum of 91 students. The Committee voted unanimously to approve the enrollments.

VII. Time Scheduled Appointments

A. Retiree Recognition

Document: None.

Dr. McFall said it was an honor and a privilege to recognize Cynthia Barthold, Linda Lipton, and Carol Ready, who have given the district 72 years of service. She acknowledged their dedication.

Dr. McFall discussed the work of Cynthia Barthold, Executive Assistant to the Superintendent, who started as a part-time on call secretary at the Hanscom Primary School in 1977, making \$2.95 an hour. In 1979, she became a full-time secretary at the Hanscom Primary School, and in 1982, she became Executive Assistant to the Superintendent and served in that role for the last 31 years, serving ten superintendents. Dr. McFall read a letter written by interim Superintendent Bernard Huntley that was in Ms. Barthold's file. He noted her assistance in tying loose ends together with all involved. She was accommodating and efficient, and he gave his personal appreciation, saying that Lincoln was fortunate to have her. Dr. McFall commended Ms. Barthold for the same items. Ms. Barthold has played a pivotal role in the district, and they will miss her; it will be tough to replace her institutional memory and knowledge.

Dr. Sterling called Linda Lipton a "teacher's teacher." Ms. Lipton devoted herself to teaching and began her career in the 1960s in California and continued to teach in North Carolina in the 1990s. She arrived in Lincoln in 1999 and taught elementary school, grades 4 and 5, and English Language Arts for grades 6 and 7. Ms. Lipton instilled a thirst for learning and confidence in students and has an unbridled enthusiasm for teaching and warmth for students. She took an interdisciplinary approach in English Language Arts, and her students had lively book discussions. In 2008-2009, she took on a new task, becoming an English Language Learner teacher at Hanscom, and was immediately effective in that role. When a 2nd grade student arrived speaking no English, by the time he reached 4th grade, he had attained the medium range English speaker, which is a real testament to Ms. Lipton's work. Dr. Sterling noted that it was her pleasure to work with Ms. Lipton.

Erich Ledebuhr, Hanscom Middle School Principal, discussed the work of Carol Ready, Administrative Assistant at the Hanscom Middle School. He said that before she arrived at Hanscom, she taught art and worked at Wang. Ms. Ready started at the Hanscom Primary School as an administrative assistant and has worked for the last 20 years in her current role. Mr. Ledebuhr noted that people in that role need to love students, have a passion for ingenuity, and be able to deal with the unexpected. She dealt with the wide range of events that occurred during each day at the middle school. In Ms. Ready, her quiet confidence and compassion won the day. She built relationships with teachers, administrators, and students and participated in many school events as a chaperone and as a runner. He said that he could not have asked for a better administrative assistant, and he is extremely grateful for her work. She was a whiz on the budget and has kept the school running. Mr. Ledebuhr is certain that the school newsletter will not be the same; Ms. Ready's work is done with pizzazz and is a labor of love. He, the staff, and students feel that she is a wonderful person. It will be tough to replace her, and he is not looking forward to it. He told her to enjoy her life, and thanked her for her work.

Dr. McFall said that on the School Committee's behalf, they presented each with a retirement chair. She thanked them for their service and wished them the very best in retirement.

Mr. Sander thanked the retirees for their service and hoped that their retirement would be fulfilling. The Committee applauded the retirees.

B. Discussion and Vote to Accept Lincoln Foundation Grants

Documents: 1) Letter to School Committee from Jennifer Gill, Grants Committee Chair, Lincoln School Foundation, dated May 28, 2013; 2) Lincoln School Foundation Out of Cycle Grants for 2012-2013, dated May 30, 2013; 3) Lincoln School Foundation Approved Grants for 2013-2014, dated May 30, 2013

Mr. Sander thanked Lincoln residents who have donated money to the Lincoln School Foundation [LSF] and introduced Jennifer Gill, Grants Committee Chair of the LSF. Ms. Gill noted that they have funded a total of 13 in- and out-of cycle grants for a total of \$45,444.12. The out-of-cycle grants were awarded for the 2012-2013 school year and total \$4,979.12, and the in-cycle grants were awarded for the 2013-2014 school year and total \$40,465.00. The grants are broad in scope and many cross disciplines. Ms. Gill noted that it has been great to collaborate with Dr. McFall and Dr. Sterling.

Mr. Christenfeld liked the wetlands project and said last year's grants were technology heavy. As he sits on the school's Technology Review Committee, he asked how to figure out which technologies were worth continuing, saying that teachers are encouraged to report back if something does not work as well as they thought. Neville McCaghren, LSF Co-Chair, noted that they have changed the grant process and now have a grant summary that needs to be filled out after the grant is over, but he said it was a challenge to get teachers to identify what worked. In the technology arena, it is Mr. McCaghren's hope that Rob Ford, the new technology director, will provide oversight on technological items. Leslie Hunter, LSF Co-Chair, noted that there will be no pilots of equipment but there are on training and development.

Dr. McFall thanked the LSF for their willingness to think of different ideas and for collaborating. She enjoys working with them.

Mr. Sander moved, and Ms. James seconded, the motion to accept the Lincoln School Foundation grants as presented. The Committee voted unanimously to accept the grants.

C. School Improvement Plan Reports: Hanscom Schools and Preschool

Documents: 1) Hanscom Primary School, School Improvement Plan 2012-2013, Year-End Status Report, Beth Ludwig, Principal, undated; 2) Hanscom Middle School, School Improvement Plan 2012-2013, Year-End Status Report, Erich Ledebuhr, Principal, undated; 3) Lincoln Preschool School Improvement Plan, End of the Year Report 2012-2013, undated

Beth Ludwig, Hanscom Primary School Principal, and Erich Ledebuhr, Hanscom Middle School Principal, showed a PowerPoint presentation on their School Improvement Plans. Mr. Ledebuhr indicated that the Professional Learning Community [PLC], comprised of kindergarten to grade 8 teachers, has been very collaborative and has worked hard on learning targets. The PLC read the new book by Connie M. Moss and Susan M. Brookhart, *Learning Targets: Helping Students Aim for Understanding in Today's Lesson*. There are online resources and presentations for teachers to use. They are leading in the right direction on their action steps, and they will continue the work next year. Ms. Ludwig said they are fostering the growth mindset in students. She presented the formative learning cycle that shows how teachers provide continual feedback to students about where they are, where they are going, and how can they close

the gap. Students develop abilities that influence their achievement, and that is shared with teachers. Students also receive second chances to show what they know if needed.

Ms. Ludwig thanked Claire Moore for training the administration and working on the mid-year survey and the end-of-year reflection. She noted that having clear learning targets benefits teachers and students and is fair, honest, and transparent. The implementation goals for teachers in 2013-14 are themed, “Start Small, Go Deep, Stay Focused”, and the theme has resonated with the staff, and they will implement the formative learning cycle.

Mr. Ledebuhr said it was rewarding spending their time discussing teaching and learning. While there are concerns, it will help with student growth, and there has been good feedback from students.

Dr. McFall commended Ms. Ludwig and Mr. Ledebuhr for their work on the common vision in teaching and learning and getting their faculty to buy into it. Dr. McFall and Dr. Sterling also commended the faculty for their hard work this year; when they attended sessions they saw the work come to life in the classrooms.

Mr. Sander suggested that teachers who are further along share their strengths with their colleagues. Ms. Ludwig noted they are discussing a peer coaching model and have teachers who could coach.

Lynn Fagan, Preschool Coordinator, reviewed the Preschool Improvement Plan. The year’s goal was to establish a School Council to help with communication to parents. The new Council is comprised of Ms. Fagan, two paraprofessionals, one teacher from Hanscom and Lincoln, and one parent from Hanscom and Lincoln. They have merged the two preschool communities. The preschool held the first “Annual Passport to Summer” that gave parents information on Town resources to continue childrens’ development during the summer. Students have received literacy bags to help with reading at home. They have learning expectations and assessments for students. The preschool receives more feedback from parents, and they are doing more outreach to them, and as a result, communication has improved.

Mr. Sander thanked them for their work.

D. School Security Update

Document: Memorandum to School Committee from Rebecca McFall, Re: School Security Update, dated May 30, 2013

Dr. McFall said they have been working on school security. They have updated the public address system so that it works in all parts of the school, but it cannot be heard outdoors. They are reviewing their protocols and processes on lockdown procedures and what is appropriate. They are also considering camera systems and more appropriate locks on classroom doors, a PA system at the Hartwell complex, and security upgrades on the Hanscom schools. Dr. McFall and Chief of Police Kevin Mooney meet monthly and are considering putting together an advisory committee in Town that would meet monthly starting in the fall. She would like a School Committee member on this advisory committee.

Chief Mooney said they are revising how to respond to school safety issues in the wake of the Newtown tragedy and sent Principal Erich Ledebuhr and Officer David Regan to ALICE [Alert, Lockdown, Inform, Counter, Evacuate] protocol training, which

focuses on evacuation, evasion, and distraction to slow an intruder until help arrives. Chief Mooney noted that they are required to practice the training with drills to keep it fresh.

Mr. Ledebuhr noted that the two-day training was intense, and they studied how to respond to different events, and all need to be trained what to do to make informed decisions in their surroundings. Much of it is common sense, and the same procedures used in a fire drill will help in these situations. He thanked Dr. McFall and Chief Mooney for the opportunity and for working with Officer Regan.

Dr. McFall said they would train the administrative team on the ALICE Protocol at the retreat if the Committee approves it. She noted that the training of teachers could be done in a two-hour presentation on a Wednesday afternoon.

Ms. Glass arrived at 8:38 pm.

Mr. Sander indicated they could devote up to one Wednesday afternoon for ALICE Protocol training.

Ms. James noted that communication with parents and students when an incident was occurring needed to be discussed as parents might drive to the school to get their children when something was happening. She also asked that they check with the abutters about having the PA system working outside. Dr. McFall asked whether a walkie-talkie system would work. Mr. Christenfeld said that community access to the school campus needs to be considered.

Mr. Sander thanked them for their time, planning, and work.

E. Memo on Kindergarten Math Curriculum

Document: Memorandum to Becky McFall, Superintendent, from Mary Sterling, Re: Proposed curriculum materials for mathematics at the kindergarten level, dated May 30, 2013

Dr. Sterling reviewed her memorandum on the kindergarten math curriculum. They have struggled with the *Everyday Math* curriculum for kindergarteners as it does not have enough substance or depth and does not align with the new Common Core State Standards. She noted that they do not want to change the *Everyday Math* math program for grades one to five. The math specialists researched other curricula to see how they mesh with the Standards for Mathematical Practices, and they and Dr. Sterling recommend that they purchase the kindergarten version of *Investigations in Number, Data and Space, 2nd Edition*. Dr. Sterling noted that the cost would be approximately \$9,000 for all of the materials, and Dr. McFall suggested that they purchase the new curriculum with FY13 funds as they have some available.

Dr. Sterling thanked the math specialists for writing an alignment guide for the kindergarten teachers to use in September. They will need to ramp up during the summer, but the teachers support the change. Dr. Sterling noted that they will send letters to parents about the new program.

Mr. Sander moved, and Ms. James seconded, the motion to accept the change in the kindergarten math curriculum to *Investigations in Number, Data and Space, 2nd Edition*, and to authorize the funds to purchase the new mathematics materials for kindergarten from Fiscal Year 2013 funds. The Committee voted unanimously to accept the curriculum change and to authorize the funds for the kindergarten math materials.

Mr. Sander thanked them for their work.

F. Superintendent's Annual Plan Report

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Superintendent Evaluation, dated May 30, 2013; 2) Annual Superintendent Evaluation Timeline, dated October 25, 2012; 3) Memorandum to School Committee from Rebecca McFall, Re: Superintendent Goals 2012-2013, dated November 1, 2012; 4) Superintendent's End of Year Performance Self-Assessment, dated June 6, 2013; 5) Memorandum to School Committee from Rebecca McFall, Re: End of Year Progress on Superintendent Goals 2012-2013, dated May 29, 2013; 6) Memorandum to School Committee from Rebecca McFall, Re: Superintendent Feedback Survey, dated May 29, 2013; 7) Memorandum to School Committee from Rebecca McFall, Re: Additional Evidence Towards Standards, dated May 29, 2013

Dr. McFall submitted and reviewed her End of Year Performance Self-Assessment, which will be used as evidence of completing or making headway on the five goals that she and the Committee agreed upon in the fall of 2012. She gave a survey to the administrative team to gauge her performance. There were recommendations for improvement, such as observing administrators more often and providing specific feedback and coaching based on those observations; she concurs with those.

Dr. McFall said the New Superintendent Induction Program was valuable. Ms. Glass indicated that Dr. McFall completed all assignments and received feedback from her peers, but the assignments were not rated.

The fifth goal, Goal Focused Intervention Plans for reading in grades 4 and 5, ran into some staffing changes and challenges. Dr. McFall noted they have asked what is her role in affecting how students do well in their scores? She has worked with the principals to find out what the literacy specialists are doing with students. There is no end-of-year assessment final data yet. The timing of the assessments is awkward for evaluations and may need to be adjusted. She noted most teachers are on a two-year plan for evaluation, and she noted it is a bigger issue with administrators. Ms. Glass asked that as they thought about goals to set with Dr. McFall, they can have two-year goals with an annual goal. They will look at data and trends over time.

Ms. Glass said that Monday, June 10, the School Committee will meet in the morning to focus on the evaluation tool. Dr. McFall will have the survey results and can provide additional information at that meeting if needed. Each Committee member must fill out the Summative Evaluation Form and submit it to Ms. Glass by June 13, and each Summative Form is part of the public record. Ms. Glass will compile the members' forms into a composite Summative Evaluation for discussion at the June 20 meeting. The Evaluation will assign an overall rating to Dr. McFall's performance.

G. Review Strategic Plan: First Reading

Document: Draft Lincoln Public Schools Strategic Plan 2013-2015, dated May 28, 2013

Dr. McFall noted that the Strategic Plan replaces the District Goals document and is a way to focus the district on key priorities aimed at teaching and learning. This is the

first reading of the Plan, which has been developed by the Administrative Team and the Committee. She and Dr. Sterling are working on the work plans to go with it. The question is how to phase it and to sequence the action steps for each priority.

Ms. Glass noted the exercise is useful and said the other normal business has to go on in addition, and the Plan is a multiyear one. Mr. Christenfeld had trouble with where to fit items in the matrix.

Mr. Sander said they would improve it at the next meeting and give concrete steps. The Committee may need to approve it at the next meeting.

H. Network Upgrade Proposal

Documents: 1) Memorandum to Superintendent Becky McFall from Rob Ford, Subject: Network Improvement Recommendation, dated May 30, 2013; 2) Network Improvement Cost Estimate, undated

Dr. McFall noted that Mr. Ford could not attend the meeting tonight, and she reviewed his memorandum. There are three areas of concern with the network: 1) insufficient wireless access points; 2) bandwidth constraints and bottlenecks with wired and wireless issues; and 3) flat network with no quality of service. Mr. Ford recommends new edge switches, access points, some additional cable and fiberoptics, and firewall licensing to fix the network performance. These fixes could be transferred to any new buildings. She noted that the system is cloud-based, and Mr. Ford recommended that the district choose the five-year licensing option. The improvements would be completed by the start of the 2013-14 school year.

Dr. McFall said they would go over the budget for these improvements at the June 20 meeting, and they are in good shape with the FY13 budget to cover the costs of these improvements. Mr. Creel noted that these expenses would be considered a maintenance activity.

Mr. Sander moved, and Ms. James seconded, the motion to approve an authorization of monies out of the Fiscal Year 2013 budget for the network improvements as presented in Rob Ford's May 30 memorandum. The Committee voted unanimously to approve the authorization for network improvements.

I. School Building Project Advisory Committee

Document: Memorandum to School Committee, Becky McFall, Superintendent, Buck Creel, Administrator for Business and Finance from Jennifer Glass, School Committee, Sarah Cannon Holden, Town Moderator, RE: School Building Advisory Committee: Proposed Slate, dated June 6, 2013

Ms. Glass reviewed her June 6 memorandum on the Citizen Advisory Committee, now known as the School Building Advisory Committee [SBAC], the composition of which is four members of the School Committee or former School Building Committee, four members of the community with architecture or construction experience, and four members appointed in consultation with Town Moderator Sarah Cannon Holden. Ms. Glass advertised for members in the *Lincoln Journal* and sent an email blast to the database of residents to find interested people to serve. The members proposed are: Mr. Christenfeld and Ms. James from the School Committee, Mr. Gary Taylor and Mr. Owen

Beenhouwer from the former School Building Committee, Mr. Douglas Adams, Mr. Ken Bassett, Mr. Vincent Cannistraro, Mr. Peter Sugar, Ms. Loretta Arthur, Mr. Steven Perlmutter, Ms. Maggy Pietropaolo, and Ms. Hathaway Russell.

Ms. Glass wanted a balance of views and a range of ages and stages of life on the new subcommittee. She noted that the group has a good chance of wrestling with the issues. Mr. Sander thanked her for the concept. Ms. Glass will send a Doodle poll to see which date is best for the first meeting in June, but then the SBAC will determine their schedule of meetings. The SBAC will meet during the summer, and there will be many meetings in the fall.

Mr. Sander moved, and Ms. James seconded, the motion to approve the slate of School Building Advisory Committee members presented by the School Committee Chair and Town Moderator in their June 6 memorandum. The Committee voted unanimously to approve the slate of School Building Advisory Committee members.

VIII. Superintendent's Report

Document: None.

Dr. McFall said that the administrative team will be attending the design charrette for the Hanscom Primary School from June 17-19.

Ms. Glass thanked her for her work.

IX. Curriculum

Document: None.

Dr. Sterling attended the Readers' Theater for 5th graders today. Students worked on considerations to bring to the choice of writing a script of a novel. They used Google Drive to collaborate, and she noted that students are fast keyboarders. The district offers a keyboarding class for grades 3 to 5.

Dr. Sterling said that report cards for 8th graders will continue to have standards-based scores and letter grades for the 2013-14 school year.

Ms. Glass thanked her for her work.

X. Policy

None.

XI. New Business

None.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for February 7, 2013; 2) Draft of School Committee Minutes for February 28, 2013

Ms. James moved, and Ms. Glass seconded, the motion to approve the minutes of the February 7, 2013 and February 28, 2013 meetings. The Committee voted unanimously to approve the minutes. They will be posted on the website.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Mr. Sander, seconded by Ms. Glass, the Committee voted unanimously to adjourn at 10:24 pm.

The next School Committee meetings are scheduled for Monday, June 10 in the morning and Thursday, June 20, 2013 at 7:00 pm.

Respectfully submitted,

Sarah G. Marcotte

Recording Secretary