

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 6, 2012
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

Ms. Glass attended last Wednesday morning's faculty meeting that welcomed teachers back to school. She thanked Dr. McFall for her warm welcome and the three speakers—teachers Jennifer Martinez and Colleen Peirce and custodian Kevin Finnerty—for their speeches. The school year is off to a great start.

III. Public Comments

None.

IV. Consent Agenda

A. Proposal for Overnight Field Trip—Lincoln School Grade 8 to Washington, D.C.

Documents: 1) Late Night and Overnight Field Trip Proposal, File IICA-E2; 2) Letter to Parents and Students from Mr. Steve Cullen, RE: Regarding our Educational Program to Washington, D.C., undated; 3) Sample Itinerary—Washington, D.C. from WorldStrides; 4) Check List for the DC Trip, May 28-31, 2013; 5) Lincoln Public Schools, Lincoln, Massachusetts, Washington Trip Experience; 6) Washington, D.C. Trip Behavior Contract; 7) Field Trip Permission Form, undated; 8) Letter to Parents from Steve Cullen, dated May 17, 2013; 9) Washington, D.C. Trip Justification, undated; 10) Flyer, Parent Notice, Important Informational Meeting, September 12; 11) Letter to Parent/Guardian from School Nurse Maureen Richichi, dated September 5, 2012; 12) Health Memorandum; 13) Lincoln School, Washington, D.C. Trip 2013, Medical Consent Form; 14) Lincoln School, Washington, D.C. Trip 2013, Prescription Medication and Non-Prescription Medication Authorization; 15) Lincoln Public Schools, Financial Assistance Guidelines and Application; 16) Lincoln Public Schools, Field Trips Policy, File IJOA, Voted at School Committee Meeting of June 3, 2004

Dr. McFall said the only change to the Washington, D.C. trip from last year is the vendor, World Strides. World Strides is larger and able to offer more opportunities for different events and for viewing the Washington monuments during the day instead of at night. While the price has increased by a small amount, the early bird special they are now offering makes the student price cheaper than last year's.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the grade 8 students' overnight field trip to Washington, D.C. from May 28-31, 2013. The Committee voted unanimously to approve the trip.

V. Time Scheduled Appointments

A. New Superintendent Induction Program [NSIP]

Documents: 1) NSIP Framework, NSIP Program Overview and Year One Curriculum SY 2012-13; 2) II. Year One Curriculum Map; 3) Rosemary Di Tullio Resumé

Ms. Glass welcomed Dr. Rosemary Di Tullio from the New Superintendent Induction Program [NSIP], a program offered by the Massachusetts Association of School Superintendents [MASS] and the Department of Elementary and Secondary Education [DESE]. Dr. McFall also welcomed Dr. Di Tullio and has met with her on several occasions. Dr. Di Tullio will attend School Committee meetings and will be at the school during the year to observe and to provide feedback to Dr. McFall and to assist with Dr. McFall's entry plan.

Dr. Di Tullio said NSIP is grant funded through the federal government, and the grant is administered by DESE. NSIP is in its third year, and the new superintendents are coached instead of mentored. There is a curriculum and meetings between the new superintendent and the coach, and the NSIP collaborative approach will be used to develop a model nationwide. The ultimate goal is to help

students with instruction and achieve academic excellence. The new superintendent and teacher evaluation process is integrated into the NSIP.

Dr. Di Tullio noted that the School Committee's support of a new superintendent is critical as there is a learning curve, and they all want Dr. McFall to succeed. She stressed the need for open communication.

Ms. Glass thanked her for work.

B. Annual Report on Summer Curriculum and Professional Development

Documents: 1) Memorandum to School Committee from Mary Sterling, RE: Report on Summer Curriculum and Professional Development, dated August 29, 2012; 2) List of Professional Development Workshops, undated

Ms. Sterling reviewed her report on summer curriculum. The workshops were led by current faculty and administrators, and she termed the work accomplished as impressive. She noted four highlights: 1) standards-based assessing and reporting; 2) alignment with new Massachusetts standards in English Language Arts [ELA]; 3) alignment with new Massachusetts standards in mathematics; and 4) educator evaluation professional learning community [PLC].

Ms. Glass attended the workshop to learn about the new Massachusetts model for supervision and evaluation and enjoyed the opportunity to be part of turning the large binder about the evaluation into practice.

Ms. Sterling said she was quite pleased that the Committee supports professional development, and the teachers were very involved with these workshops. She thanked the Lincoln School Foundation [LSF] for supporting innovative projects.

Ms. Glass thanked her and all who attended workshops for their work.

C. Annual Report on New Faculty

Document: Lincoln Public Schools, New Faculty Appointments—September 2012

Dr. McFall presented the report on new faculty members; most of whom were hired in the spring, and several were hired a few weeks ago. She is impressed with the district's vetting and hiring processes and with the training for mentors who help new faculty members. Nine of the new faculty members have master's degrees or higher, and they have experience in different types of districts.

Ms. Sterling was delighted to meet all 11 new faculty members and is proud of the quality of the mentors. Many of the new faculty members were involved in the summer professional development.

Ms. Glass welcomed them to the district.

D. Annual Report on Facilities Projects

Documents: 1) Lincoln Public Schools, Summer Projects 2012, Lincoln Campus, dated August 28, 2012; 2) Lincoln Public Schools, Summer Projects 2012, Hanscom Campus, dated August 28, 2012

Mr. Creel showed his PowerPoint presentation entitled, "How we spent our summer" with "before" and "after" pictures of the completed projects on the Lincoln and Hanscom campuses. He thanked Michael Haines and the three lead custodians, dubbed the "gang of four," for their hard work, noting that the summer months are when the facilities crew works especially hard. Highlights on the Hanscom campus were the new 1st grade classroom at Hanscom and the temporary kitchen facility in part of the Hanscom Primary School gymnasium. They also spent time cleaning. Highlights on the Lincoln campus were abating asbestos tiles, painting, trimming and removing trees, installing temporary water for the Smith Garden, and cleaning.

Ms. James thanked Mr. Creel and the staff for the temporary water for the Smith Garden. Ms. Glass thanked the staff for their work getting the school buildings ready for the year.

E. Enrollment Update

Document: Enrollment—September 6, 2012

Dr. McFall noted there are 62 students in the Lincoln Kindergarten. Their projections of students in each grade are in line except for Kindergarten. There are 78 students in the Hanscom Kindergarten, with additional students arriving at Hanscom in the fall. Including the Hanscom Preschool, there are 610 students, and the district is in the high end of band 3.

Ms. Glass thanked her for her work.

F. Discussion and Vote on 2012-2013 District Goals

Documents: 1) Lincoln Public Schools: District Goals: 2012-2013, dated August 15, 2012; 2) Lincoln Public Schools, Curriculum, Instruction, and Assessment, Teacher Excellence and Innovation, Leadership and School Culture, Facilities, Operations, Health and Safety, dated August 31, 2012; 3) Lincoln Public Schools: On-going Priorities: 2012-2013, dated August 31, 2012

Dr. McFall noted this was the second reading of the district goals. She has talked with Mr. Sander about gathering data on student engagement, and the question is how to gather it effectively and efficiently, and a committee of administrators and teachers will meet with them and decide on the scope of it by year's end. Mr. Sander was asked about using an existing survey and said he was willing to use one if quality survey questions exist that measure what we want. Dr. McFall explained the new educator evaluation PLC includes getting feedback from students. The work will be integrated with the existing goals on differentiation, innovation in teaching and learning, and in the superintendent's entry plan.

Mr. Christenfeld mentioned that the Committee, not the administration, should take on the technology review and should develop the questions for the consultant to save money. Dr. McFall noted they will develop a plan with a Committee member, a Lincoln School Foundation representative, the school technology staff, and outside consultants. Dr. McFall said the scope of the technology review is to address the staffing, instruction, infrastructure, and the technologies to use. Mr. Creel noted the consultant could work with OMR to fit into the design development plan to insure that the infrastructure is flexible. Ms. James said it is important to balance and ask how much technology is enough. Ms. Glass said the Committee must do the annual report for the Finance Committee and the policy review.

Mr. Schmertzler moved, and Mr. Christenfeld seconded, the motion to approve the district goals for 2012-2013 as presented. The Committee voted unanimously to approve the district goals.

VI. Superintendent's Report

Document: None.

Dr. McFall said that Faculty Opening Day was an opportunity to come together, and all embraced the chance; she said it was a great experience, and it started them off at a place of high energy. Having students back is a highlight and has increased the energy. She attended classes all week, including Spanish, science, music, and each Kindergarten section and will continue to visit classes. There is amazing work occurring, and teachers are setting expectations and building routines with students. She thanked the Lincoln PTO for yesterday's lunch.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Sterling met with the curriculum leaders as a group to look at the Lincoln Learning Expectations and is pleased to report that it has become an ongoing and normal conversation. They have discussed how to deepen instruction quality and feedback to students. Each department's goals are different in each subject. She noted it was an exciting time, and they are off to a great start.

Ms. Glass thanked them for their work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$585,768.98 and the accounts payable warrants totaling \$137,593.29 for a total of \$723,362.27. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

B. Establish Budget Guidelines and Timeline for FY2014 Budget Process

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY14 Budget Guidelines, dated August 28, 2012; 2) Lincoln Public Schools, FY14 Budget Development Timeline, dated August 26, 2012

Dr. McFall said they are working with the administrative team on staffing and improvement initiatives, and they will use the same process as last year. She thanked the Committee for their support. Mr. Creel reviewed his memorandum to establish budget guidelines for FY14, noting that last year's guidelines worked well. All contracts have been settled for FY14, and he has projected level funding for grants. He thanked Ms. Lateefah Franck, the METCO team, and Mr. Steve McKenna for increasing the METCO enrollment. He noted his list was not exhaustive but comes through the work plans and goal development on curriculum.

Ms. Glass noted that part of the list is about the goals and values behind the budget and part is about the mechanics of building the budget. She noted if it is published and used as a communication piece, these two items should be separated. Mr. Creel will do so and provide the Committee with a new document that will add into #5 an assessment of technology. He noted that there will not be an offset from the Town for utilities as Town Offices will be moving into the renovated Town Hall for FY14. Ms. Glass asked him to add a number 15 to capture efficiencies, and Mr. Sander asked that they look at savings opportunities as part of the process.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to establish the guidelines for the development of the FY14 budget as amended. The Committee voted unanimously to establish the budget guidelines for FY14.

C. Hanscom Snow Removal Contract

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Request for Award—Hanscom Snow Removal Services, dated August 25, 2012; 2) Letter to Mike Haines from D&P Contracting, Inc. of Wayland, MA, RE: Hanscom Air Force Base Schools Snow Removal Proposal, dated August 10, 2012

Mr. Creel reviewed his memorandum, noting that they seek competition when they can, but snow plowing is a localized service that does not require them to follow M.G.L. Chapter 30B for the procurement of supplies, services, and real property. In the last few years, the same contractor, D & P Contracting, has received the proposal. Mr. Creel recommended that the Committee award them the contract, but for one year only, as the Hanscom building projects will change the site.

Mr. Schmertzler moved, and Ms. James seconded, the motion to award the contract for snow removal at the Hanscom campus to D & P Contracting of Wayland for one year. The Committee voted unanimously to award the contract.

X. Old Business

A. School Building Committee [SBC] Update

Document: None.

Ms. Glass noted that the SBC will meet at the School Library on September 10 to plan for the community information session to be held on Sunday, September 30 in the Reed Gym. The Maguire Group will present their report on the school facilities on Tuesday, September 18 in the Smith Gym.

XI. New Business

None.

XII. Approval of Minutes

Document: 1) Draft of School Committee Minutes for Meeting of August 13, 2012

Ms. Glass moved, and Ms. James seconded, the motion to approve the minutes of the meeting of August 13, 2012. 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 Ms. James, the Committee voted unanimously to adjourn at 9:10 pm. The next School Committee meeting is scheduled for Thursday, September 27 at 7 pm.

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary