

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, April 3, 2014  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld, Jena Salon, Preditta Cedeno (METCO Representative). Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance), Stephanie Powers (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Tom Sander (Vice Chair), Mary Sterling (Assistant Superintendent), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

#### I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm. Ms. Glass congratulated Jena Salon for winning the election and welcomed her, noting that the Committee is excited to have her as a member. The Committee has not had a new member in several years.

Ms. Glass thanked former member Jen James for her work and contributions to the School Committee.

#### I.a. Board Election and Reorganization

Document: Policy, Board Organizational Meeting, File BDA, Revised at School Committee Meeting of January 22, 1990

Mr. Schmertzler nominated Ms. Glass to be Chair of the Committee, and Mr. Christenfeld seconded the nomination. Ms. Glass accepted the nomination. The Committee voted unanimously to elect Ms. Glass as Chair.

Ms. Glass thanked the Committee and appointed Mr. Sander as Vice Chair. She spoke with Mr. Sander, who is willing to continue as Vice Chair even though he could not attend this evening's meeting.

#### II. Chairperson's and Members' Reports

Mr. Christenfeld and Dr. McFall attended the EDCO Board meeting. EDCO will lease a larger space on Middlesex Turnpike in Bedford starting July 1 and will probably share the space with the Lexington Collaborative. EDCO is expanding their behavioral programs. The district is on the sidelines. Dr. McFall noted the program is a high school program.

Ms. Glass attended the EDCO legislative forum at the State House that addressed the pressure of state and federal mandates in education, and they discussed how to communicate with the state about the number of mandates coming down at once, which makes it challenging to implement them. Mr. Christenfeld noted that well-intentioned ideas usually mean more resources, assessments, and time. Mr. Schmertzler mentioned concern about mandatory testing.

#### III. Public Comments

Diane Auger, a parent of a 4th grader, thanked the Committee for its work and is concerned about a larger number of students per class projected for next year's 5th grade. Her daughter made signs that showed how she felt about having more students in her class. Ms. Auger said bigger classes are louder, and students get distracted more easily. Classes with more students mean that there are more students who have problems, making it more challenging to get help from the teacher. Her daughter was concerned that her friends were not going to be in class with her.

Peter Ballough, a parent of a 4th grader, said they have had a good year and thanked their teacher, Ms. Dwyer. He noted that small class size is great because his daughter was able to get the help that she needed. He said it was a jump for a classroom to go from 16 students to 23 students, and it would be disruptive. He was also concerned about possible disruption if classes were split apart during the school year due to the maximum class size being exceeded after school began.

Samson Munn, a parent of a 4th grader, thanked the Committee for their work and wanted clarification on how students were counted in the enrollment figures.

#### IV. Consent Agenda

None.

#### V. Time Scheduled Appointments

##### A. Scholarship Committee Appointee Report

Document: Report to the Lincoln School Committee from the Lincoln Scholarship Committee, Meg Ramsey, Chair, dated April 3, 2014

Ms. Glass welcomed Meg Ramsey, Chair of the Lincoln Scholarship Committee. Ms. Ramsey said they were not to be confused with the Lincoln-Sudbury Scholarship Committee. Ms. Ramsey reviewed their report on the 2012-2013 Scholarship Cycle, noting that their annual appeal raised just over \$7,000 from April 2013 to December 31, 2013, and this year they had a higher number of requests.

Ms. Ramsay read the list award recipients: 1) Ogden Codman Scholar (\$5,000 per year for four years) to Michael O'Brien; 2) Codman Opportunity Award (\$2,500 per year for four years) to Sophia Neri; 3) Sumner Smith Community Service Award (\$500 award) to Jillian Valpey; 4) Fanny Campbell Academic Achievement Award (\$500 award) to Ethan Blackwood; 5) Rosemary Fichera Nadolski Award (\$500 award) to Sophia Neri. They also awarded \$24,500 in aid to eight additional needs-based applicants for their first year in college. Students apply for the first four scholarships and awards but are nominated for the Rosemary Fichera Nadolski Award.

Ms. Ramsay said that for the first time, the Codman Trust is experimenting with a fund: "Second Year and Beyond" for students to request needs-based support, and they will contact current college students to let them know it is available. She noted that this may not be available every year.

Ms. Ramsey is leaving the committee, saying that it has been a pleasure to serve but she wants to give someone else an opportunity to serve.

Ms. Glass thanked her for her work.

##### B. Establish Graduation Dates

Document: None.

Ms. Julie Dobrow is organizing Lincoln's 8th grade graduation and said the venue is available on Tuesday, June 24.

Dr. McFall said it will be the last time Hanscom Middle School students will be in the school building, therefore, they are holding the graduation in the multipurpose room in the Hanscom Middle School to say good bye. Dr. McFall proposed that the Hanscom graduation date be Friday, June 20 and that the Lincoln graduation date be Tuesday, June 24. The last day of school will be Wednesday, June 25. Dr. McFall said they would like to dismiss the Boston 8th graders early to allow them to go home and get ready for the ceremony.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to establish the last day of school as Wednesday, June 25, and to establish the graduation dates for the Hanscom Middle School as Friday, June 20 and for the Lincoln School as Tuesday, June 24, with the Boston 8th grade students to be released early on Tuesday, June 24. The Committee voted unanimously to establish the last day of school and graduation dates and to release the Boston 8th grade students early on Tuesday, June 24.

Ms. Glass thanked them for their work.

#### C. School Health Advisory Committee Report

Document: School Health Advisory Council, Report to the School Committee from Maureen Richichi, School Nurse, dated April 3, 2014

Ms. Powers and Ms. Richichi said that the School Health Advisory Council [SHAC] was established by the Committee in June 2006 as a result of the district's wellness policy. The Council is comprised of a total of 11 parents, teachers, staff members, and administrators from each campus. Ms. Richichi thanked the Council for its hard work. The wellness policy is reviewed each year and addresses the eight components of a healthy school: health education, health services, food and nutritional services, counseling and social services, healthy school environment, health promotion for staff, and family and community involvement. Some items the Council has discussed include bullying, food allergies, sex education, and inadequate lunch time. They have met 5-6 times each school year since their first meeting in June 2007.

Ms. Richichi said they will survey students in grades 4-8 the end of April on their physical activity outside of school and on weekends. Ms. Powers noted that Dan Pereira, Recreation Director, would like the data to offer other activities. Ms. Powers will compile a report on the survey results and share it with the Committee. She noted that sports participation fluctuates and that students are participating in sports and other physical activities outside of the school day and on weekends.

Ms. Glass thanked them for their work.

#### D. Lincoln Library Representative Report

Document: None.

Martin Dermady, the Committee's representative to the Board of Trustees of the Lincoln Library, discussed his work during the first year of his term. He began by talking

with librarians at the school and the Town and to other librarians to find out how the relationships work in other towns and cities, including Boston and Cambridge. He asked how the library can support the educational mission of the school. He mentioned different programs that other libraries have and reported to the Library Board on them in January. The programs include pairing with the Historical Commission for the archives and collecting food instead of library fines and donating that food to those who need it.

Mr. Dermady met with Dr. McFall, and they discussed two items: 1) the need to continue to develop relationships with everyone in the community; and 2) to improve and offer different programs, such as author visits. He would like to extend these opportunities to the high school. He noted that libraries are evolving as community centers and in some are acting as teen centers; at places food is available. He will meet with Hanscom on April 14 and would also like to engage with the Sudbury Library.

Mr. Dermady noted that the Town has wonderful resources, and he wants to focus on building relationships. Mr. Schmertzler asked that he consider using speakers who come to the Council on Aging, and Mr. Christenfeld asked that he include the PTO.

Ms. Glass thanked him for taking an active role and for his work.

#### E. 2014-2015 Enrollment Requests—METCO and Employee Children

Documents: 1) Memorandum to School Committee from Rebecca McFall, Steve McKenna, Sharon Hobbs, and Lateefah Franck, Subject: Enrollment Proposal for the 2014-2015 School Year, dated April 3, 2014; 2) Lincoln School K-8 April 2014 Enrollment Data, dated April 3, 2014; 3) Policy, Admission of Interdistrict Transfer Students (Enrollment of METCO Students), File JFABC, Revised at School Committee Meeting of May 6, 2004; 4) Policy, Admission of Non-Resident Students, File JFAB, Revised at School Committee Meeting of April 25, 2013; 5) Letter to Dr. Becky McFall from Liz Paige, HPS Literacy Specialist, dated April 1, 2014; 6) Letter to Dr. Rebecca McFall from Gwen Blumberg, Literacy Specialist, Lincoln School, dated February 4, 2014; 7) Email to Becky McFall, Superintendent of Lincoln Schools, from Scott Burke, Lincoln School Wellness Teacher, dated March 3, 2014; 8) Letter to Dr. Rebecca McFall and School Committee from Ryan and Melissa Cassidy, dated March 12, 2014; 9) Letter to Dr. Rebecca McFall and School Committee from Ryan and Melissa Cassidy, dated March 5, 2014; 10) Letter to Rebecca McFall and School Committee from Elizabeth Clancy, Subject: Kindergarten and Fifth Grade Enrollment, dated March 10, 2014; 11) Letter to Becky McFall and School Committee from Stacey Clarkin, Subject: First Grade Enrollment, dated January 24, 2014; 12) Letter to Becky McFall and School Committee from Stacey Clarkin, Subject: Third Grade Enrollment, dated January 24, 2014; 13) Letter to Superintendent Dr. Becky McFall and Lincoln School Committee from Lisa Cloutier, Physical Therapist, Lincoln/Hanscom Schools, dated March 20, 2014; 14) Letter to Dr. Rebecca McFall from Caroline Curry, dated March 27, 2014; 15) Letter to Becky from Pamela DiBiase, 5-8 Educator, The Lincoln School, dated March 5, 2014; 16) Letter to Rebecca McFall, Superintendent, from Peter Elenbass, undated; 17) Email to Dr. McFall from Dori Fishbone, Occupational Therapist, dated February 28, 2014; 18) Email to Dr. McFall from Stacey Foresman, dated March 26, 2014; 19) Email to To Whom it may Concern from Lateefah Robinson Franck, METCO Director/K-4 Academic Advisor, dated March 24, 2014; 20) Letter to Superintendent McFall from Greg Gammons, dated March 11, 2014; 21) Email to Becky from Wendy Glosband, dated

March 26, 2014; 22) Email to Superintendent McFall from Kristin Hall, dated March 2, 2014; 23) Letter to Superintendent Rebecca McFall from Sharon Hobbs, dated March 4, 2014; 24) Letter to Superintendent Dr. Becky McFall and Lincoln School Committee from Grace Janusis, School Psychologist, Hanscom Schools, dated February 5, 2014; 25) Letter to Dr. McFall from Beth Ludwig, Principal, Hanscom Schools, dated March 6, 2014; 26) Email to Dr. McFall from Jennifer Mastrullo, Grade Three Teacher, Lincoln School, dated March 26, 2014; 27) Letter to Superintendent Dr. Becky McFall and Lincoln School Committee from Diane Mitton, 2nd Grade Teacher, Hanscom Primary School, dated March 20, 2014; 28) Memorandum for Lincoln Public Schools from Jill G. Payne, Subject: Request for 2014-2015 Enrollment, dated March 27, 2014; 29) Email to Dr. McFall from Mara Salis, Social Worker, Hanscom Primary School, dated February 27, 2014; 30) Letter to Dr. McFall and Members of the School Committee from Karen Sheppard, Music, Grades 5-8, dated March 24, 2014; 31) Letter to Superintendent Dr. Becky McFall and Lincoln School Committee from Kate Siegel-Melcher, Occupational Therapist, Hanscom Schools (PK-8), dated March 17, 2014; 32) Letter to Superintendent Becky McFall from Ian and Melissa Spencer, dated February 2, 2014; 33) Email to Dr. McFall from Amanda Sykes, dated March 26, 2014; 34) Letter to Dr. McFall from Jennifer Williams, Kindergarten Teacher, Hanscom Primary School, dated March 26, 2014; 35) Letter to Dr. McFall from Sarah Wood, Grade 4 Teacher, Lincoln School, dated February 12, 2014

Dr. McFall presented the enrollment projections for FY 2015 (School Year 2014-2015). She noted that when they begin each year's budget process, they use a five-year cohort survival model to project the number of students in each grade for the next year. To determine the number of sections for each grade, they used the April 1, 2014 enrollment numbers and bumped it up one grade, for example, today's kindergarten enrollment becomes next year's 1st grade enrollment. The district is currently screening students for FY 2015's kindergarten class, and they do not have a final number yet.

Dr. McFall said the district wants to enroll 91 Boston students; this year there are 89 Boston students. Eleven of the 89 will graduate in June, and one student each in 6th and 7th grade will be leaving the district. Lincoln wants to offer places in the younger grades (kindergarten, 1st, and 2nd grade) to Boston students. Dr. McFall recommended that they enroll not more than 15 Boston students.

Dr. McFall said the enrollment of employee children is a huge benefit to the district, since it draws faculty members and helps to maintain high quality teachers. She noted that the Admission of Non-Resident Students policy was changed to a year-to-year basis and recommended that they continue to enroll the current students of employees. In 5th grade, enrollments are tight and the projected average class size will be 23.66 students for three sections. She stated that the committee may need more information.

Dr. McFall wanted guidance regarding the number of METCO students to admit to kindergarten. She suggested that they wait list two employee students, one in 4th grade and one in 5th grade. As more information becomes available, she will bring it to the Committee. Ms. Powers noted that there are currently 19 homes on the market with a total of 73 bedrooms.

Dr. McFall said this is the first year that they have included requests for employee preschool students to attend the Lincoln Preschool. There are 10 existing employee preschoolers and requests for seven new employee preschoolers, making a total of 17.

Ms. Glass opened the discussion for public comments. Jeff Bennett, Jill Harrison, Dawn Palmer, Samson Munn, Andrea Greiff, all parents of current 4th graders, asked that the school open a fourth section of 5th grade for next year and wanted all of the enrollments for METCO and faculty and staff children approved.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to work toward enrolling 91 METCO students, with six in kindergarten with the idea that if the enrollment numbers work, they would prefer to have eight METCO kindergarten students and to reserve two or more provisional spaces in kindergarten pending enrollment numbers and additional students in grades one and two to a maximum of 15 METCO students. The Committee voted unanimously to approve the enrollment of METCO students as above.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the enrollment of all students of employees in grades preschool through grade 8 at the Lincoln School beginning with the 2014-2015 school year, subject to the continued employment of their parents as required by School Committee policy. The Committee voted unanimously to approve the enrollments of employees' children.

#### VI. Superintendent's Report

Document: None.

Dr. McFall thanked the Lincoln School Foundation [LSF] for the spelling bee, which raises funds that support the faculty. She said it was great, and the PTO mini-link lists the winners. Mr. Christenfeld noted that teachers and principals were there too.

Ms. Powers said the district was audited last year by the Department of Elementary and Secondary Education [DESE] on civil rights. The district had one part to improve on regarding gender differences. She noted that the changes have been approved by DESE, and our policies are up to date on gender differences. The district might not have a mid-cycle review next time. They have been audited on English Language Learners [ELL], and have received the report back from DESE with two citations with which the district does not agree. They are working with DESE on those issues.

Ms. Glass thanked them for their meticulous work.

#### VII. Curriculum

None.

#### VIII. Policy

None.

#### IX. Facilities and Financial

##### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$717,170.46 and the accounts payable warrant totaling \$329,975.11 for a total of \$1,047,145.57. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

#### B. Awarding of Hanscom Middle School [HMS] Move Contract

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent from Buckner Creel, Subject: Selection of HMS Move Contractor for Summer 2014, dated April 2, 2014; 2) Request for Quote, prepared by Buckner M. Creel, Administrator for Business and Finance, dated March 19, 2014; 3) Memorandum entitled, "Information about Prevailing Wage Schedules for Awarding Authorities and Contractors," by the Commonwealth of Massachusetts, Executive Office of Labor and Workforce Development, Department of Labor Standards, issue date March 19, 2014

Mr. Creel gave an update on the Hanscom Middle School move. Teachers and staff will have their items packed by the end of June. The temporary facility will be ready for moving on July 15. Teachers will come in the end of August to unpack their crates.

Mr. Creel said the district is not awarding a contract but is awarding a purchase order for the moving and rental of crates. They requested quotes on moving from five firms on the State Bid List, and the five walked through, and the district received quotes from four of those firms. Wakefield Moving and Storage provided the lowest quote. Mr. Creel noted the actual cost of the move is based on the exact number of crates they will rent, and they estimate it will take 800-1,000 crates.

Some items for the move will be stored instead of set up in the new temporary trailers, such as the kiln and some kitchen equipment. Mr. Creel said there will be a separate agreement to rent storage space for these items. He thanked Maureen Onigman for her work on analyzing the move quotes. He asked that the Committee authorize the administration to award a purchase order for the HMS move to Wakefield Moving and Storage.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to authorize the administration to award a purchase order for the Hanscom Middle School move to Wakefield Moving and Storage. The Committee voted unanimously to authorize the administration to award a purchase order to Wakefield Moving and Storage.

Ms. Glass thanked him for his work.

#### C. Town Meeting Follow-up – Lincoln School Warrant

Documents: 1) Memorandum by Tim Christenfeld, dated April 2014; 2) Memorandum by Jennifer Glass, dated April 2014; 3) Draft, New Charge of the School Building Advisory Committee [SBAC], undated

Ms. Glass discussed Town Meeting, which was held on Saturday, March 29. She said that the school budget passed, and the warrants for the switchgear, the classroom rehabilitation, trail, and red playground passed. Town Meeting also voted for \$250,000

for the school building renovation study. She thanked the Town for its support, and they can move forward on the next steps for renovating the school buildings.

Ms. Glass said that at Town Meeting, there was an amendment to the warrant article for the \$250,000 to reinstate the School Building Advisory Committee [SBAC] for the next phase to guide the consultation process. They want to ask former members of the SBAC if they would like to continue. Ms. Glass said they wanted to have Dr. McFall and Mr. Creel on the SBAC instead of School Committee members and would not include Selectmen or members of the Finance or Capital Planning Committees. Ms. Glass mentioned the administration should prepare a draft Request for Qualifications [RFQ]. At the next meeting, they will discuss who is willing to continue on the SBAC with the Moderator and will also discuss whether to add members to the SBAC.

The Committee discussed the draft of the new charge of the School Building Advisory Committee [SBAC], and the superintendent is the co-Chair. The SBAC will give guidance on the RFQ and evaluate the responses to the RFQ, and recommend whom to hire. They will also guide the work of the consultant. Ms. Glass said that as Town Meeting voted for a Community Center Study, the SBAC will choose one person as a liaison to that study. The School Committee has to decide what they are asking the consultant to do. Mr. Creel is the procurement officer and reminded the Committee that he cannot select the consultant. Mr. Schmertzler noted they might need to hire a public relations person to market and to make the school buildings the critical issue. Ms. Glass noted they had good success last winter with the community forums versus having neighborhood coffees. They will make the changes to the draft and bring it to the next meeting.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to authorize Chair Jennifer Glass to charge the School Building Advisory Committee and work with Town Moderator Sarah Cannon Holden to determine the members of the School Building Advisory Committee. The Committee voted unanimously to authorize Chair Jennifer Glass to work with Town Moderator Sarah Cannon Holden on the members of the SBAC.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

None.

#### 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 contract negotiations with the Superintendent. Ms. Glass, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Ms. Cedeno, yes. The Committee would not be returning to open session. The open session adjourned at 9:30 pm.

The next School Committee meeting is scheduled for Thursday, April 17, 2014 at 7:00 pm.

#### XV. Executive Session

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary