

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, April 17, 2014
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jena Salon. Also present: Becky McFall (Superintendent), Mary Sterling (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology).

Absent: Preditta Cedeno (METCO Representative), Stephanie Powers (Administrator for Student Services), 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 said the Smith School's Science Fair was huge with much energy and was very exciting. He thanked Principal Steve McKenna for his work. Mr. Christenfeld and Mr. Schmertzler attended the Middle School Science Fair, with Lincoln and Hanscom students participating. Mr. Christenfeld said he witnessed real science at the great event that he said had high standards.

Mr. Schmertzler shared the stage with Dr. McFall and Ms. Glass at the Hanscom ceremony for the Month of the Military Child. He was impressed with the theme for thanking the students, who have transferred schools many times. The Colonel's speech that noted he had been transferred 26 times was particularly moving. Ms. Glass said it was a terrific event, and the mascot's activities were exciting.

Ms. Glass said the Lincoln-METCO Parent Group (LMPG) is giving two events: 1) Family Day at the deCordova Museum on April 27 from 11:00 am-3:00 pm with tours of the Sculpture Park; 2) a Book Fair on May 1 and 2 in the lecture hall.

Ms. Glass mentioned that the student art show will be on display throughout the Hartwell Building, including the Multipurpose Room from June 2 to 10. The Committee's June 5 meeting will need to be changed to June 12. Dr. McFall said there was no space at Town Hall on June 5 and filming the meeting is tough to do at the Lincoln Library. They plan to recognize retirees at the June 5 meeting, so the best thing is to move the meeting date to June 12.

Ms. Glass proposed a workshop meeting before May 13's district strategic plan meeting as there is a new committee member and will send dates and times to members. She also asked for a volunteer to review meeting minutes as Jen James is no longer serving on the Committee.

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. Dr. McFall said there will be an enrollment update at the May 8 meeting.

IV. Consent Agenda

A. Overnight Field Trip

Documents: 1) Late Night and Overnight Field Trip Proposal, File IICA-E2, dated March 28, 2014; 2) Permission form, October 21-24, 2014 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education; 3) Timetable for Sargent Center-2014; 4) Letter to Parents and Caregivers from Sharon Hobbs, Lincoln School Principal 5-8, dated September 10, 2014; 5) Information Handout, October 21-24, 2014 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education; 6) Nature's Classroom at Sargent Center, School Program Rates, Fall 2014 and Winter 2015; 7) Photos, Nature's Classroom at Hancock, NH; 8) Site Phone Numbers and Addresses; 9) Letter from KT Therrien, Administrative Assistant of Sargent Center; 10) Site Map; 11) Room layouts; 12) Schedule of Activities; 13) Policy, Lincoln Public Schools, Field Trips, File IJOA

The 7th grade travels to Sargent Camp in the fall each year for an overnight field trip.

B. Approval to Shift to Summer Hours

Document: None.

Past practice in Lincoln has been to shift public offices to a four-day work week for the summer. Starting Monday, July 7 and continuing through Friday, August 15, the School Department will shift to a four-day work week with office hours from 7:00 am – 5:00 pm, Monday through Thursday. Dr. McFall recommended that the Committee approve the shift.

C. Accept Donations

Documents: 1) Memorandum to School Committee and Rebecca McFall from Stephen McKenna, dated April 17, 2014; 2) Memorandum to School Committee and Becky McFall from Erich Ledebuhr, dated April 14, 2014

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the 7th grade overnight trip to Sargent Camp and the shift to summer hours for the School Department, and to accept the donations of \$100 for book purchases at the Smith School from Maria Lopez honoring her son's teacher, Blake Siskavich and \$1,026 from Raytheon for the Hanscom Middle School 4th and 5th grade field trips to the Discovery Museums in October 2013 to cover bus transportation expenses. The Committee voted unanimously to approve the 7th grade overnight trip and the shift to summer hours, and to accept the two donations.

They requested that the administration send thank-you letters for the donations.

V. Time Scheduled Appointments

A. Discussion and VOTE to Accept Lincoln School Foundation [LSF] Grants for 2014-2015

Documents: 1) Letter to the Lincoln School Committee Members from Jennifer Gill, Grants Committee Chair, Lincoln School Foundation, dated April 16, 2014; 2) Lincoln School Foundation, Approved Grants for 2014-2015, dated April 17, 2014

Ms. Glass welcomed Jennifer Gill, Chair of the Lincoln School Foundation, and member Neville McCaghren. Ms. Gill and the LSF are proud to present 17 grants for the 2014-2015 school year. She thanked the community for donating funds and noted that the LSF Board is comprised of all parents. Their collaborative work starts with conversations with teachers, principals, Dr. Sterling, and Dr. McFall to get the list of grants. The grants approved are for most subjects and span all grade levels and schools. There are good curricular initiatives and community collaboration with the deCordova and senior citizens for cross-generational tutoring. The grants also focus on professional development for teachers.

Ms. Glass said the approved grants are exciting, and the wetlands grant was a focus at Town Meeting. The school will hire a volunteer coordinator for the wetlands trails project, and they hope volunteers will build the boardwalk. Dr. Sterling said they hope to wrap up by the end of June. Mr. Christenfeld thanked the LSF for their support and said that they enhance the school program and have faculty willing to try new things.

Dr. McFall thanked the LSF for their collaboration and work.

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

B. Science Curriculum Update

Document: Memorandum to School Committee from Mary Sterling, Re: Science and Engineering Standards and Curriculum: An Update, dated April 8, 2014

Dr. Sterling introduced Mairead Curtis, the Science and Engineering Curriculum Leader, and they showed a PowerPoint presentation on clarifying the expectations in Massachusetts for future alignment to new sciences and engineering standards, review the current state of our district K-8 science and engineering standards and curriculum, and describe some steps towards the change in standards.

Dr. Sterling reviewed the history of changes in science, technology, and engineering [STE] standards, starting in 1996 when the state adopted the Science and Technology Framework. This year, the state has released a revised draft of the standards, and the multi-year implementation of the new standards will start in 2016. Dr. Sterling said the district is in a good position as it revised elementary science in 2008 and is more integrated than many districts are. The district has used the every domain, every year way to address science concepts.

Ms. Curtis reviewed the key shifts, which are:

- a shift from teaching facts to explaining phenomena;
- more coherence, with content and inquiry practices building a storyline through the grades;
- moving from standards by grade span (K-2, 3-5, 6-8, 9-12) to specific standards by grade;
- greater inclusion of engineering and technology in grades 1-8;
- creating explicit links to math and ELA standards; and
- a central role for set of eight science and engineering inquiry practices.

Ms. Curtis said they will examine the intersection between Lincoln standards and the new draft standards this summer, and they will have to shift emphasis in some grades for some topics. Some science topics will be moved to different grades, for example, genetics and evolution are trickling down from high school.

Dr. Sterling thanked the Committee for approving the funds to hire a science leader; Ms. Curtis will be busy. Students learn inquiry practices, and there are eight standards, and one of them is developing and using models, which is new. Students do hands on projects that help with learning and are to read, to write, and to give evidence in all subjects; ELA, math, and science standards intersect.

The Committee did a hands-on project to learn about matter and its interactions using marshmallows and syringes to learn about pressure.

Ms. Glass thanked them for their work.

C. Data Systems Team Update

Document: None.

Mr. Ford said the Data Systems Team has given the faculty a survey on data systems and what they are looking for in a data system. They also held focus groups to discuss these issues. 115 respondents took the survey, and he thanked the principals for their help with it. Mr. Ford noted they asked what experience with data systems the respondents had and also what is useful to them in an ideal data tool. The survey found out that teachers use paper, Word, Aspen, and spreadsheets to collect a lot of student data. 68% responded that Aspen was not effective. The most effective tools currently being used to collect data are Excel, Google, and Word, but less than half of the survey respondents found these tools to be effective. The most important feature in a data system is to enter data quickly, and data also needs to be retrieved quickly and easily and be available as soon as it is entered. Teachers want to be able to sort and manipulate data. Other items they found out in the survey were that report-card entry is time consuming and cannot now be tied to assessments; teachers want to see the whole picture for each student, including their history; teachers currently have to enter data multiple times in different systems.

The next steps are to have the Data Systems Team incorporate the feedback into an evaluation criteria for the data tools and apply this criteria to existing tools and other tools the district may consider in the future.

Mr. Ford said other districts are struggling with this issue, and it is hard to find a tool that fits all the data together. They will try to share resources with other districts, but many of them use different assessments. He noted sustainability for a system is important too. The state also requires the district to report a lot of data to them, and it is becoming a larger task.

Ms. Glass thanked them for their enormous amount of work.

D. Re-establishing School Building Advisory Committee (SBAC)

Documents: 1) Memorandum to Becky McFall, Superintendent, Buck Creel, Administrator for Business and Finance, and School Committee members from Jennifer Glass, School Committee, and Sarah Cannon Holden, Town Moderator, Re: Lincoln

School Renovation: Establishing a Subcommittee—UPDATE, dated April 15, 2014; 2) Draft 2, New Charge of the School Building Advisory Committee (SBAC), undated

Ms. Glass welcomed Town Moderator Sarah Cannon Holden. There are three items to be decided tonight: 1) to review the revised draft of the charge of the School Building Advisory Committee (SBAC) and incorporated language on the SBAC’s mission; 2) to confirm those former SBAC members who will serve on the new SBAC—9 of 10 members will serve; and 3) to decide whether or not to have a School Committee member serve on the new SBAC.

Ms. Glass said there has been some thought that it is important to have a School Committee member sit on the SBAC. Ms. Cannon Holden thought it was valuable to have a School Committee member because they are elected. Mr. Schmertzler and Mr. Sander agreed that it is needed because the Committee member adds knowledge about the school that is important to have on the SBAC. Ms. Glass said that Dr. McFall and Mr. Creel will be members of the SBAC this time, and she would like to fill the 10th spot with a School Committee member. Ms. Glass asked Mr. Christenfeld if he was willing to serve, and he was.

On the draft of the new charge of the SBAC, Mr. Sander said he likes point 6, the SBAC liaison with the Community Center Study, he wanted to make it stronger to give a chance to plan together so that it reads, “to look for opportunities to serve the school and community center.” Mr. Christenfeld said it should be a charge for the SBAC as a whole, not just the liaison. Ms. Glass added that she talked with Selectman Renel Fredrikson, who asked if a School Committee member might be on the Community Center Study. She suggested that they add, collaboration on any solution that would affect the Ballfield Road campus on the draft. Dr. McFall has the edits for the draft of “New Charge of the School Building Advisory Committee (SBAC).

Ms. Glass moved, and Mr. Sander seconded, the motion to appoint the following people to the School Building Advisory Committee—Dr. Rebecca McFall, Mr. Buckner Creel, Mr. Timothy Christenfeld, Mr. Douglas Adams, Mr. Kenneth Bassett, Mr. Owen Beenhouwer, Mr. Vincent Cannistraro, Mr. Steven Perlmutter, Ms. Maggy Pietropaolo, Ms. Hathaway Russell, Mr. Peter Sugar, and Mr. Gary Taylor—and to approve the charge to the School Building Advisory Committee as edited. The Committee voted unanimously to appoint the people to the SBAC and to approve the charge to the SBAC.

Ms. Glass thanked Ms. Cannon Holden and the new SBAC members.

VI. Superintendent’s Report

Document: None.

Dr. McFall said the Hanscom Middle School [HMS] project is moving forward. The temporary trailers are on site and established, and they have also cleared the site for the temporary building. Verizon is on site this week, and there have been many meetings and conversations on the project. The groundbreaking ceremony will be held Wednesday, June 18 at 3:00 pm. Mr. Creel noted that he was very impressed with the collaboration, especially with the numbers of people involved in the project.

Dr. McFall said it was nice to host the Middle School Science Fair yesterday. Channel 5 was filming for wake-up calls, and the program will air in May; she will get the date.

Ms. Glass thanked them for their work.

VII. Curriculum

Document: None.

Dr. Sterling said the 2nd and 3rd grade math classes were using an online program for supplementary materials on an assessment, and it is for learning and practice for differentiation. She noted it was really fun to see the math workshop in full bloom, with students in three groups, and students switched between groups, which happens all of the time. Students love it and wrote to her to ask that they not take the program away. It was mentioned in the Superintendent's Bulletin.

Dr. Sterling said there are 30 proposals for summer work, and the district will offer four courses for graduate credit. She thanked the faculty members for offering to teach and agreeing to become certified to teach the graduate courses by Framingham State University; the University will also grant graduate credit to the teachers who take the course. Eight of the proposals will be funded by the Lincoln School Foundation [LSF], and Dr. Sterling thanked them.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$719,825.04 and the accounts payable warrant totaling \$187,634.74 for a total of \$907,459.78. 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. FY14 Fiscal Report—Third Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY14 Third Quarter Report, dated April 8, 2014; 2) Lincoln Campus, FY 2014 Operating Budget—Status Report, 3rd Quarter, as of April 3, 2014; 3) Hanscom Campus, FY 2014 Operating Budget—Status Report, 3rd Quarter, as of April 3, 2014; 4) FY 2014 Operating Budget—Key Budget Line Tracking, 3rd Quarter, as of April 3, 2014

Mr. Creel reviewed his memorandum. The district is through 70% of the school year and through 75% of the fiscal year. He was excited to report that there were no difficulties. Heating days were not as impactful as they had anticipated. The only item

was that they needed more long-term substitutes for the continuation of maternity and sick leaves. They are not close to using the monies budgeted for legal expenses.

Ms. Glass thanked him for his work.

X. Old Business

A. Lincoln Graduation

Document: None.

Dr. McFall said that she misspoke about graduation at the last meeting. She talked with Principal Sharon Hobbs, and last year they released all of the Lincoln 8th grade students early, not just the Boston students, on graduation day. They also have to change the graduation date for Hanscom graduation from Friday, June 20 to Monday, June 23 to include a crucial staff person.

Dr. McFall said they would like to dismiss all Lincoln 8th graders early to allow the 11 Boston students to go home and get ready for the ceremony.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to establish the graduation date for the Hanscom Middle School as Monday, June 23 and to approve an early release day for the Lincoln School 8th graders for Tuesday, June 24, with students to be released at 12:35 pm. The Committee voted unanimously to establish the Hanscom graduation date and to release all Lincoln 8th grade students early on Tuesday, June 24.

B. Executive Session—Superintendent Contract Negotiations

Documents: None.

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. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes. The Committee would be returning to open session. The open session adjourned at 9:07 pm.

C. Open Session—Superintendent Contract

Ms. Glass called the open session to order at 9:35 pm.

Ms. Glass noted that Dr. McFall is in the second year of her three-year contract, and while it is unusual to do so, the Committee wanted to negotiate a new three-year contract with Dr. McFall. They will formalize it.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the new three-year contract with Dr. Rebecca McFall as presented. The Committee voted unanimously to approve the new three-year contract with Dr. McFall.

Ms. Glass thanked Dr. McFall and the Committee for their work. The final version of Dr. McFall's contract will be part of the public record.

Dr. McFall thanked the Committee.

XI. New Business

None.

XII. Approval of Minutes

None.

XIII. Information Enclosures

Documents: Letters to Sharon Reneris, Ryan and Melissa Cassidy, Lisa Cloutier, Carolyn Curry, Stacey Foresman, Lateefah Franck, Greg Gammons, Wendy Glosband, Joshua Gold, Jodi Hawthorne, Grace Janusis, BethAnn Ludwig, Kate Siegel-Melcher, Diane Mitton, Liz Paige, Christine Portluck, Mara Salis, Elizabeth Clancy, Melissa Spencer, Stacey Clarkin, Peter Elenbaas, Dori Fishbone, Jennifer Mastrullo, Jennifer Williams, Amanda Sykes, Sharon Hobbs, Scott Burke, Pamela DiBiase, Jill Payne, Karen Sheppard, Gwen Blumberg, Kristin Hall, Sarah Wood from Rebecca McFall, Superintendent of Schools, dated April 8, 2014

These items were not discussed. They are for the Committee's information.

XIV. Adjournment

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to adjourn the meeting. The Committee voted unanimously to adjourn the meeting at 9:37 pm.

The next School Committee meeting is scheduled for Thursday, May 8, 2014 at 7:00 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary