

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, May 8, 2014
Hartwell Building, Lincoln, MA
OPEN SESSION

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

Absent: 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. She thanked David Trant for taping the meeting.

II. Chairperson's and Members' Reports

Mr. Christenfeld said the 3rd graders went on a field trip to see the Lincoln Minutemen, who did a great job. The trip integrates the school and the Town. He thanked Kristin Hall, who took Middle School students to a drama festival last weekend; the students learned a lot.

Mr. Christenfeld attended the EDCO Board meeting, at which they approved the budget. EDCO hopes to have a surplus, and they approved assessments. Lincoln's portion is \$13,252 less than last year. He also reported that EDCO will not be charging for professional development, and the district will save \$1,000-\$2,000. EDCO has not yet leased their new office space.

Ms. Glass announced that the PTO is sponsoring speaker Michael Thompson on May 13 at 7:00 pm. His topic is the pressure on students and schools, and he appeared on PBS Newshour last night. They are fortunate that he will speak here.

Ms. Glass said the Committee met Monday evening at a workshop and will be updating its policies.

III. Public Comments

Document: Letter to Dr. McFall and Members of the School Committee from The Fourth Grade Parents, dated May 8, 2014

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. She read a letter about next year's 5th grade class and asked that they reconsider their decision to have three sections and asked if they would have four sections instead. She asked that they strive for the recommended class size instead of the maximum.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Report on School Improvement Plans—Hanscom Primary School and Hanscom Middle School

Documents: 1) Hanscom Primary School, School Improvement Plan, 2013-2014 End of Year Report, by Beth Ludwig, Principal; 2) Hanscom Middle School, School Improvement Plan, 2013-2014 Year End Status Report, by Erich Ledebuhr, Principal

Mr. Ledebuhr said it has been their second year implementing learning targets in K-8, and he and Ms. Ludwig feel their staffs are more collaborative. Each school's first goal was: "Educators will grow their capacity to engage students in activities that simultaneously show students what the learning target is, develops their understanding of the concepts and skills that make up the target, and produces evidence of their progress toward the target." Ms. Ludwig said they have helped teachers develop formative data collection tools, and students knew what was expected of them from the beginning and completed checklists when they have completed a learning task. Mr. Ledebuhr said they are seeing fantastic results in the assessments, and student feedback is that they now depend on the learning targets. The "look fors" show students what they need to do, and he has watched students take responsibility for their own learning. Ms. Ludwig noted that students become more self-directed learners, and this fosters the growth mindset. The growth mindset is the belief that one's most basic abilities can be developed through dedication and hard work, and brains and talent are just the starting point. Teachers will be asked to analyze the tasks asked of students and how they apply to their cognitive demand to give students authentic learning experiences. Ms. Ludwig and Mr. Ledebuhr said they will continue this work next year.

Ms. Ludwig addressed the second goal, which was: "Implement a three-tiered positive behavioral intervention system to support the behavioral, social and emotional growth of students." She said that with the doubling of the student population last year, they had increased discipline and complex student needs, and while they had academic interventions for these students, they did not have anything to address the social, emotional, and behavioral needs. Last summer, they developed the Behavior, Emotional, Social Support Team [BESST] teams, comprised of the principal, social worker, school psychologist, classroom teacher, and partner teacher, to handle those needs. The BESST team addresses ways that students take responsibility for their actions and understand the impact of those behaviors. The BESST team crafts plans for handling those issues and follows up with students, and one result is that the number of discipline slips has decreased by half this year. Students have been successful and are less likely to have more than one discipline slip; classroom life has been less chaotic, and families have been involved with the process. Ms. Ludwig said the school climate is better, and while they have more work to do on the issue, there is much to celebrate, and there will be more professional development on this issue this summer. She thanked Ms. Powers and Dr. Sterling for their work on these issues.

Mr. Ledebuhr said for the second goal for the Hanscom Middle School, "Community," they implemented Developmental Design for Middle School [DDMS] to address student needs. They have an advisory committee, which established smaller advisor groups for students and teachers to meet regularly. The groups have helped students transition more easily to become part of their community, and Mr. Ledebuhr said

it is a real strength. They are also working on a new social contract, and while their current social contract is Hanscom CARES, they are always working on this issue. They wanted to have more than monthly community meetings but found that there was not enough time to have those in addition to their monthly major school events. They will administer a survey at year's end to measure the effectiveness of their advisory groups. Mr. Ledebuhr noted they are in good shape for next year.

Mr. Christenfeld was impressed with their work but is concerned about the quality of teacher feedback to students being overshadowed by student to student feedback. Mr. Ledebuhr said they are working on that. Ms. Ludwig said their goal is to have teachers and students provide helpful feedback to each other.

Ms. Glass asked whether the data on behavior was being collected on a district level. She enjoyed watching the professional development and said they have made exciting progress. She thanked them and their faculty for their work.

B. District Determined Measures

Document: Memorandum to School Committee from Mary Sterling, Assistant Superintendent, Re: Update on Pilot and Plan for District Growth Measures (DDM), dated May 2, 2014

Dr. Sterling reviewed their work on District Determined Measures (DDM) which are used to monitor student growth and are part of the Massachusetts Department of Elementary and Secondary Education [DESE] new educator evaluation system. Dr. Sterling said this work ties to the priority in the strategic plan under assessment and data: refine and pilot our District Determined Measures. This year, DDM has been a pilot program. The state wants each school district to choose two measures per teacher to use to determine student growth. If an MCAS exam is given in a subject, the MCAS result has to be one of those measures. The district submitted a plan on the measures they would pilot on September 30, 2013 and has to submit a plan to DESE on the measures they will use for the 2014-15 school year by June 1, 2014. At some point, these measures will be used in teacher impact ratings and in their evaluations.

While this is a state mandate, Dr. Sterling said they have focused on how to make this work valuable for the district. Dr. Sterling said one way to choose the measure was to decide which assessments they already use and use them to their advantage. One example is the Fountas and Pinnell Literacy Assessment for younger students. Teachers have gathered data on baseline measures, benchmarks and summative assessments. Teachers want to do assessments that teach them about student learning. Dr. Sterling said teachers in every role piloted growth measures, and yesterday they received information on how their choices worked out. The district has worked on common assessments for several years now. At this point, they are analyzing results and will continue to do so until the middle of May, and then they will compile the plan for DESE.

Moving forward, Dr. Sterling said there are four large challenges to the DDMs:

- 1) Keep measures important and valuable to teachers;
- 2) Address ways these measures will be used for impact ratings;
- 3) Manage revision, storage, and future retrieval of all district growth measures;
- 4) Figure out efficient and effective ways to keep track of data gathered with these measures.

Mr. Sander asked whether the teachers agreed on the measure and whether there is positive or negative feedback. Dr. Sterling said it varied, and they do not yet have all of the data. She noted that as they are in a pilot year, they probably could change a measure, but they likely will have to keep it. Teachers are not excited about this as it is yet unclear about how the measures will be used in their evaluations. She thanked the leadership team and the teachers for their work.

Ms. Glass thanked her for focusing on how to accomplish this task with positive impact.

C. May 1 Enrollment Update

Document: Lincoln School K-8 FY15 Enrollment Data as of May 7, 2014

Dr. McFall noted that the enrollment on the Hanscom campus was in flux right now. She will address the enrollment on the Lincoln campus only tonight. She said the secretaries have been receiving information from families every day this week, and the numbers are a moving target. She showed the October 1, 2013 enrollment projections and determination of class sections used in preparation of the FY15 budget, and they are close to those projected enrollments. They might be able to add two more Boston students in kindergarten. In grade four, the average number of students has decreased, but in grade five, they are still on the edge and are watching the number of students. There are 68 students, and the recommended class size is 22 students with the maximum class size of 24. The average for grade five is 22.67. She continues to check with the principals; students may move out or into the district, and the number is changing daily.

Maggy Pietropaolo asked when they would decide whether there would be another section of 5th grade. Jennifer Monahan asked if they were stuck with three sections unless they maxed out at 72 students.

Mr. Christenfeld explained that when the class-size policy gets to the maximum in any grade, the Committee can go to the Finance Committee to ask for a reserve fund transfer to pay for another classroom, but if the Committee acts on its own without adhering to the class-size policy, they would need to find the money in the current budget.

Ms. Glass said they will watch the numbers and keep the item on the agendas at the May 22 and June 12 meetings. Dr. McFall will notify the Committee of any changes.

Ms. Glass thanked her for her work.

D. Superintendent Summative Evaluation Process

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent, from Jennifer Glass, Re: Superintendent Summative Evaluation Process, dated May 2, 2014; 2) Document, "Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents, Prepared by the Massachusetts Association of School Committees, Revised, November 2012; 3) Superintendent Performance Indicators: Priorities Agreed Upon by Superintendent McFall and the School Committee, Lincoln Public Schools, 2012-13

Ms. Glass said Dr. McFall's evaluation will be on June 12. They are on the fifth step of the cycle. She reviewed her memorandum and asked if the members needed any additional data from Dr. McFall. The members did not, but Mr. Sander said that she should refer to the documents if they have already been created. Dr. McFall will write key samples of storylines of situations with which she has dealt for the non-quantitative data.

VI. Superintendent's Report

Document: None.

Dr. McFall said they had their evacuation drills on the Lincoln, Hanscom, and Hartwell campuses last week, and all went smoothly and quickly. They have identified evacuation routes and gave teachers freedom to decide which ones to use. They were to evacuate but not use the main school doors to do so; the goal was to get away from the building. Safety officers met groups at the start of the evacuation routes. It was both a practice and training, and they were in and out in ten minutes despite the rainy weather. They have surveyed faculty and administrators and will meet this Tuesday to debrief on the drill. Dr. McFall said they tested the Public Address [PA] systems, and they will need to be adjusted because they were hard to hear outside. She will have a security update later.

Dr. McFall said the groundbreaking ceremony for the Hanscom Middle School will be on Monday, June 16 at 3 pm. The Base is in charge of the guest list, but they do not yet know which dignitaries will be there. Ms. Glass will be invited to appear in the picture with the shovel. Mr. Creel noted there will be a total of 31 temporary trailers for the Hanscom Middle School; 22 are currently on the Base, two more arrive tomorrow, and seven are arriving next week. The move is on track for July 15. They are working very hard to make sure all will be ready for the beginning of school in September.

Ms. Glass thanked them for their work.

VII. Curriculum

Documents: See the documents listed below under XIII. Information Enclosures

Dr. Sterling said the 4th grade science classes were studying the relationship between light and reflection and were asked what living things and non-living things produce light. Students had misconceptions, and it was fun.

She updated on the DESE's Coordinated Program Review, which was included in the packet under Information Enclosures. They have three items to do. On the English Language Learner [ELL] program, the state found that the district was partially implementing one of the 18 elements; the district is not giving ELL students enough hours with certified ELL teachers, but no school district meets the plan with enough certified ELL teachers. Dr. Sterling said the district does not have a separate ELL curriculum. The district serves 48 students who receive direct ELL services, and of those, 12 are considered formally limited in English, with six of those students at the low Level 1. WIDA [World-Class Instructional Design and Assessment] standards say a student at Level 1 should have from two and a half to six hours with a certified ELL instructor.

Dr. Sterling said that they have done a corrective action plan, and during the summer they will work on the curriculum. The district has to show good faith effort on a better integrated curriculum, and the state wants them to be more explicit. They have ELL teaching assistants helping these students.

Ms. Glass thanked her for making things right for the ELL students.

VIII. Policy

Documents: 1) Section B, "Board Governance and Operations," School Committee Policy Book, with Policies: File BA, Annual School Committee Goals, Revised and Approved at School Committee Meeting of January 7, 2004; File BB, School Committee Legal Status, Reaffirmed at School Committee Meeting of October 30, 1989; File BBA, School Committee Powers and Duties, Revised at School Committee Meeting of November 13, 1989; File BBA-R, School Committee as Employer, Revised at School Committee Meeting of October 16, 1989; File BBAA, School Committee Authority, Reaffirmed at School Committee Meeting of November 13, 1989; File BBB, School Board Election, Added Lincoln METCO Representation at School Committee Meeting of October 29, 1990; File BBBE, Procedures for Filling School Committee Vacancy, Revised at School Committee Meeting of December 4, 1989; File BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989; File BDA, Board Organizational Meeting, Revised at School Committee Meeting of January 22, 1990; File BDB-R, Role of the Chairman of the School Committee, Revised at School Committee Meeting of January 22, 1990; File BDC-R, Role of the Hanscom Representatives, Approved at School Committee Meeting of December 4, 1989; File BDD, School Committee-Superintendent Relationship, Revised at School Committee Meeting of February 5, 1990; File BDD-R, School Committee-Superintendent Relations, Adopted at School Committee Meeting of February 5, 1990; File BDE, Board Subcommittees, Revised at School Committee Meeting of March 4, 1985; File BDE-R, Subcommittees and Liaisons of the School Committee, Reaffirmed at School Committee Meeting of March 4, 1985; File BDE-R2, Guidelines for School Committee Liaisons, Reaffirmed at School Committee Meeting of December 17, 1984; File BDF, Citizens' Committees Appointed by the School Committee, Adopted at School Committee Meeting of January 21, 1985; File BDF-R, Procedures for Establishing Citizens' Committees, Adopted at School Committee Meeting of January 21, 1985; File BDFA, School Councils, Voted at School Committee Meeting of September 27, 1993; File BE, School Committee Meetings, Revised at School Committee Meeting of November 21, 2002; File BEDA, Notification of School Committee Meetings, Reaffirmed at School Committee Meeting of December 17, 1984; File BEDB, Agenda Preparation, Reaffirmed at School Committee Meeting of December 17, 1984; File BEDBA, Consent Agenda, Adopted at School Committee Meeting of January 13, 2005; File BEDC, Quorum, Reaffirmed at School Committee Meeting of December 17, 1984; File BEDH, Remote Participation Policy, Adopted at School Committee Meeting of November 7, 2013; File BGC, Policy Review and Maintenance, Revised at School Committee Meeting of October 26, 1987; File BIA-R, Procedures for New Committee Member Orientations, Revised at School Committee Meeting of December 17, 1984; Massachusetts Association of School Committees [MASC] Reference Manual

Ms. Glass divided up the Board Governance section of the School Committee's Policy Handbook among the members. She asked them to let her know if they require any changes for the May 22 meeting. If the policies do not need many changes, please send the updates to Dr. McFall by May 15. If they need revision, they can be included on the June 12 or June 19 agendas. Ms. Glass asked that they send any changes to Dr. McFall. They will keep the current policy with any suggested changes when they bring them back.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$717,205.00 and the accounts payable warrant totaling \$145,982.51 for a total of \$863,187.51. 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. Custodial Cleaning

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Michael Haines, Facilities Manager, and Buckner Creel, Administrator for Business and Finance, Subject: Annual Update on Custodial Service Review, dated April 30, 2014; 2) SSI April Inspection Report for Cleaning, conducted April 10, 2014

Mr. Creel and Mr. Haines reviewed their report on cleaning, noting that it has been an incremental process. The custodial plan, compiled by Sanitation Systems, Inc. [SSI], has been maintained and improved in most areas. The inspectors came before the April break to get a good reading, and the district has improved in every area. Mr. Haines has been very impressed with the cleaning crews and shares the reports with them. The custodial staff is on a level field now, and they attend to areas regularly. The latest SSI report said there were a few areas to improve; the washrooms and a strange floor situation make them hard to clean.

Mr. Haines said that the Hanscom student population has exploded, and the custodial staff has kept up. He would like to keep the plan for one more year because they are moving in the right direction. Dr. McFall noted that the Lincoln campus is understaffed by a .5 FTE, and they would like to improve the coverage because they do not have a large pool of substitute custodians to draw on. Mr. Creel said they need custodial help to set up and tear down the cafeteria.

Mr. Sander asked whether the morale is improved and whether they put their focus on the areas to be evaluated instead of the entire building. Mr. Haines said there are 32 areas per inspection, and the inspectors choose areas at random. The morale is good, the training is good, and the custodial staff is involved three or four times a year. The staff takes ownership of their areas and likes it. He admitted that the first six months

was negative, but it is great now, and staff members are empowered. He said, "I am more pleased with this than I thought I would be."

Dr. McFall said the Lincoln Teachers' Association [LTA] has reported an increase in the number of people reporting that the cleanliness of the building has improved. Mr. Creel said there will be SSI inspections in FY15. Mr. Haines reminded them that with the construction of the Hanscom Middle School, it is hard to know how the cleanliness will be in the temporary trailers.

Dr. McFall thanked Mr. Haines for all of his work for the district and the Town. She also thanked Mr. Ledebuhr, Mr. Ford, and Mr. Creel for their work.

Ms. Glass thanked them for their work.

X. Old Business

A. School Building Advisory Committee (SBAC)

Document: None.

Dr. McFall said the first meeting of the second School Building Advisory Committee (SBAC) will be held on Monday, May 12 at 7:00 pm. The agenda will include a discussion of their charge and the scope and parameters of their work. They will also select a co-chair, recording secretary, and liaison to the Community Center Study. The co-chair will serve with Dr. McFall. She noted that they will meet weekly on Tuesdays at 7:00 pm in the Multipurpose Room through the end of June and then will decide their summer meeting schedule.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of School Committee Minutes for November 21, 2013

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the minutes of the November 21, 2013 meeting. The Committee voted unanimously to approve the minutes. They will be posted on the website.

XIII. Information Enclosures

Documents: 1) Letter to Maria Lopez from Rebecca McFall, Superintendent, dated April 18, 2014; 2) Letter to Lincoln Parent Teacher Organization, from Rebecca McFall, Superintendent, dated April 15, 2014; 3) Letter to Josephine Finn, Raytheon Integrated Defense Systems, from Rebecca McFall, Superintendent, dated April 18, 2014; 4) Letter to Rebecca E. McFall from Sibel Hughes, ELL Program Quality Assurance Coordinator, Massachusetts Department of Elementary and Secondary Education, Re: Coordinated Program Review ELE Draft Report Comments, dated April 15, 2014; 5) Lincoln Public Schools, Draft Coordinated Review Report Responses; 5) Letter to Rebecca E. McFall from Sibel Hughes, ELL Program Quality Assurance Coordinator, Massachusetts Department of Elementary and Secondary Education, Re: Final Report: Coordinated Program Review, dated April 15, 2014; 5) Lincoln Public Schools, Coordinated Program Review Report of Findings, dated April 15, 2014

These items are for the Committee's information, and Dr. Sterling referred to them during her Curriculum update.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to go into Executive Session for the purpose of negotiations on FY15 wages for non-union personnel. Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Ms. Cedenno, yes. The Committee would be not returning to open session. The open session adjourned at 9:20 pm.

The next School Committee meeting is scheduled for Thursday, May 22, 2014 at 7:00 pm.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary