

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 12, 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), Stephanie Powers (Administrator for Student Services), Robert Ford (Director of Technology).

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

Mr. Christenfeld attended last night's Middle School band, chorus, and orchestra concert. In addition, many of the Lincoln students participated in the MassBay Music Festival for the first year, and all three ensembles received the top grade. It was a great showing by all groups, and there was lots of positive energy with great performances. He thanked Karen Sheppard and Susan Gottschalk for their work.

Mr. Christenfeld noted that three members of the School Building Advisory Committee [SBAC] visited a LEED-certified gold school building in Hudson, MA that holds 700 students, is 120,000 square feet and was built at a cost of \$36 million. The building is state of the art. Each project the SBAC tours serves as an example for what Lincoln could do with the Lincoln school buildings.

Mr. Christenfeld said that the SBAC will meet on June 17. They are entering into the process to select the consultant and will select the criteria on which to judge the Request for Qualifications packages. On June 25 at 7 pm, the SBAC will review the selections of the subcommittee.

Mr. Christenfeld and Dr. McFall attended the EDCO Board meeting this morning. They approved new articles of agreement, and the Committee will need to vote on them. He noted EDCO also created a capital fund to deal with the surpluses at EDCO.

Ms. Glass noted that the Hanscom Middle School won platinum awards at the Great East Music Festival and congratulated them.

Ms. Glass said the student art show just ended, and it was fantastic.

Ms. Glass said Lincoln's Middle School concert was fun, and the 8th graders had a big role to play.

Ms. Glass attended the Lincoln-Sudbury Regional High School graduation; Lincoln was well represented in the awards department.

Ms. Glass said there will be a second comment period during the 5th grade enrollment discussion later this evening. She also said that John Snell of Lincoln's Green Technology Committee has some ideas that he will present during the superintendent's report this evening.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Retiree Recognition

Document: None.

Dr. McFall said this was the best night of the year at the Committee meetings because they are here for positive reasons, but it is bittersweet too. This year, ten of the staff are retiring, and they have given many years of high quality and dedicated service to the Lincoln Public Schools. The retirees are: Elissa Berry, Joanne Fazell, Kevin Finnerty, Ellen Gordon, David Joseph, Karen Kanter, Carol Mahn, Patrese Pierson, Mary Sterling, and Rita Trotta. Dr. McFall thanked each of them for everything they have done, and each retiree received their own engraved chair. Patrese Pierson and Rita Trotta were not in attendance.

Ms. Powers presented a thank you for Karen Kanter, who has served the district since 1994 as a speech and language pathologist and an administrator. Ms. Powers said it has been a gift to work with her; they have worked together for many hours, and Ms. Kanter has given love, dedication, and tears to the job. "You will be greatly missed," said Ms. Powers. Ms. Kanter thanked the district for the wonderful opportunity to serve.

Sharon Hobbs, Principal of the Lincoln School 5-8, presented a thank you for Ellen Gordon, who has served the district since 1994 as a 3rd and 4th grade teacher and then as a 5th grade teacher since 2007. Ms. Gordon thanked Dr. Hobbs and said it has been an honor to serve.

Dr. Hobbs presented a thank you for Patte Pierson, who has served the district since 1995 as a math specialist and classroom teacher. She has been in teaching since 1966 and has served as a 1st grade and 5th grade teacher, and principal. Dr. Hobbs wished her well and hopes that she can spend lots of time with her grandchildren.

Michael Haines, presented a thank you for Kevin Finnerty, Lead Custodian, who has served the district since 1996. Mr. Finnerty started part time in March 1996 and was hired full time in July 1996. He is the union steward and has kept both campuses stocked. Mr. Finnerty thanked Mr. Haines.

Beth Ludwig, Principal of the Hanscom Primary School, presented a thank you for Elissa Berry, who has served the district for 22 years and has been in teaching for 37 years, has recently been a kindergarten teacher. Ms. Berry thanked Ms. Ludwig, saying that it has been a great 22 years, and she will miss it deeply.

Ms. Ludwig presented a thank you for Carol Mahn, who has served the district for 29 and a half years and been a teacher for 33 years. She has been a 1st grade teacher who is enthusiastic in the morning and keeps children happy and secure. Ms. Mahn thanked the district for the chair and the opportunity and said it has been an amazing ride.

Mr. Erich Ledebuhr, Principal of the Hanscom Middle School, presented a thank you to David Joseph, who has served the district for the last 23 years. He started as a 6th grade teacher at the Lincoln School and became a 5th grade teacher, and then taught 6th

grade science and engineering at the Hanscom Middle School. Mr. Joseph thanked the district for the chair, kind words, and support over the years, noting it has been a privilege to make a difference in the lives of students for 33 years. It will be strange in September, but he will do other pursuits.

Mr. Ledebuhr presented a thank you for Joanne Fazell, who has served the district for 14 years as a special education teacher and then a 7th and 8th grade social studies teacher whose subject is world history. Ms. Fazell thanked the district and said she has been privileged to work here and to live in the United States.

Dr. Sterling presented a thank you for Rita Trotta, who has served the district for 35 years; 25 at Hanscom and 10 at Lincoln. She served as team and curriculum leader and then moved into an English as a Second Language role when the district had a fledgling program in English Language Learning. Dr. Sterling said they express their deep appreciation for her and her work and will miss her.

Dr. McFall presented a thank you for Mary Sterling, who has been the Assistant Superintendent for the last seven years. Dr. McFall noted that others do not define Dr. Sterling's terms; retirement is not a word that she uses. She has an incredible work ethic, and Dr. McFall will miss her consistent high expectations. Dr. Sterling is collaborative and thinks through complicated subjects, and they have worked closely in the past two years. They all will miss her knowledge and experience; many times they say, "Mary will know." She was a wonderful coach and mentor to teachers, principals, and administrators. She is a consummate life long learner, and they will miss her warmth and caring on not only a professional level, but on a personal level too. Dr. Sterling thanked the district, saying that she leaves with mixed emotions. She has enjoyed her time here and will miss the shared purpose and the bonds with her colleagues. She will miss the relationships that she has built and said that people here are terrific.

Dr. McFall and Ms. Glass congratulated the retirees.

B. Decision on Administration of PARCC vs. MCAS for 2015

Documents: 1) 2015 PARCC/MCAS Choice, MASS Drive-In Conference, Hudson High School, Hudson, MA, May 19, 2014 Presentation, Massachusetts Department of Elementary and Secondary Education [DESE]; 2) 2015 PARCC MCAS Choice document, Massachusetts Department of Elementary and Secondary Education

Dr. McFall said that according to the Massachusetts Association of School Superintendents' [MASS] legal counsel, the Committee needs to vote on whether students will take the PARCC [Partnership for Assessment of Readiness for College and Careers) or the MCAS exam in the 2014-2015 school year. She noted that the Committee could vote this evening. There will likely be a "next generation assessment" for the 2015-2016 school year, either PARCC or another assessment, not MCAS. The highlights are that if the district chooses to administer PARCC, students will get practice in taking the exam, and districts will be held harmless on their accountability level. Dr. McFall and the Administrative Team discussed the issue, and their sense was that one practice run of PARCC was not much of a benefit and implementing a new exam would be one more big initiative to do. The district will not know their accountability level until the fall, and being held harmless on the level would not be a significant benefit. Dr. McFall

said they can decide to choose the exam by June 30 or wait until October, at which time they may not have a choice.

Dr. McFall mentioned that there were difficulties with the PARCC pilot, including technology issues that would require more support, and DESE is working on those issues, and she would like them to get them ironed out first. She reported that many districts are going to take the PARCC exam, including Sudbury, but that Lincoln-Sudbury Regional High School was leaning toward administering the MCAS. She recommended that the district administer the MCAS exam for the 2014-2015 school year.

Ms. Glass asked what measures were being taken so that PARCC would not be a big issue when they will have to take PARCC in 2015-2016. Mr. Sander said if they want good student data to track over time, it was best to be consistent and stay with MCAS. Dr. McFall said there has not been much conversation on the quality of the test questions themselves, and she has heard anecdotally that the math is very difficult and possibly inappropriate for the grade levels.

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to administer the MCAS assessment in 2014-2015. The Committee voted unanimously to administer the MCAS assessment in 2014-2015.

C. Fifth Grade Enrollment Report

Document: Lincoln School K-8 FY15 Enrollment Data as of June 10, 2014

Dr. McFall reviewed the enrollment data for all grades for the 2014-15 school year. In Kindergarten, they have accepted 6 Boston students and would like to have two more Boston students. In grade 1, they have given verbal approval to 4 Boston students, and they are below the recommended class size level. In grades 2 and 3, they are within the range, and in grade 4 there are 60 or 61 students, with two others expressing interest but they have not yet returned the paperwork. In grade 5, the numbers of students, 68, has not changed. In grades 6-8, they are below the recommended class size.

Ms. Glass asked whether there is a point above 68 students and below 72 students that the Committee decides to open a fourth section of 5th grade. Mr. Christenfeld and Ms. Salon said they cannot go to the Finance Committee to ask for a fourth section until they exceed the maximum number of students, which for 5th grade is 73, and they have 68 students.

Ms. Glass asked whether the needs of the incoming 5th grade cohort were such that opening a fourth section was warranted. Dr. McFall discussed this issue with Mr. McKenna, the Lincoln K-4 Principal, the special education coordinator, and others, and noted that while she received different views, the students' needs were not atypical, and the faculty should be able to meet those needs with three sections. Ms. Powers noted that the students in the incoming 5th grade class have made significant progress, and she feels they will be appropriately serviced with three sections.

Mr. Christenfeld said that when he served on the class-size policy committee in 2007, they examined this issue and carefully chose the minimums, maximums, and preferred numbers of students that were appropriate for each grade based on many studies and the policies of surrounding communities. Mr. Sander noted that Lincoln has a lower class size and a larger number of teaching assistants than the surrounding towns do.

Fourth-grade parents Karen Prince, Diane Auger, Maggie Pietropaolo, Kerry

McGinty, and Andrea Greiff asked that a fourth section of 5th grade be opened for the 2014-2015 school year. Ms. Auger presented a list of 93 fourth-grade parents who she said supported them. They were concerned about the personality issues in the grade, and they reported that their children feel that they cannot receive enough attention from the teachers. Ms. Prince cited studies from the United Kingdom and Sweden that found that off-task behaviors increase with a larger number of students in class, even in the higher grades.

Ms. Glass understood the frustrations and said that in a small school, there are fluctuations in student numbers, but the Committee has to balance many items. Dr. McFall said it is an issue of money versus the community culture, which is difficult, and there is no right answer. She received written feedback from teachers and will talk with them again. Ms. Glass asked that the subject be included on the agenda for next week's meeting, and Dr. McFall will bring any additional information to the meeting.

D. Plans for Summer Curriculum Development/Professional Development
Documents: 1) Summer Work 2014: Curriculum Work; 2) Summer Work 2014: Professional Learning Courses/Workshops

Dr. Sterling said that this summer's courses are very teacher driven and received a large response. She reviewed the charts, noting that the faculty, specialists, and curriculum leaders will lead the workshops, and newly hired staff, including Assistant Superintendent Patricia Kinsella will attend. She feels the offerings are the best they have ever had, and they will include sessions on Algebra I, English as a Second Language, Science, and technology. 48 people will be involved in curriculum work, 83 will take workshops, and 24 will participate in the two courses—one on Google applications and their use in the classroom, and one on developing math ideas—offered by Framingham State University.

She thanked the Lincoln School Foundation for their financial support for the development, and when appropriate, other courses are funded through improvement initiatives, Title I and Title IIA, and the Betty Bjork Fund.

Ms. Glass thanked her for her work.

E. Educator Evaluation Update
Document: Implementation of Educator Evaluation System Survey #2 – April 2014

Dr. McFall updated the Committee on their implementation of the educator evaluation system, which has been a major piece of their work this year. They are using Baseline Edge software to manage the documentation and process. She received 72 responses to the second survey. The third survey is coming this week, and all are finishing their end of year evaluations. Page four that shows they have made progress toward their professional practice goals. While the administration wants each person to set an audacious goal for themselves, the district does not want to penalize staff for doing so if they do not meet that goal. She noted that these were self assessments. The majority of respondents, 69, have made from some progress to significant progress or met their student learning goal, indicated on page five. Written and verbal feedback has been

helpful for most of those surveyed. Dr. McFall said that the whole point of the new system is to improve instruction, and 51 of those surveyed said that they have made changes as a result of the new evaluation system.

Mr. Christenfeld asked if anything could be done to make it easier to collect evidence for Standard IV: Professional Culture, on page nine. Dr. Sterling noted it was harder to capture, and they are working on a few more examples. Ms. Powers noted that they watch staff collaborating in many meetings, but they have not asked them to create documents that can be uploaded into Baseline Edge.

Ms. Glass thanked them for their work.

F. First Reading: District Strategic Plan

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Strategic Plan 2014-2015, dated June 4, 2014; 2) Lincoln Public Schools Strategic Plan 2013-2015

Dr. McFall noted that nothing has changed with the 2013-2015 District Strategic Plan. At their May 13 meeting, the Administrative Team and the Committee agreed that the priorities are to focus efforts in the area of Curriculum and Instruction with work on the “5 Key Questions for Learning” and establishing a shared understanding of the vision of effective teaching and learning. They want to ensure that students have the opportunities to develop higher order thinking skills: analysis, synthesis, evaluation, and creation. There were no questions.

The Plan will be brought to the next meeting for a vote.

Ms. Glass thanked Dr. McFall for her work.

G. Superintendent Summative Evaluation

Document: Draft of Composite Summative Evaluation on Dr. Rebecca McFall’s Performance, by Jennifer Glass

Ms. Glass sent the draft composite evaluation of Dr. McFall’s performance to the members today. Each member wrote an evaluation of Dr. McFall, and the Committee has to agree tonight on four standards and the rating to give to Dr. McFall. Ms. Glass said that Dr. McFall received an overall rating of “proficient” by each member. She noted that it has been a strong year, and the district and Committee have benefited from her skills, and there is a high level of happiness with her performance. As evidence of their approval, Ms. Glass said that the Committee negotiated a new three-year contract with her before her current contract expired.

Ms. Glass said that on her educator goals, significant progress was made but the data collection piece is something they are still working on. She noted Dr. McFall’s leadership is on target. Ms. Glass said the members agreed that the work on student surveys has been exemplary, and Dr. McFall has been invited to speak on panels with colleagues, and her work has gone above and beyond. Ms. Glass noted that she is “proficient” for each standard, and members gave her some “exemplary” ratings. Dr. McFall manages difficult situations well and has lived up to high expectations. The evidence of working with the principals shows that Dr. McFall uses the core values as the culture, and the Committee appreciates that.

Ms. Glass said that all the evidence leads to a rating of “proficient”, and she asked if the Committee would officially assign that rating. She reviewed the four standards. For Standard One, implementing the new educator evaluation system, they are in good shape. The 5 Key Questions for Learning are a living and breathing focus, and there is evidence for significant communication. Families are happy with her help, and she has piloted District Determined Measures [DDMs] in all subjects in all grades. The one concern that the Committee has is how to create a balance for her, and many of these projects take a lot of her time. Finding balance is an area for Dr. McFall’s growth.

For Standard Two, management and operations, the Security Advisory Council is inclusive, and they held a successful drill. Dr. McFall has piloted the DESE student survey project, she has set clear expectations with the Administrative Team, and she has worked through tough topics to find how the issues help students. Dr. McFall has collaborated with different groups in Town. The concern again is how to manage the projects in the time given, and they also need to streamline data collection.

For Standard Three, Community Engagement, the Committee has positive feedback. The concern and area for growth is that in some instances, there is a gap between parent welcomeness and district welcomeness.

For Standard Four, diverse voices have been heard on policies, and Ms. Glass will get more information to clarify this point.

Mr. Sander asked that they add that teacher evaluation has a great data process that has gone smoothly, and the leadership provided was terrific. He said it was heartening, and it should be used as a vehicle to reflect. Mr. Christenfeld asked that they include that Dr. McFall’s leadership has been recognized by EDCO, and Lincoln is recognized as a model district.

Dr. McFall thanked them for their feedback and will look at the areas for growth. She will use the district strategic plan to prepare her goals for next year.

Ms. Glass will be more explicit in the summative evaluation write up.

Ms. Glass moved, and Mr. Sander seconded, the motion to confirm that Dr. McFall’s rating is proficient. The Committee voted unanimously to confirm that Dr. McFall’s rating is proficient.

Ms. Glass thanked her for her work.

VI. Superintendent’s Report

Document: None.

Dr. McFall introduced John Snell of the Town’s Green Energy Technology Committee [GETC]. Mr. Snell said the MA Department of Energy Resources released the Pathway to Zero Grant Program. Grants are available for up to \$500,000 for commercial and institutional buildings. All projects are eligible to receive funding for construction costs. Commercial and institutional projects are also eligible for funding for feasibility studies and integrated design services. The Green Tech Committee would like to apply for the grant and use the money to improve the Reed Field House’s energy use.

Mr. Snell asked if the School Committee would allow the Green Tech Committee to do the work on their behalf to put together a grant request before the July 15 deadline. The GETC will investigate the application process, and many items are unknown now, but Mr. Snell needs information from Mr. Creel and Mr. Haines. He noted it was worth

pursuing and asked for the Committee's guidance and a "level of tolerance" to talk with Mr. Haines and Mr. Creel, and the Finance and Capital Planning Committees on this project. He said the work could start by December 2015 if they received the money, and he was looking at building a durable exterior cladding for exterior insulation and infill.

Mr. Christenfeld said they have received strong guidance that infill on four of the panels is falling apart and needs to be replaced. He was concerned whether the value of adding cladding given the other structural defects of the Reed Field House; if it were done as an independent project, he was not sure how it could start by December 2015; and the SBAC is working on plans for a project on the school buildings, so would this project be worth it? Mr. Sander asked how much money it would really save, and Mr. Snell responded that it is a pilot project that will help, but the GETC wants the opportunity to investigate and does not have final plans for the Reed Field House.

Ms. Glass wanted Mr. Snell to clarify how much time would be needed from Mr. Haines and Mr. Creel. Mr. Snell would get the documents and talk with Mr. Creel and Mr. Haines for an hour or so on costs per square foot, and he would want them to do the final review before it was submitted to the state by the July 15 deadline. He said the grant would be no more than 21 pages long.

Mr. Creel noted their willingness to do what the School Committee requested of them, but admitted that the timing was unfortunate as they are in the midst of moving the Hanscom Middle School into temporary trailers and working with the SBAC on choosing a consultant and other items. He said it was not the best use of money to have the project designed by Town volunteers and noted that skilled professionals should be producing design and construction documents.

Ms. Glass asked what happens if the project for the Reed Field House costs more than the grant money received? Do you need the School Committee's blessing to talk with the Finance and Capital Planning Committee's about it? Mr. Snell said if a contribution was needed from the Town, he would talk with those Committees before submitting the application. Mr. Snell said they would be competing with other cities and towns, and the money is tied to emergency shelter.

Mr. Christenfeld wondered that if all went well, was it still a sensible project to do. Mr. Creel stated that the plan with the SBAC is to keep the Reed Field House, and its condition is getting worse, and it seems like a good thing to do. Mr. Schmertzler agreed.

Mr. Snell will come back to a meeting with a grant proposal for the Committee to review before the July 15 deadline.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to authorize Mr. Snell of the Green Energy Technology Committee to proceed with exploring the Massachusetts Department of Energy Resources' Pathway to Zero Grant Program to repair the Reed Field House. Mr. Sander amended the motion to add that Mr. Creel, Mr. Haines, and the School Committee will review the grant proposal before it is sent to the Massachusetts Department of Energy Resources. Mr. Christenfeld seconded the amendment. The Committee voted unanimously for the amendment.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to authorize Mr. Snell of the Green Energy Technology Committee to proceed with exploring the Massachusetts Department of Energy Resources' Pathway to Zero Grant Program to repair the Reed Field House and that Mr. Creel, Mr. Haines, and the School Committee will review the grant proposal before it is sent to the Massachusetts Department of

Energy Resources. The Committee voted unanimously to authorize Mr. Snell of the Green Energy Technology Committee to proceed with exploring the Massachusetts Department of Energy Resources' Pathway to Zero Grant Program to repair the Reed Field House and that Mr. Creel, Mr. Haines, and the School Committee will review the grant proposal before it is sent to the Massachusetts Department of Energy Resources.

Ms. Cedeno left the meeting at 10:05 pm.

VII. Curriculum

None.

VIII. Policy

A. Second Reading of the Following Revised Policies:

Documents: 1) Draft, File BBB-3, Lincoln METCO Representation on the Lincoln School Committee; 2) File BBBE, Procedures for Filling School Committee Vacancy, Revised at School Committee Meeting of December 4, 1989; 3) Draft, File BBBE, Procedure for Filling A School Committee Vacancy; 4) Draft, File BBBE-E, Procedure for Filling A School Committee Vacancy; 5) Proposed New Policy Draft, First Reading, May 22, 2014, Procedure for Filling School Committee Vacancy, File BBBE; 6) File BDA, Board Organizational Meeting, Revised at School Committee Meeting of January 22, 1990; 7) File BEDB, Agenda Preparation, Reaffirmed at School Committee Meeting of December 17, 1984; 8) Proposed New Policy Draft, First Reading, May 22, 2014, Agenda Preparation, File BEDB; 9) File BEDC, Quorum, Reaffirmed at School Committee Meeting of December 17, 1984

The Committee has been revising the policy manual as some policies have not been updated in years. The policy changes were discussed at the last meeting during the First Reading of each policy.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve File BBB-3, Lincoln METCO Representation on the Lincoln School Committee as written. The Committee voted unanimously to approve File BBB-3, Lincoln METCO Representation on the Lincoln School Committee as written.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the revision to File BBBE, Procedure for Filling a School Committee Vacancy as presented. The Committee voted unanimously to approve the revision to File BBBE, Procedure for Filling a School Committee Vacancy as presented.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the revision to File BBBE-E, Procedure for Filling a School Committee Vacancy as presented. The Committee voted unanimously to approve the revision to File BBBE-E, Procedure for Filling a School Committee Vacancy as presented.

Mr. Sander asked that for File BDA, Board Organizational Meeting, they add that a similar process will be used if the positions become vacant. Add this sentence at the end of the policy: "In event of vacancy in the School Committee, they shall follow the same respective procedure for a School Committee vacancy in either position."

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the revision to File BDA, Board Organizational Meeting with the addition of Mr. Sander's sentence at

the end. The Committee voted unanimously to approve the revision to File BDA, Board Organizational Meeting with the addition of Mr. Sander's sentence at the end.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the revision to File BEDB, Agenda Preparation as presented. The Committee voted unanimously to approve the revision to File BEDB, Agenda Preparation as presented.

Ms. Glass moved, and Mr. Sander seconded, the motion to reaffirm File BEDC, Quorum as presented. The Committee voted unanimously to reaffirm File BEDC, Quorum as presented.

B. Second Reading: Student Use of Third-Party Software Systems (File: IJNDB)
Document: Student Use of Third-Party Software Services, File IJNDB, and Proposed New Policy Draft, Second Reading, June 12, 2014

The district does not have a policy on student use of third-party software systems. The federal Children's Online Privacy Protection Act (COPPA) is designed to protect student privacy and inform parents about the data that websites collect about children under 13. The proposed policy includes parental notification and consent requirements for student use of third-party software beyond COPPA's requirements.

Mr. Christenfeld noted that there had been discussion at the May 22 meeting on using the word "will" versus the word "should" in the first sentence. The distinction is important because the terms of service for privacy on websites changes over time.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the policy, Student Use of Third-Party Software Services, File IJNDB, as presented. The Committee voted unanimously to approve the policy File IJNDB as presented.

C. First Reading: Creation of Summer Warrant Approval Process
Document: None.

Mr. Creel explained that he usually brings the summer warrants in September for a vote by the Committee, but he is uncomfortable with that process and would like a process as a policy or a Committee vote to establish a process. He said that the Committee could designate a member or the Chairperson to review the warrants during the summer months. Mr. Creel will talk with Town Finance Director Colleen Wilkins on ratification and will ask whether they can deputize someone, and if they approve a designated person, do they still need to ratify those warrants in September. He noted that as it is the Committee's legal responsibility to approve the monies, they should vote on a policy.

Mr. Sander said it did not make sense to have the warrants ratified in September and said they should authorize a member to review and sign for the warrants. Mr. Christenfeld said the Chairperson should be authorized to do it.

Mr. Sander moved, and Mr. Christenfeld seconded, the motion to deputize the Chairperson to approve the warrants during the summer months on the School Committee's behalf. The Committee voted unanimously to deputize the Chairperson to approve the warrants during the summer months.

IX. Facilities and Financial
A. Warrant Approval
Document: None.

The Committee moved this item to the next meeting on Thursday, June 19.

X. Old Business
None.

XI. New Business
None.

XII. Approval of Minutes
None.

XIII. Information Enclosures
Document: BMI Report for Lincoln Hanscom 2013-2014

This item is for the Committee's information. It was not discussed.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Sander, the Committee voted unanimously to adjourn at 10:41 pm.

The next School Committee meeting is scheduled for Thursday, June 19, 2014 at 7:00 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary