

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 19, 2014
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld, Jena Salon. 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: Tom Sander (Vice Chair), Preditta Cedeno (METCO Representative), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:03 pm.

II. Chairperson's and Members' Reports

Ms. Glass congratulated Dr. Sterling on her last meeting, saying that the Committee will miss her and wishes her well. She thanked Ms. Marcotte for making sense of the Committee's discussions and producing minutes from them, and Mr. David Trant and Mr. Jim Cunningham for taping the meetings.

Mr. Schmertzler noted that at the School Building Advisory Committee [SBAC], John Snell of the Green Energy Technology Committee [GETC] made a presentation on the state's Department of Energy Resources' Pathway to Zero Grant Program that gives grants for up to \$500,000 for commercial and institutional buildings, and the GETC would like to investigate the program to see if it could be used to make the Reed Field House more energy efficient. Mr. Schmertzler said the SBAC voted for Mr. Snell to proceed with his investigation into the opportunity. Mr. Schmertzler said that Andrew Beard, Chair of the Capital Planning Committee, issued his support for that investigation.

Mr. Christenfeld said that Ms. Davis' 5th grade class performed Reader's Theater, where students convert scenes from books they like into scripts to be performed.

Ms. Glass attended the Lincoln Talent Show last Friday. It was great to see the students sing, dance, tell jokes, and have fun, and the students were a supportive audience for each other.

Ms. Glass said that Monday, June 16 was the groundbreaking ceremony for the new Hanscom Middle School building. In addition to her and Dr. McFall, Colonel Lester A. Weilacher, Commander of the 66th Air Base Group, Congressman John Tierney, Congresswoman Katherine Clark, and State Senator Michael Barrett attended. She thanked Mr. Creel for organizing the details, and he noted that the credit goes to the Base. Ms. Glass said that the students sang the National Anthem beautifully.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gifts

Documents: 1) Memorandum to School Committee from Buckner Creel, Subject: Gift for the Betty Bjork Professional Development Fund, dated June 9, 2014; 2) Memorandum to School Committee from Erich Ledebuhr, Re: DonorsChoose.org, dated June 13, 2014, with list of donated items

See below for the vote.

B. Overnight Field Trips

Documents: 1) Late Night and Overnight Field Trip Proposal, File IJOA, Museum of Science trip for October 16 and 17, 2014, Supervised by David Trant, dated May 8, 2014; 2) Memorandum to School Committee from David Trant, Sixth Annual Museum of Science Overnight, Sixth Grade Field Trip Proposal; 3) Late Night and Overnight Field Trip Proposal, File IICA-E2, Washington, D.C. trip for May 26-29, 2015, Supervised by Steve Cullen, dated June 10, 2014; 4) Parent Notice, Important Informational Meeting, Washington, D.C. Trip, Wednesday, September 17th, 6:15 pm in the auditorium, undated; 5) Washington, D.C. Trip Justification, undated; 6) Check List for The DC Trip, May 26-29, 2015; 7) Field Trip Permission Form; 8) Washington Trip Experience Parental Permission Form; 9) Washington, D.C. Trip Behavior Contract and Emergency Contact Information; 10) 8th Grade Washington D.C. Trip 2015, Cell Phone Authorization Form; 11) Swimming Pool Permission Slip; 12) Letter to Parents from Steve Cullen, dated May 8, 2015 [sic]; 13) Lincoln School Washington, D.C. Trip Itinerary and Flyer from WorldStrides; 14) Letter to Parent/Guardian from Maureen Richichi, School Nurse, regarding medications, undated; 15) Lincoln School, Washington, D.C. Trip 2015, Medical Consent Form; 16) Lincoln School, Washington, D.C. Trip 2015, Prescription Medication and Non-Prescription Medication Authorization Form; 17) Lincoln School, Washington, D.C. Trip 2015, Health Memorandum

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation to the Betty Bjork Professional Development Fund in the amount of \$585.00, to approve a list of items being donated by DonorsChoose.org to the Hanscom Middle School to support the “Programming and Prototyping: 3D-Printing” project planned as an extension mathematics project by Joshua Gold for grades six and seven, to approve the grade six students’ overnight field trip to the Museum of Science, Boston, MA on Thursday, October 16 and Friday, October 17, 2014, and to approve the grade eight students’ overnight field trip to Washington, D.C. on Tuesday, May 26 to Friday, May 29, 2015. The Committee voted unanimously to accept the donation and to approve the items and the two overnight field trips.

V. Time Scheduled Appointments

A. Special Education Parent Advisory Council [SEPAC]

Documents: 1) Lincoln Special Education Parent Advisory Council Mission Statement, undated; 2) Goals Statement of the SEPAC, undated; 3) Memorandum by Sonja Wolfsberg and Kelly Anne O’Connor, undated; 4) MassPAC, Federation for Children with Special Needs, What School Committees Need to Know About Special Education Parent Advisory Councils question and answer sheet, undated; 5)

Massachusetts Department of Elementary and Secondary Education, Guidance for
Special Education Parent Advisory Councils, March 2010

Ms. Glass noted that the district's Special Education Parent Advisory Council [SEPAC] has been defunct for a few years. Ms. Powers noted that Massachusetts Special Education Regulations, Chapter 766/71B requires that each public school district establish a SEPAC. Three parents, Sonja Wolfsberg, Kelly Anne O'Connor, and Mary Balough, would like to create a Lincoln Public Schools SEPAC and attended the meeting. Dr. McFall said the Committee needs to vote to approve the establishment of the SEPAC and to review the SEPAC's mission statement and goals. Ms. Powers endorsed the establishment of the SEPAC.

Ms. Powers said they discussed resurrecting the SEPAC in January and are working on a website that lists resources and the mission statement and goals. The SEPAC's role is to provide support, information, and resources to families whose students receive special education services. They look at special education programming and make suggestions and help new families understand the process of how to access and use the services. Ms. Powers said the SEPAC will present an annual report to the Committee, and she will work with them. The former SEPAC disbanded as students graduated, and she has worked on getting parents to participate.

The Committee was supportive and liked the mission statement and goals and asked the parents to encourage others to attend the Committee meetings, especially during budget time. The SEPAC includes students and families of the preschools and Hanscom. Dr. McFall noted that SEPAC meetings are open to the community, and their meetings disseminate information; Ms. Glass said the SEPAC is a subcommittee of the School Committee, requiring them to follow Open Meeting and Public Records Laws.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the establishment of the Lincoln Public Schools Special Education Parent Advisory Council [SEPAC]. The Committee voted unanimously to approve the establishment of the Lincoln Public Schools SEPAC.

Ms. Glass thanked them for their collaboration and work.

B. Vote to Delegate Voting Member for EDCO and CASE
Document: None.

Ms. Glass said that state regulations require school committees to vote to delegate a voting member to the board of directors for each collaborative the district maintains a membership, and the voting member needs to be either the superintendent or a member of the school committee. Lincoln belongs to the Educational Collaborative [EDCO] and the Concord Area Special Education Collaborative [CASE].

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative and voting member to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education Collaborative [CASE]. The Committee voted unanimously to appoint Dr. McFall as Lincoln's voting member to EDCO and CASE.

C. Second Reading and VOTE: District Strategic Plan

Document: Lincoln Public Schools Strategic Plan 2013-2015, Approved by School Committee June 20, 2013

Dr. McFall said that the 2013-2015 District Strategic Plan remains the same as last year, as it is a two-year plan: the question is how to prioritize their efforts. She will bring work plans, now called Strategic Priority Maps, in the fall. The maps will focus their 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.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the second year of the 2013-2015 District Strategic Plan as presented. The Committee voted unanimously to approve the 2013-2015 District Strategic Plan.

Ms. Glass thanked Dr. McFall for her work.

D. Superintendent’s DRAFT Annual Plan 2014-2015

Document: Memorandum to School Committee from Rebecca McFall, Re: Draft Superintendent’s Annual Plan 2014-2015, dated June 16, 2014

Dr. McFall noted that the extremely rough draft presented shows her four goals; two are district improvement goals, one is a professional practice goal, and one is a student growth goal. She will revise it and include benchmarks and the action steps to meet those four goals by the fall. For goal one, while the Administrative Council decides where the district is going and how to get there, they need more focused time for the principals and preschool coordinator for coaching and determining best practices. Her plan is to have a biweekly meeting with them and the assistant superintendent, and they will read Michael Fullan’s *The Principal: Three Keys to Maximizing Impact*, to understand the principal’s changing role.

For goal two, the student feedback survey, she will focus on grades 3-8 students as the current survey is not the right method to gather feedback from kindergarten to grade 2 students, according to the pilot. There will be other work for those teachers, the specialists, and related providers. Dr. McFall noted that all teachers must gather student feedback, and districts are to use that feedback in a non-evaluative way, but the feedback can be used by those who coach teachers to set goals for teachers and to have discussions with their supervisors.

For goal three, Dr. McFall will work with the new assistant superintendent, Patricia Kinsella, to shape their peer observation practice and see what additional faculty collaboration will look like.

For goal four, student growth, she noted they have a good start to put in place, but she is not sure yet what form it will take and how it will be manipulated. They will identify key assessments that can be used at the district level annually to monitor student growth over time. She said they will look at which forms of assessment are more helpful for teachers, and they would like normed assessments.

Ms. Glass thanked Dr. McFall for her work.

E. SBAC [School Building Advisory Committee] Update
Document: None.

Town Meeting in March 2014 approved funding for consultants to develop possible options for a Lincoln School building project. The scope of the work is not to exceed \$200,000 with an additional \$50,000 for contingencies. The SBAC has been working on the selection process for the consultant. Mr. Creel said they released the Request for Qualifications [RFQ] last week and have received responses from eight companies. The SBAC Selection Committee will score and to rank the proposals from the companies and meet on Monday, June 23 to discuss their evaluations and to decide on finalists. The Selection Committee will recommend at least three finalists to the SBAC at its meeting on Wednesday, June 25 at 7:00 pm in the Hartwell Multipurpose Room.

Mr. Creel said the SBAC will discuss the work that the consultant will need to do at their July 1 meeting. Dr. McFall said the SBAC is tasked with making a list of items that make sense in the building process and writing a narrative that describes the school. The meeting announcements will be in the *Lincoln Journal* and the *Lincoln Squirrel*. She noted that the interviews for the finalists will be scheduled for July 14-16, and the School Committee will meet on Wednesday, July 23 at 7:15 pm to award the contract to one of the finalists based on the SBAC's recommendation. Dr. McFall said once the consultant is selected, work will begin this summer.

Mr. Christenfeld said the SBAC needs feedback from the Town; there will be a forum on the components of the school buildings in late September. At that meeting, the SBAC will present some numbers and will develop different ideas for projects.

Ms. Glass thanked them for their work, noting that components are tough to price in isolation, but they can make sure all understand what the cost drivers are in a school building project.

F. Fifth Grade Enrollment
Document: None.

Dr. McFall met on Wednesday with the 4th grade teachers, the principals, Ms. Powers, and Ms. Ginny Flaherty to discuss the cohort of students who will be attending 5th grade in 2014-2015. They currently have three sections slated for the 68 students, which is below the maximum number of students, 73, required for a fourth section according to the class-size policy. Nevertheless, the parents of the students would like the Committee to open a fourth section. Dr. McFall said there is not a high number of students who have special education needs or with a high number of services or a high number of students with 504 plans or individualized education plans [IEP], although there are some significant needs, and it is a mix of students with wide ranging social and academic needs. She talked with Sharon Hobbs, Lincoln 5-8 Principal, who has discussed the issue with the 5th grade team. They feel they can handle this cohort with three sections. For some students, a larger class, not a smaller class, might be better. Dr. McFall recommended to the Committee that three sections are reasonable to give the students services at the appropriate level.

Ms. Glass noted the feedback she has received from parents is that the needs of the incoming 5th grade cohort were such that opening a fourth section was warranted.

She has also heard parents coming up with ideas for the creative financing of a fourth section, and she has fielded many questions on the class-size policy. She noted that in general the number of students in each class increases as students age. Ms. Glass said that the parents have had much input, and she hoped that people have felt that they have been heard. She said that the input has pushed her thinking. She understood that it is a very real and personal issue to parents.

Ms. Glass said that the Committee must consider and balance the needs of the families and students with their responsibility to the community and to the fiscal needs of the district and the Town. They have to use the dollars given by the Town where they will have the most positive impact overall.

Mr. Christenfeld agreed and was pleased that parents attended the meetings, asked great questions, had valid concerns, and provided literature. He said nearby towns' class sizes are from one to seven students higher than ours. He noted that the research indicates that students do well with one-on-one interaction with their teachers in higher grades, and that in larger classes, high achievers spent more time on task than in smaller classes.

Ms. Glass, Mr. Christenfeld, Ms. Salon wanted to stay with the three sections of 5th grade unless the numbers increase.

Fourth-grade parents Diane Auger and Maggie Pietropaolo thanked the Committee for their work.

Ms. Glass asked that Dr. McFall bring any additional information to the Committee's attention, such as if another 5th grader enrolls, and they did not need to vote on keeping three sections of 5th grade for the 2014-2015 school year as it was already voted on in the budget.

VI. Superintendent's Report

Document: None.

Dr. McFall said that Betty Bjork has been inducted into the Massachusetts Association of Teachers Hall of Fame. The ceremony will be held on June 30, and Dr. McFall will attend.

VII. Curriculum

Document: None

Dr. Sterling takes real pride in seeing the work they have accomplished collectively. She has met with the curriculum leaders in the last two weeks, and they have done good quality work. She said it is hard to let go and to leave this group with its sense of purpose and said that Patricia Kinsella, the new assistant superintendent, will do well. Dr. Sterling will miss her colleagues and her position. She thanked Dr. McFall and the Committee for the chance to serve.

Ms. Glass thanked her for her service, and the Committee wished her well.

VIII. Policy

A. First Reading of the Following Policies:

Documents: 1) File BEDBA, Consent Agenda, adopted at School Committee Meeting of January 13, 2005; 2) File BDB-R, Role of the Chairman of the School Committee, revised at School Committee Meeting of January 22, 1990; 3) Draft of BDB, School Committee Officers, with edits to BDB-R, Role of the Chairman of the School Committee, undated; 4) New Policy Draft, File BDB, School Committee Officers, undated

The Committee has been revising the policy manual as some policies have not been updated in years.

For File BEDBA, Consent Agenda, Ms. Salon suggested that they be consistent throughout the policy manual and use the word “Chairperson” instead of “Chair”. Ms. Glass agreed. The policy will be revised and brought to the next meeting for a second reading and vote.

File BDB-R, Role of the Chairman of the School Committee, is now a regulation and it is recommended that it become a policy instead, which would change it to BDB and also change the name of it from Role of the Chairman of the School Committee to School Committee Officers. The Massachusetts Association of School Committees [MASC] has created a template for this policy, and other districts have BDB as a policy. Ms. Glass noted that they will change “Chair” to “Chairperson.” Mr. Christenfeld asked that in number three, they delete “Provide time to” and have the sentence start, “Consult with the Superintendent on the drawing of the agenda and the preparation for the School Committee meeting, and to facilitate the School Committee by providing background material needed to arrive at a decision.” Dr. McFall suggested that they use the word “Collaborate” instead of “Consult.” The sentence would then read, “Collaborate with the Superintendent on the drawing of the agenda and the preparation for the School Committee meeting, and to facilitate the School Committee by providing background material needed to arrive at a decision.” The Committee agreed with the change. The policy will be revised and brought to the next meeting for a second reading and vote.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,455,286.43 and the accounts payable warrant totaling \$642,788.52 for a total of \$2,098,074.95. He noted that these warrants are large because they are for two payrolls. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Ms. Salon seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY14 Budget End-of-Year Report

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY14 Budget status, dated June 11, 2014

The finances for the Lincoln Public Schools will end fiscal year 2014 [FY 14] with a budget surplus, with all obligations met. The report covers the finances for the Lincoln campus and the Hanscom campus, which are funded differently. For the Lincoln campus, Mr. Creel said several things have changed since he wrote his memorandum, and while they are still processing some obligations for FY14, he estimated that there was a surplus total of \$227,831 in unspent budget balances. Mr. Creel said there has been a new requirement for special education out-of-district [OOD] tuitions in addition to the increased CASE assessment, and now the CASE assessment has increased to \$169,562. The methodology for the CASE assessments will change in FY15. He recommended that they prepay certain special education tuition and collaborative fees of \$155,470 for FY15 and return approximately \$70,000 to the Town, with the exact number to return to be determined once all FY14 obligations are met.

Dr. McFall concurs with Mr. Creel's recommendation and said they have planned for the maximum amount of prepayment of special education out-of-district tuitions. By law, the district may prepurchase up to one quarter of their anticipated expenses for special education out-of-district tuitions and all of their collaborative expenses for the next fiscal year [here, FY15] with funds from the next fiscal year [here, FY14]. She said when they met with the Finance Committee last fall, that Committee asked whether they had paid the maximum amount of prepayment of special education out-of-district tuitions and they had not. Dr. McFall asked the School Committee whether they wanted to pay the maximum amount of prepayment of special education out-of-district tuitions, or whether they wanted to return money to the Town.

Mr. Christenfeld was comfortable leaving the amount to return to the Town up to Mr. Creel, and he and Ms. Glass said they liked the recommendation that they prepay \$155,470 in special education out-of-district tuitions for the Lincoln campus.

For the Hanscom campus, Mr. Creel said that when they originally prepared the FY14 budget, they were in Band 3, and when the enrollment increased, they moved into Band 4, giving them more money which went into the Reserve Fund. He warned the Committee that they use CASE services and transportation for students at the Hanscom campus too. Hanscom CASE enrollments have been increasing, and the expected tuitions for FY15 will exceed the anticipated assessment under the old funding system. He gave an early warning that they anticipate that they could have \$728,000 in CASE expenses alone in FY15, but this is not yet a call for action. Mr. Creel estimated for FY14, there was a surplus total of \$310,595 in unspent budget balances. He recommended that they prepay certain special education tuition and collaborative fees of \$106,000 for FY15 and return approximately \$200,000 to the Reserve Fund, with the exact number to return to be determined once all FY14 obligations are met.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept the FY14 Budget End-of-Year Report and to approve the administration's plan for the end of FY14 spending as presented. The Committee voted unanimously to accept the FY14 Budget End-of-Year Report and to approve the administration's plan for the end of FY14 spending as presented.

Ms. Glass thanked Mr. Creel for his work.

C. Revolving Accounts

Document: Memorandum to Lincoln School Committee and Becky McFall, Superintendent of Schools from Buckner Creel, Administrator for Business and Finances, Subject: Current status--FY14 Revolving Funds and Legacy Gift Account, dated June 15, 2014

Mr. Creel reviewed his memorandum on revolving accounts, which unlike most of the monies spent at the schools, are allowed by law to have balances that carry over from fiscal year to fiscal year and can be spent in any fiscal year. They are accounts dedicated to fund the following services: bus transportation, athletics, Lincoln After School Music Program, school lunches, and the Legacy Fund Gift Account.

Mr. Creel said the Transportation Revolving Fund has a significant balance, and therefore he has included \$60,000 of it to be applied the FY15 transportation budget. The anticipated ending balance is \$22,272.23 after taking out the \$60,000 and applying it to the FY15 transportation budget. He would like to keep about \$30,000 in the fund and recommended no change to the fee structure for FY15.

Mr. Creel said the Athletics Revolving Fund, which pays for late bus transportation, stipends for coaches, program supplies and equipment, and official and referee fees, has an anticipated ending balance of \$20,263.22. He noted that sports participation had decreased. He recommended no change to the fee structure for FY15.

Mr. Creel said the Lincoln After School Music Program (LASMP) Revolving Fund, which pays for the Director stipend, music teacher wages, program supplies and piano tuning, has a negative anticipated ending balance of \$1,068.07. He noted that last year's increased hourly rate to teachers has decreased the participation. To correct the negative balance, Mr. Creel proposed that they change a portion of the Director's stipend to the budgets on the Lincoln and Hanscom campuses. He recommended no change to the fee structure for FY15, but will review it in March/April 2015.

Mr. Creel said the School Lunch Fund, which pays for food and paper costs, labor, equipment, freezer repairs, and other expenses, has an anticipated available ending balance of \$67,143.01. He said that Food Services Director Cathleen Higgins is a great financial manager. The refrigerators and freezers are getting old, and they might need to make some capital contributions. They use the sales and reimbursements to provide healthy food for students and do not intend to make a profit on it. He recommended no change to the fee structure for FY15.

Mr. Creel said that the Legacy Fund Gift Account pays for financial assistance for students to attend the 7th grade Sargent Camp and 8th grade Washington, D.C. overnight trips, instrument rental, and bus transportation for those students whose families cannot afford the extra fees for these activities. The Legacy Fund's anticipated available ending balance is \$7,776.37, and the revenues increase only through gifts from the graduating classes. Ms. Glass noted that the current 8th grade class will be donating a gift to the Fund. Mr. Creel said that if they have a negative balance in the account, the FY15 operating budget will need to pay for any expenses.

Dr. McFall suggested that when the district sends information about the overnight trips to all parents, they might include a piece that asks for contributions so that students who need financial assistance may take part. She noted that her suggestion worked in Wellesley. Ms. Glass liked the idea.

Ms. Glass thanked him for his work.

D. GASB [Governmental Accounting Standards Board] 45 Allocation for Hanscom Retirees

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: GASB 45 Obligation – Hanscom budget, dated June 11, 2014

The Town is required by the Governmental Accounting Standards Board [GASB 45] to fund the long-term liability created by retiree benefits, which are primarily health insurance benefits, even those for Hanscom School employees. The monies are transferred from the Hanscom Health Insurance Reserve Fund to the Town's Group Liability Insurance Fund. The Committee has funded these obligations over the past four years. Mr. Creel's memorandum covers the additional details.

Mr. Creel said that this year, with the Hanscom contract and the new Hanscom Middle School, the Hanscom contract does not include funding for the furniture, fixtures, and equipment [FF & E] needed for the new school building, and therefore he is recommending that they contribute a reduced amount of \$150,000 to the Town's Group Liability Insurance Fund. Mr. Creel said they need to make continued progress in funding this obligation because it is important to bond rating agencies, according to Town Finance Director Colleen Wilkins. Mr. Creel noted that they are not taking money out of the operational dollars for Hanscom but are taking money from the Reserve Fund for the GASB 45 Obligation.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve a transfer of \$150,000 from the Hanscom Health Insurance Reserve Fund to the Town of Lincoln's Group Liability Insurance Fund. The Committee voted unanimously to approve the transfer of \$150,000 from the Hanscom Health Insurance Reserve Fund to the Town of Lincoln's Group Liability Insurance Fund.

Ms. Glass thanked Mr. Creel for his work.

X. Old Business

None.

XI. New Business

Document: None.

Dr. McFall said that they made a mistake on the school calendar for 2014-2015; Rosh Hashanah is on Thursday, September 25, and she would like to move the Committee meeting to Tuesday, September 23 instead. Mr. Christenfeld said moving the School Committee meeting date to that date conflicts with the School Building Advisory Committee meeting, but they can move it if needed.

Ms. Glass asked that they include the date of the State of the Town meeting, which is November 15, 2014, and the date of the Annual Town Meeting, which is Saturday, March 28, 2015 in the calendars.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes, March 20, 2014; 2) Draft of School Committee Minutes, April 3, 2014

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the March 20, 2014 meeting. The Committee voted unanimously to approve the minutes.

Ms. Salon moved, and Ms. Glass seconded, the motion to approve the minutes of the April 3, 2014 meeting. The Committee voted unanimously to approve the minutes.

Both sets of minutes will be posted on the website.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn at 9:45 pm. The next School Committee meeting is tentatively scheduled for Wednesday, July 23 at 7:15 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary