

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, September 26, 2013  
Hartwell Building, Lincoln, MA  
OPEN SESSION

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

Absent: Jen James, 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 Rob Ford for manning the cameras.

II. Chairperson's and Members' Reports

Mr. Christenfeld attended the EDCO Board Meeting and noted that the collaborative had an operating deficit of roughly \$173,000 for FY13. They would like to bolster enrollment to receive more money, and the districts need to monitor the issue.

Mr. Christenfeld attended the Middle School curriculum night last week, which was a pleasure. Teachers tell parents about the exciting things that are happening in the classrooms and demonstrated this last week.

Ms. Glass said there will be an update about the School Building Advisory Committee [SBAC] that has met through the summer to address the Lincoln Schools' facilities issues. She has been asked when the district will hear whether or not we are invited into the Massachusetts School Building Authority [MSBA] funding pipeline. Ms. Glass thanked State Representative Tom Stanley for his contact with the MSBA; he shared that the MSBA meetings will be held in October, November, and January. As soon as the district hears about the MSBA's decision, the Committee will update the Town.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift from JECH Festivals, LLC, d.b.a. Great East Festivals

Document: Memorandum to School Committee and Rebecca McFall from Sharon Hobbs, dated September 4, 2013

B. Agreement for Services for School Physician

Document: Agreement of Services School Physician, signed by Stephanie Powers and Stephen Jenkins, dated September 2013

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$350.00 from JECH Festivals LLC, dba Great East Festivals to be deposited into the

Middle School student activity agency for the use of the Lincoln Music Department and to approve the arrangements for Dr. Stephen Jenkins to serve as the School Physician for the Lincoln Public Schools during the 2013-2014 school year. The Committee voted unanimously to accept the donation and to approve Dr. Jenkins as the School Physician.

Ms. Glass thanked JECH Festivals for their donation and Dr. Jenkins for his willingness to serve. They will send thank-you notes.

## V. Time Scheduled Appointments

### A. School Building Advisory Committee [SBAC] Update

Document: None.

School Building Advisory Committee Chairman Steve Perlmutter thanked Dr. McFall and Mr. Creel for their help and noted that the SBAC, a diverse and hard-working committee, has met 13 times since mid-June. He reviewed their work, noting that Dr. McFall helped them to understand the educational purpose of the school building project. The SBAC reviewed the Statement of Interest [SOI] to get a sense of how the SBAC members felt about the different components. They have set out the SBAC's priorities in a memo that was not available. The SBAC split into two subgroups that have focused on the L-shaped configuration design idea and the repair-only option. The subgroups met several times, and they held a "charrette" on September 11. They met last night and will meet again next week. Mr. Perlmutter said they will have a report for the Committee no later than November 22.

Mr. Perlmutter reported that the SBAC is stuck on the uncertainty about state reimbursement. If the Town does not receive any money from the state, what kind of project should the Town pursue? He did not think that the SBAC would recommend a bare-minimum, repair-only option because there would not be enough educational value in that approach. Mr. Perlmutter noted that if the state reimburses the Town, the design will likely have two cafeterias, a link to the Reed Gym, breakout rooms for students with special education needs, a new wing for 2nd and 3rd graders, and those are the big ticket items. If the Town is not reimbursed by the state, what items do they choose?

Mr. Christenfeld, a SBAC member, said that Mr. Perlmutter has done a terrific job keeping the SBAC focused. They are grappling with two issues: 1) if they know the optimal plan, how can they get money from the Town for it, and 2) how should they manage the construction to minimize the disruption to the educational programs? Mr. Creel and Mr. Haines have been crucial, and Mr. Doug Adams, one of the architects of the L-shaped plan, has been very helpful. Mr. Schmertzler asked if the SBAC has discussed the impact of having a less than first rate school facility as the surrounding towns have new facilities. Mr. Perlmutter said all want top notch schools. While the SBAC has discussed repairs, renovation, and new construction possibilities, Mr. Perlmutter said the SBAC has no money and cannot prepare cost estimates for different designs, and some want a set dollar amount and budget for the school facilities before deciding on a plan.

Ms. Glass asked what a project that is not funded by the state and is more than simply putting duct tape on the current structures looks like? She noted the questions the SBAC is working with are good guidance on what to consider, and their work is valuable.

Mr. Schmertzler noted the report by the Town Community Center Committee, and the Selectmen will meet about that issue, and asked that the SBAC talk to the Capital Planning Committee. Mr. Perlmutter said the best location for the community center is the school campus, but the SBAC cannot address that in their report on the school buildings to the School Committee. Ms. Glass said the community center discussion will be started at the State of the Town meeting on Saturday, November 9.

Ms. Glass said it was remarkable that the SBAC met so frequently over the summer and thanked the members for their work. The next SBAC meeting will be held on Wednesday, October 2 at 7:30 pm in the Hartwell Multipurpose Room.

#### B. Report on Extended Year Programs

Document: Memorandum to School Committee and Rebecca McFall, Superintendent from Stephanie Powers, Suzanne Vinnes, Lynn Fagan, Stephen McKenna, Sharon Hobbs, Beth Ludwig, and Erich Ledebuhr, Re: Report on Extended Year Programs-Summer 2013, dated September 18, 2013

Ms. Powers introduced her intern, Suzanne Vinnes, who wrote the report. Ms. Vinnes reviewed the report, noting that the successful summer programs served 220 students from preschool to grade 8. The district offered six programs—Special Education Extended School Year (ESY) Programs for PreK to grade 8, Title I Middle School Program for grades 4 to 8, Title I Primary School Program for grades 1 to 3, Lincoln School Math Camp for grades 3 and 4, Lincoln School Achievement Camp for grades K to 2, and Lincoln School Achievement Camp for grades 5 to 6. The most often repeated comment from parents for improvement was to offer more days and have longer days, and students could not wait to come to camp.

Ms. Powers said they have offered enough services to special education students, and if they offered more weeks, they would have more summer absences of students as school and summer vacations lead to conflicts. Some programs are first come, first served and others are filled by invitation, but some parents choose not to have their children participate. Mr. Sander was concerned that the students who would benefit the most from the summer camps use them. Ms. Powers will find out further information on the students who attended and share the information with Mr. Sander.

Ms. Powers thanked the custodial staff for their patience and for working around the summer programs, which were offered each week during the summer work season.

Ms. Glass thanked them for their work.

#### C. Update on Technology/Parental Consent Policy (COPPA)

Document: Memorandum to Becky McFall, Superintendent, and Lincoln School Committee from Rob Ford, RE: Technology Department Update, dated September 18, 2013

Mr. Ford reviewed the summer technology upgrade projects and his entry plan. He showed a PowerPoint presentation on the upgrade projects and thanked Joe Dearden, James Suttie, and Dane Clune for their work. The wireless coverage is reliable, they eliminated bottlenecks and separated faculty, guest, and student networks. They have reduced energy use by 60%. The only new problem they have encountered is that the

Hanscom Middle School's network, wired with CAT 5, can only be used at a CAT 3 level.

In referencing goals of his entry plan, Mr. Ford noted that Aspen, the student information system, will be functional for report cards. There will be major improvements and updates to Aspen this fall and in February 2014, and the district will see how it works. Mr. Ford is looking at other ways to record local assessment data with Microsoft Excel while watching Aspen's upgrades.

Mr. Ford said the district needs a policy that meets the federal Children's Online Privacy Protection Act [COPPA] as practice is inconsistent. They will write a draft for discussion using other districts' model policies. COPPA regulates the personal information that can be collected from children under age 13 by operators of websites and online services and requires notification of parents and parental consent to collect the information. In addition to names, mailing and street addresses, and other information, the law was updated in July 2013 to include photos, videos, cookies, and other tracking identifiers. Verifiable parental consent is required before sites can collect the data. Even a username and password that are needed to use any website need parental consent.

Mr. Ford said the district will include vet the websites that teachers use with students and maintains a list of the services and websites that it uses. The district chooses reputable websites and tools that do not require much student information. He reminded the Committee that parents have a right to opt out for their children. Some websites transfer the responsibility for obtaining parental consent to the school district, such as for "Edmodo," which is used at the Hanscom Middle School. Mr. Ford is concerned that the district be transparent with parents.

Mr. Christenfeld asked whether the district is responsible for vetting the websites that teachers send home that are in addition to websites used for homework. Mr. Ford acknowledged that the point to be concerned about is when an account has to be created. The Committee members wanted to make sure parents receive information so that they can monitor their children's online experience. Dr. McFall noted that the students need to be educated about this issue and are talking about it.

Ms. Glass thanked him for his work.

#### D. School Committee Subcommittee Assignments

Document: Memorandum to Members of the Committee from Jennifer Glass, RE: Subcommittees and Liaison Responsibilities: Draft, dated September 26, 2013

Ms. Glass reviewed her memo on subcommittee assignments; she did not want to assume that each of the committee members wanted to stay with the assignments they had last year.

Ms. Glass noted that there is a new School Security Advisory Committee composed of the Fire Chief, Police Chief, representatives from the Hanscom security forces, administrators, and Dr. McFall. Their work will be to review the security policies and procedures, and they would like to have their first meeting in October. Ms. Glass said a committee member needs to be on the new committee and asked if anyone would like to serve.

Ms. Glass will attend the Hanscom Parent Teacher Organization [PTO] meetings this year.

Ms. Glass noted that they do not know whether there will be a need for a School Building Committee or a School Department Capital Planning. They will wait until hearing from the Massachusetts School Building Authority [MSBA] before making assignments.

Ms. Glass asked the committee members to let her know what they would like to do this year via email before the assignments are finalized and thanked them for their work.

#### E. Superintendent's Annual Plan

Documents: 1) Annual Superintendent Evaluation Timeline; 2) Memorandum to School Committee from Rebecca McFall, RE: Draft Superintendent's Annual Plan 2013-2014, dated September 18, 2013

Dr. McFall said that her timeline mirrors the plan for all administrative staff. She gave the Committee the draft of her annual plan in June and said tonight's plan was revised from that draft. The information comes from her self-assessment, information from past evaluations, and priorities. The goals come from the recommendations in the Massachusetts Model System for Educator Evaluation, Part IV: Implementation Guide for Superintendent Evaluation. She is required to have two district improvement goals (goals one and two), one professional practice goal (goal three), and one student growth goal (goal four). The four goals are: 1) effective coaching of principals and central office administrators related to educator evaluation; 2) pilot DESE student feedback surveys; 3) carry out the district strategic plan; and 4) data collection and analysis.

Dr. McFall said the district will be one of ten pilot districts to pilot a student feedback survey for the Department of Elementary and Secondary Education [DESE]. The district will only be able to see the results as a school and not for individual students. It is likely that the surveys take place online. Ms. Glass is pleased that Lincoln will have input and be able to exchange ideas as the survey questions Dr. McFall had seen seemed geared toward urban school districts.

Dr. McFall said goal three is a shift for the administrative team in their approach to planning and all have taken ownership of it. She thanked the principals for carrying the strategic plan to their faculties.

Goal four is extremely ambitious but it is most important. Dr. McFall acknowledged that finding the right tools will be a challenge. She noted they have the DESE list of district determined measures. She could have written a more specific goal, but she wants to build capacity to use data better to report student progress. Ms. Glass said they could agree that this goal be spread out over two years.

Dr. McFall will meet with the Committee on Wednesday, October 2 at 7:30 pm in her office to discuss and to decide on the elements of the superintendent's rubric. Ms. Glass asked the committee to bring their rubrics with them to the meeting.

Mr. Sander moved, and Mr. Christenfeld seconded, the motion to approve the Superintendent's Annual Plan for 2013-2014 as presented. The Committee voted unanimously to approve the Superintendent's Annual Plan.

#### VI. Superintendent's Report

Document: None.

Dr. McFall noted that the accountability level for MCAS is available. The district has attained a Level 1 accountability level, meaning that all schools in the district met their targets for narrowing the gaps toward proficiency. She said they are proud of that accomplishment; last year the district was a Level 2.

Ms. Glass congratulated her for their work.

#### VII. Curriculum

Document: None.

Dr. Sterling observed the 2nd grade working on their earth science and space unit. Students were outside with specially designed recording devices to observe the position of the sun so they could draw it. She noted that the teachers had a clear learning target, which was to track the sun's movement. The students' drawings are powerful.

Ms. Glass thanked her for her work.

#### VIII. Policy

None.

#### IX. Facilities and Financial

##### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$138,585.60 and the accounts payable warrants totaling \$641,739.38 for a total of \$780,324.98. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

None.

#### XIII. Information Enclosures

##### A. Revised Guidelines and Timeline for FY2015 Budget Process

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY15 Budget Guidelines, dated September 12, 2013; 2) Lincoln Public Schools, FY15 Budget Development Timeline, undated

These items are for the Committee's information and were not discussed. They were revised after the last Committee meeting.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to go into Executive Session for the purposes of litigation, contract negotiations with the Lincoln Teachers' Association, and administrator salary policy discussion. Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes. The Committee would not be returning to open session. The open session adjourned at 8:53 pm.

The next School Committee meeting is scheduled for Thursday, October 10, 2013 at 7:00 pm.

#### XV. Executive Session

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary