

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, February 5, 2015  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden. Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology), Stephanie Powers (Administrator for Student Services).

Absent: Preditta Cedeno (METCO Representative), Laurel Wironen (Hanscom Educational Liaison).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:04 pm. She thanked David Trant for taping the meeting.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

Document: Memorandum to School Committee and Rebecca McFall from Steve McKenna, dated February 5, 2015

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$636.50 from the Parent Teacher Organization for the Lincoln School K-4 grade 3 and grade 4 students' trip to the Lexington Symphony Orchestra's presentation of Lexington Symphony Orchestrating Kids Through Classics Program. The Committee voted unanimously to accept a donation of \$636.50 from the Parent Teacher Organization for the Lincoln School K-4 grade 3 and grade 4 students' trip to the Lexington Symphony Orchestra's presentation of Lexington Symphony Orchestrating Kids Through Classics Program.

Ms. Glass thanked the PTO for their generosity. They will receive a thank you letter.

V. Time Scheduled Appointments

A. Recognition of School Building Advisory Committee [SBAC] and Presentation of Final Report

Document: Study of the Lincoln School: Final Report, Dore & Whittier Architects, Inc., dated February 5, 2015

Dr. McFall acknowledged the work of the SBAC. She noted that since last March, they have met at least 36 times and have put in at least 108 hours in addition to

work outside the meetings. The SBAC members are Dr. McFall (Co-Chair), Doug Adams (Co-Chair), Ken Bassett, Owen Beenhouwer, Vincent Cannistraro, Tim Christenfeld, Buck Creel, Steven Perlmutter, Maggy Pietropaolo, Hathaway Russell, Peter Sugar, and Gary Taylor. Dr. McFall also thanked Dore & Whittier Architects Jon Richardson, Jason Boone, Emily Rae, and Donald Walter. She thanked them for the transparent process and the terrific outreach to the community. Tonight they will present their final report.

Mr. Adams thanked the SBAC and Dore & Whittier. Their final report was completed and is available at [www.lincnet.org](http://www.lincnet.org) on the right-hand side of the home page. Mr. Adams said they discovered two points: 1) the placement of the school building on the campus is important; and 2) they learned that a variety of spaces are needed for the educational program that the district offers.

Ms. Pietropaolo said Dore & Whittier has succeeded in positioning the Town for the next steps.

Mr. Boone said that the SBAC gave meaningful input and dialogue to the incredibly challenging work. Mr. Boone said Dore & Whittier has submitted the final draft to the SBAC and will give the SBAC the final report tomorrow. He presented the executive summary of the report. They prepared detailed cost estimates and determined that there are 143 facility needs and 28 educational enhancements.

Mr. Boone noted that they considered only options that are confined to the current configuration of the existing Lincoln school building. All options include retaining the existing trees and respecting the current site. There are three sets of options: 1) repairs at a range of \$12 to \$29 million dollars, 2) renovations at a range of \$29 to \$47 million, or 3) a comprehensive project at a range of \$54 to \$66 million.

Mr. Boone said they had eight general findings for the Town, which include a recommendation that the Town submit a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA], that the Town look for ways to make the buildings more energy efficient, and that the appetite for spending seems to be in the \$29 to \$40 million range.

Mr. Boone said there are three pathways forward: 1) status quo, which would mean the Town would repair items one by one; 2) pursue a project with MSBA funding; or 3) pursue a project without MSBA funding.

Mr. Christenfeld said that the task has been accomplished to develop options to structure the conversation at Town Meeting. He said that as the Town moves forward, the process will involve more opportunities for public participation, and the Town is choosing a path. There will come a final point for the Town to choose the design.

The final report in hard copy will also be available at the Superintendent's office, Town Hall, and the Lincoln Library, in addition to online.

Ms. Glass thanked Dore & Whittier and the SBAC for their time and work.

Mr. Borden arrived at 7:46 pm.

## B. Town Meeting and Ballot Preparation

Document: Draft, Town Meeting 2015 Warrant and Ballot Questions, dated February 5, 2015

The Committee has been discussing what questions they will ask at Town Meeting on Saturday, March 28, 2015 regarding what should be done with the Lincoln school buildings. The general questions are: what does the Town want? What should the scope of renovations be? Should the School Committee and Board of Selectmen submit a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA]? Will the Town approve money for a feasibility study to develop either project? If the MSBA does not invite the Town into the process, or the Town votes no to submit a SOI, in which direction should the Town go to fix the school buildings?

Ms. Glass said that the language on the ballot questions has been vetted by legal counsel. She noted that the first ballot question would need a simple majority of voters to pass, and it works for warrant articles 10 and 12<sup>1</sup> and includes building projects that would be financed with or without the MSBA.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve ballot question 1, “Shall the Town of Lincoln be allowed to assess an additional \$750,000 in real estate and personal property taxes for the purpose of conducting a Feasibility Study to develop building project choices for the Lincoln School, located at Ballfield Road, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2015?” The Committee voted unanimously to approve ballot question 1, “Shall the Town of Lincoln be allowed to assess an additional \$750,000 in real estate and personal property taxes for the purpose of conducting a Feasibility Study to develop building project choices for the Lincoln School, located at Ballfield Road, including all costs incidental and related thereto, for the fiscal year beginning July 1, 2015?”.

Ms. Glass noted that the warrant article language as presented has not yet been vetted by legal counsel, and the Committee has until February 23 to finalize the language. Ms. Glass said that the Committee can endorse the warrant articles that it supports. She said it was educationally important that they support warrant article 10, and warrant article 11 is the financially responsible way to maximize the Town’s investment. If neither warrant article 10 nor warrant article 11 pass, though, warrant article 12 will be discussed. If the first two articles pass by simple majority, they can pass over warrant article 12.

Ms. Glass moved, and Ms. Salon seconded, the motion that the School Committee endorse warrant articles 10 and 11 as presented in Ms. Glass’ memorandum dated February 5, 2015 because the articles offer the best educational and financial value for the Town. The Committee voted unanimously to endorse warrant articles 10 and 11 as presented in Ms. Glass’ memorandum dated February 5, 2015 because the articles offer the best educational and financial value for the Town.

Ms. Glass moved, and Ms. Salon seconded, the motion to authorize Ms. Glass to seek support from other relevant Town boards and committees. The Committee voted unanimously to authorize Ms. Glass to seek support from other relevant Town boards and committees.

Ms. Glass and Dr. McFall will attend the Board of Selectmen’s meeting on Monday, February 9 to discuss the warrant articles and ballot questions and to seek their support. They will also bring the warrant articles and ballot questions to the Finance and Capital Planning Committees to seek their support.

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<sup>1</sup> These warrant articles ultimately became articles 30, 31, 32 at Town Meeting on March 28, 2015.

Ms. Glass said there will be a mailing to all households and an outreach session with the Finance and Capital Planning Committees and the Board of Selectmen before Town Meeting to discuss the school building project in the context of Town finances overall. She thanked the Committees and the Board for their willingness to meet.

#### C. Institute Day Report

Documents: 1) Memorandum to School Committee from Patricia Kinsella, RE: Report on Institute Day, 1/20/15, dated February 5, 2015; 2) Institute Day 2015 Workshops and Work Projects

Ms. Kinsella reviewed her memorandum about Institute Day, the day-long professional development for faculty and administrators, which was held on January 20. She said it was a wonderful day of working collaboratively, and the feedback was that the day was outstanding. Ms. Kinsella showed slides and sound from the day's events.

Ms. Glass thanked her for her work.

#### D. Superintendent Mid-Cycle Report on Progress Towards Annual Plan

Documents: 1) Memorandum to School Committee from Rebecca McFall, RE: Superintendent's Annual Plan, Mid-Year Update, dated January 29, 2015; 2) Memorandum to School Committee from Rebecca McFall, RE: Superintendent's Annual Plan, 2014-2015, dated September 18, 2014, Approved by School Committee September 23, 2014; 3) Memorandum to School Committee from Rebecca McFall, RE: Professional Practice Goal Mid-Year Update, dated January 29, 2015; 4) Principal Meetings 2014-2015, Long Term Agenda; 5) Principal Group, Log of Shared Work

Ms. Glass said they are in step four of the evaluation cycle, the formative assessment. She gave a sheet with Dr. McFall's goals, the benchmarks, and the measures to keep track of her progress for each member. While there is no written feedback at this point in the evaluation process, the Committee must decide if Dr. McFall's performance merits a conversation on negotiating her salary, and that negotiation must be completed before the March 28 Town Meeting.

At the January 22 meeting, they reviewed the progress on the district's strategic priorities. Dr. McFall has given the Committee information on goals and outcomes; they are in the second year of a two-year plan, and it is a work in progress. She asked the principals and administrators to update the Committee with reports on the work on the strategic goals to keep them on track, and those reports, which are included, can also be used as evidence for her evaluation. The Committee was pleased with the enormous amount of work that has been accomplished.

Dr. McFall presented the administrative weekly agendas for the principals group. She summarized the progress on her Professional Practice Goal, establishing a regular meeting with the principals, preschool coordinator, and the assistant superintendent in order to meet several needs. She is on track with this goal, noting that it was a work in progress, and it has been more challenging than anticipated. Their work has focused on reading *The Principal: Three Keys to Maximizing Impact* by Michael Fullan.

Dr. McFall said that Ms. Kinsella led a terrific session on Bloom's Taxonomy and cognitive demand. They have watched the practices play out in faculty meetings, and they are on track with two of the three benchmarks.

The Committee did not need any additional documentation or evidence. Ms. Glass thanked her for her work.

#### E. Class Size Research Study Update

Document: 2015 Classroom Size Research Analysis Project, Sponsored by the Lincoln School Committee, dated January 16, 2015

Mr. Christenfeld talked with Finance Committee Chair Peyton Marshall, who thought the Finance Committee did not need to have a representative on the Class Size Research Committee. The new Committee will examine the research since the 2007 class size study. Mr. Christenfeld said on the bottom of page one of their proposal, they should delete the clause that says, "one person to be appointed by the town Finance Committee." They now propose a group of five people, composed of one School Committee member and two to four community members, to review the research to see if the class size policy needs to be changed.

Mr. Christenfeld noted it would take the review committee two months to complete their work, and the deadline would be late April for their report. Ms. Glass said they would present their overview after the April 16 meeting, and they could report their findings before the meeting on the district strategic plan.

Mr. Christenfeld and Mr. Borden will draft a notice for people who would like to apply to be on the Class Size Research Committee. Mr. Christenfeld noted that interested parties should submit their names by February 27, and the School Committee will decide on the members at the March 5 meeting. They will have a final draft by Monday, February 9, and Mr. Christenfeld asked that they send changes to him. Ms. Glass will send the notice, and Dr. McFall will include it on her bulletin.

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to approve the proposal for a Class Size Research Committee to review current class size research. The Committee voted unanimously to approve the proposal for a Class Size Research Committee to review current class size research.

Ms. Glass thanked them for their work.

#### VI. Superintendent's Report

Document: None.

Dr. McFall said because of the huge amount of snow, they have had issues with the buses for Boston students. She said that they will have an alternate schedule and route for Boston students tomorrow morning. There will be two stops for each bus at major locations in major parking lots. She noted that attendance has been low, and they hope this will increase attendance.

Dr. McFall said that they have one more snow day left, if they go beyond the five snow days that have been scheduled, the district will need to come up with a plan to have enough school days. She was not ready to make any recommendations yet.

Ms. Glass thanked her for her work.

## VII. Curriculum

Document: None.

Ms. Kinsella had no report.

## VIII. Policy

None.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$679,267.27 and the accounts payable warrant totaling \$96,885.33 for a total of \$776,152.60. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

### B. FY15 Fiscal Report: Second Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY15 Second Quarter Report, dated January 7, 2015; 2) Lincoln Campus, FY 2015 Operating Budget – Status Report, 2nd Quarter, as of January 6, 2015; 3) Hanscom Campus, FY 2015 Operating Budget – Status Report, 2nd Quarter, as of January 6, 2015; 4) FY 2015 Operating Budget – Key Budget Line Tracking, 2nd Quarter, as of January 6, 2015

Mr. Creel presented his report for the second Quarter of FY15, which ended on January 31. He noted that it includes wages through December 26, 2014. He did not anticipate any problems.

Mr. Creel mentioned that the Governor has announced cuts to Chapter 9C, and other cuts may affect the full day kindergarten grant and the METCO grant. He noted the 9C cut will be roughly 6%, which translates to a decrease of \$28,360, and when he receives the exact amount, he will give the Committee further detail.

Mr. Creel said they were not going to shovel the roofs yet. Dr. McFall noted that in the last few weeks, there have been a few more teachers taking leaves of absence, but they have not had as many long-term substitutes as they did last year.

Ms. Glass thanked him for his work.

### C. Planning for Pod C License Renewal

Document: None.

Mr. Creel asked the Committee for guidance on a license for the use of Pod C for FY16. The current licensee is LEAP, and the license expires on June 30, 2015. He said they believe the license arrangement is the appropriate method for allowing the use of

Pod C for an after-school program. Last year was the first time that they approved a license agreement, instead of a lease agreement, for Pod C, and the license will be renewed on an annual basis. Mr. Creel would like to know what information the Committee would like when LEAP attends the March 5 meeting. Mr. Creel has asked LEAP to prepare a report on their program that addresses how they use the space, and the state of their financial situation.

Ms. Glass liked the report and said she would like to have the LEAP Board attend to answer any questions.

The administration will schedule an executive session to discuss the financial negotiations for the lease for the March 5 meeting.

Ms. Glass thanked him for his work.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes, November 20, 2014; 2) Draft of School Committee Minutes, December 4, 2014

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the November 20, 2014 and December 4, 2014 meetings. The Committee voted unanimously to approve the minutes of the November 20, 2014 and December 4, 2014 meetings.

The sets of minutes will be posted on the website.

#### XIII. Information Enclosures

Documents: 1) Letter to Mr. and Mrs. Alvin Schmertzler from Rebecca McFall, Superintendent, dated January 30, 2015; 2) Letter to the Lincoln School Foundation and Tara Mitchell, from Rebecca McFall, Superintendent, dated January 30, 2015; 3) Letter to Elisha Angeles-Ashook, Claudia Zarate, Dormie Baskerville from Rebecca McFall, Superintendent, dated January 30, 2015

The letters were for the Committee's information and were not discussed.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Christenfeld, the Committee voted unanimously to adjourn at 8:49 pm. The next School Committee meeting is scheduled for Thursday, February 12, 2015 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary