

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, February 12, 2015  
Hartwell Building, Lincoln, MA  
OPEN SESSION

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

Present Remotely: Preditta Cedeno (METCO Representative), via phone.

Absent: Patricia Kinsella (Assistant Superintendent).

#### 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.

Ms. Glass announced that Ms. Cedeno is participating in the meeting remotely via cell phone because of significant geographic distance. There was a quorum of Committee members physically present in the meeting room. Ms. Cedeno stated that no other person was in proximity that could exert undue influence on her, as required by the "Remote Participation" provision. All votes must be recorded as roll call votes this evening. The Committee approved the use of the "Remote Participation" provision of the Open Meeting Law, M.G.L. c. 30A, Sections 18-25, on November 7, 2013, and the enabling authority or controlling regulation is 940 CMR 29.10(8). This is the second time the Committee has had a member participate remotely under the new rules.

#### II. Chairperson's and Members' Reports

Documents: None.

Ms. Salon said the Kindergarten celebrated the 100th day of school today.

Ms. Glass announced that due to the weather that hit at the beginning of the week, the Board of Selectmen are meeting tonight, and Ms. Glass and Dr. McFall will be attending the Board of Selectmen's meeting this evening to finalize the wording of the ballot questions and the warrant articles for Town Meeting and to obtain their support.

#### III. Public Comments

Audrey Kalmus sent the members an email message about the Massachusetts School Building Authority [SBAC] process because she heard that the MSBA did not want to work with Lincoln. Dr. McFall said the MSBA focuses on districts' needs and wants successful projects.

#### IV. Consent Agenda

None.

#### V. Time Scheduled Appointments

### A. 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?

At the February 5 meeting, the Committee voted unanimously to approve ballot question 1 and to endorse warrant articles 10 and 11<sup>1</sup> 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 and Dr. McFall will attend the Board of Selectmen's meeting this evening to finalize the language on the ballot question, to discuss the warrant articles, and to seek their support. There is new information on a joint warrant article that will be sponsored by the Board and the School Committee for money to be spent on a master plan for the school campus.

Ms. Glass and Dr. McFall will bring the warrant articles and ballot questions to the Finance and Capital Planning Committees to seek their support.

Ms. Glass said there will be a mailing 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.

### B. Mid-Cycle Review of Superintendent

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, tonight the Committee must decide if Dr. McFall's performance merits a conversation on negotiating her salary. If they vote yes, Ms. Glass said they will postpone the Executive Session to the next meeting. Negotiations must be completed before the March 28 Town Meeting.

The members are very pleased with the work done to date. They have lots of information and are very pleased with the building blocks that have been established.

---

<sup>1</sup> These warrant articles became articles 30 and 31 at the March 28, 2015 Town Meeting.

The members discussed the student feedback surveys, which will be given to all students in grades 3-8; the administration is preparing students to give feedback to their teachers, and the students are taking the task seriously. Dr. McFall said they will be leading a professional development session for faculty to interpret the information they will receive from their students. Ms. Salon liked that the survey gives students a chance to be thoughtful about their experiences.

Ms. Glass said the way Dr. McFall's goals are structured and the work forms provide a cohesive picture of how she is focusing on the items that the Committee said are important—the acts of teaching and learning. She noted the amount of time that has been spent on these issues and the amount of time spent on the school building issues. She hopes that the school building issues can be resolved so that they can spend more time discussing student learning. Mr. Christenfeld said that Dr. McFall's information and her presentation at one of the public forums on the educational vision was very effective and helped the Committee to build trust in the community. Ms. Cedenó said she is pleased with Dr. McFall's work. Ms. Glass noted there was much satisfaction with Dr. McFall's progress on her goals and the direction that the district was headed. She said the Committee wants to continue to help with the work.

Mr. Borden arrived at 7:23 pm.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion that Dr. Rebecca McFall's performance merits a salary increase, and the Committee will enter into negotiations with her for a salary increase. The Committee voted unanimously that Dr. Rebecca McFall's performance merits a salary increase, and the Committee will enter into negotiations with her for a salary increase. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Cedenó, yes.

Ms. Glass thanked her for her work.

#### C. Establish School Committee Meeting Dates for 2015-2016

Document: Lincoln Public Schools, Lincoln, MA: 2015-2016 Academic Year Calendar, proposed dates February 12, 2015

Dr. McFall presented the dates for School Committee meetings for next year. She said the last meeting in February will follow the vacation week.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to establish the 2015-2016 School Committee meeting calendar as presented. The Committee voted unanimously to establish the 2015-2016 School Committee meeting calendar as presented. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Cedenó, yes.

Ms. Glass thanked her for her work.

#### D. School Choice Hearing and VOTE

Document: None.

Dr. McFall said that the School Choice Law, G.L. Ch. 76, Section 12b, requires all school districts to enroll non-residential students under the School Choice program unless the School Committee votes before June 1 not to participate. She noted that the

district has voted not to participate in the School Choice program in the past and recommended that the district not participate in the School Choice program for the 2015-2016 school year.

Ms. Glass moved, and Mr. Borden seconded, the motion to withdraw from the Massachusetts School Choice program for the 2015-2016 school year for the following reasons: a) potential financial loss because of the significant discrepancy between the reimbursement figure and/or actual per pupil cost in Lincoln; b) potential special education costs to the district; c) commitment to maintain small class sizes; and d) classroom space constraints. The Committee voted unanimously to withdraw from the Massachusetts School Choice program for the 2015-2016 school year for the following reasons: a) potential financial loss because of the significant discrepancy between the reimbursement figure and/or actual per pupil cost in Lincoln; b) potential special education costs to the district; c) commitment to maintain small class sizes; and d) classroom space constraints. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Cedeno, yes.

Dr. McFall will send a letter to the Commissioner of Education about the decision.

## VI. Superintendent's Report

Document: Memorandum to School Committee from Rebecca McFall, RE: Additional School Days, dated February 12, 2015

Dr. McFall said the district has used all of their snow days. The last day of school is currently scheduled to be June 24. She noted that by March 31, they will know if there are any additional days they need to make up. She recommended the days to use as make up days. They were in the following order: Good Friday, April 3, Thursday, June 25, Friday, April 24, Thursday, April 23, Wednesday, April 22, and Tuesday, April 21. She asked for feedback.

The Committee discussed Saturdays, which could burn out students and teachers and would disrupt sports activities, and the April vacation week. Having school later in June would conflict with the school buses and students going to summer camps. They asked that she check with neighboring districts, at least Lincoln-Sudbury and Bedford. They would also need to consider whether there would be enough substitute teachers available.

Dr. McFall will have Ms. Gross start a survey tomorrow for input and keep it available for a few weeks before making a decision.

Dr. McFall said that portions of the roofs have been raked and shoveled off, and contractors will come next week to shovel off the drifts. There are a few leaks in the roofs, but from damage that existed prior to the snow. There are buckets under the leaks. Mr. Creel noted that clearing the roofs was a proactive situation, not a reactive situation; he said much of the snow has blown off the roofs. He said that the roofs will not be totally cleaned of snow because it could damage them. There is no danger to anyone at the schools. Shoveling the roofs will cost more than had been budgeted for snow removal.

Dr. McFall and Mr. Ford participated in a conference call and webinar on the student feedback survey results and how to talk to teachers about the results.

Ms. Glass thanked them for their work.

#### VII. Curriculum

Document: None.

There was no report.

#### VIII. Policy

None.

#### IX. Facilities and Financial

##### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$716,234.05 and the accounts payable warrant totaling \$97,004.40 for a total of \$813,238.45. 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.

#### X. Old Business

None.

#### XI. New Business

None.

#### XII. Approval of Minutes

None.

#### XIII. Information Enclosures

Document: 1) Letter to Ms. Kimberly Bodnar and Ms. Maria Hylton, Lincoln School PTO Chairs, from Rebecca McFall, Superintendent, dated February 6, 2015

The letter was for the Committee's information and was not discussed.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 7:55 pm. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Cedeno, yes. The next School Committee meeting is scheduled for Thursday, March 5, 2015 at 7:00 pm.

#### XV. Executive Session

Document: None.

The Executive Session was moved to the next meeting.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary