

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, April 2, 2015  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden, Preditta Cedeno (METCO Representative), Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology).

Absent: Stephanie Powers (Administrator for Student Services).

### I. Greetings and Call to Order

Mr. Christenfeld, Vice Chairperson, called the meeting to order at 7:07 pm. He congratulated Mr. Borden for his election and Mr. Schmertzler for his re-election to the Committee.

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

Mr. Schmertzler said he attended a very exciting Town Meeting and heard two inspiring presentations. He and Mrs. Schmertzler wanted to make a small expression of appreciation and provided Ms. Glass and Dr. McFall with plants. Ms. Glass and Dr. McFall thanked him.

Mr. Christenfeld attended the Lincoln School Foundation's [LSF] spelling bee on Sunday, which was a great event. He thanked parents and administrators for organizing it and teachers for judging it.

Mr. Christenfeld announced that the Class Size Research Committee met Monday evening.

Ms. Glass thanked all who made Town Meeting happen: the Police Department, the Fire Department, the custodians, Girl Scouts, Department of Public Works, Town Offices staff and the school staff, and the shuttle bus. She also thanked Mr. Ford and Mr. Joe Dearden for the technical and audio-visual work.

Ms. Glass congratulated 8th grade students Elena Christenfeld, Colin Christian, Allie Dwyer, Greer Harnden, Amalia Munn, and Irene Terpstra, who did a fantastic job and had their warrant article pass at Town Meeting. The students knew the information and did a great job fielding questions. Ms. Glass thanked them for their work and Town Clerk Susan Brooks and Town Moderator Sarah Cannon Holden for helping the students learn how municipal government works.

Ms. Glass thanked the Committee members for their work as liaisons to different committees in Town and for their work for Town Meeting. She also thanked Dr. McFall and Mr. Creel for all of their work.

### III. Public Comments

None.

#### IV. Consent Agenda

None.

#### V. Time Scheduled Appointments

##### A. School Committee Leadership

Document: File: BDA, Board Organizational Meeting, revised at School Committee Meeting of June 12, 2014

Each year, at the first meeting after the Annual Town Election, the Committee nominates and votes for a Chairperson. The Chairperson chooses a Vice Chairperson. Mr. Schmertzler nominated Ms. Glass, and Mr. Borden seconded the nomination. Ms. Glass accepted the nomination. The Committee voted unanimously to elect Ms. Jennifer Glass to serve as School Committee Chairperson for the year.

Ms. Glass asked if Mr. Christenfeld would serve as Vice Chairperson, and he accepted. Mr. Christenfeld will serve as Vice Chairperson for the year.

##### B. Town Meeting Follow Up: Massachusetts School Building Authority [MSBA] Statement of Interest: Vote

Documents: 1) Resolution about Statement of Interest for the Lincoln School, Lincoln, MA; 2) Statement of Interest to the Massachusetts School Building Authority, dated April 2, 2015; 3) Draft of Letter to the Massachusetts School Building Authority

Ms. Glass said that Town Meeting voted unanimously that the Town should submit a Statement of Interest [SOI] to the Massachusetts School Building Authority [MSBA]. The Committee had to approve a cover letter and the SOI this evening. The Board of Selectmen will meet tomorrow to approve the cover letter and the SOI. She noted that Facilities Manager Michael Haines, Green Energy Technology Committee member John Snell, and Dore & Whittier have gone over the SOI.

Ms. Glass moved, and Mr. Christenfeld seconded, the following motion: Resolved: Having convened in an open meeting on April 2, 2015, the School Committee of the Town of Lincoln, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 2, 2015 for the Lincoln School located at Ballfield Road, Lincoln, MA which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

**1) Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.** Deficiencies include:

- a) High ground water leading to flooding
- b) Wooden structure with no sprinkler system leading to safety concerns
- c) Non-compliant septic system operating under variance
- d) Asbestos-containing materials and lead in water supply pipes
- e) Deteriorating and failing exterior window walls

- f) Accessibility issues
- g) Lack of security, uncontrolled site access and difficult traffic circulation
- h) Leaking roof conditions
- i) Obsolescent and under-capacity electrical system and controls
- j) Moisture, mold, and ventilation problems

**5) Replacement, renovation, or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.** In spite of energy conservation programs the school's energy consumption remains high. The Town has adopted an aggressive energy conservation by-law, and the current school building will prevent the Town from achieving its goals.

**6) Short term enrollment growth.** The Lincoln School anticipates receiving additional students from near-term shifts in demographics caused by the generational turnover of housing stock.

**7) Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.** A study by Symmes, Maini & McKee Associates, confirmed by a subsequent MSBA Senior Study and a survey of existing conditions by the Office of Michael Rosenfeld, identified deficiencies, inadequacies or absence of the following spaces required to meet the School Committee's desired program of instruction:

- a) Size of selected classrooms in each of the schools
- b) Shortage of special education classrooms and tutorial rooms
- c) Lack of cafeteria and insufficient kitchen area
- d) Few teacher planning spaces
- e) Poorly organized and located administrative areas
- f) Inadequate art and music spaces
- g) Health suite
- h) Insufficient support and storage areas;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Lincoln to filing an application for funding with the Massachusetts School Building Authority. The Committee voted unanimously to authorize the Superintendent to submit the Statement of Interest to the Massachusetts School Building Authority.

Ms. Glass thanked Dore & Whittier, the School Building Advisory Committee [SBAC], Dr. McFall, and Mr. Creel for their work. She asked that the members send her their edits on the cover letter.

C. Lincoln Scholarship Committee Reports  
Document: None.

Ms. Glass welcomed Ms. Barbara Slayter, the Committee's appointee to the Lincoln Scholarship Committee. Ms. Slayter has not served a full cycle yet and said that she is enjoying the position. She reviewed the timeline for the Scholarship Committee's work. In January, they sent information to students about the needs-based scholarships and awards that the Scholarship Committee donates. They also sent a letter to parents and seniors because the number of applications has decreased. They will host interviews on April 29 and 30 at the Lincoln Library. The winners will be announced in May.

Ms. Glass has noticed more outreach to students at Lincoln-Sudbury. Mr. Christenfeld said that last year, it was mentioned that the Scholarship Committee was considering the addition of scholarships for second year college students. Ms. Slayter said that the Codman Scholarship was for four years of college, and she thought that the needs-based scholarships were for one year only. She will review the situation with Ms. Nancy Marshall, Chair.

Ms. Glass and Dr. McFall invited Ms. Slayter to come back to a future meeting once the scholarships have been awarded. Ms. Glass thanked her for her work.

#### D. Lincoln Library Representative Report

Document: None.

The Committee postponed the report to the June 18, 2015 meeting.

#### E. Establish Graduation Dates

Document: None.

Dr. McFall said school would not be in session tomorrow, Friday, April 3, as originally scheduled. The district used five snow days, making the last day of school now Wednesday, June 24.

Dr. McFall said that Dr. Sharon Hobbs and Mr. Erich Ledebuhr are working out the timing, but she recommended that the graduation date for the Hanscom Middle School and the Lincoln School be Monday, June 22, with the Hanscom ceremony earlier in the day and the Lincoln ceremony that evening. She noted that the venues for holding both ceremonies are available. Dr. McFall said that Monday, June 22 would be a half day for the Boston 8th graders only, with transportation to and from their homes. Wednesday, June 24 will be a half day for students, and Thursday, June 25 will be the last day of school for teachers.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to establish the graduation dates for the Hanscom Middle School as Monday, June 22, 2015 and for the Lincoln School 5-8 as Monday, June 22, 2015. The Committee voted unanimously to establish the graduation dates for the Hanscom Middle School as Monday, June 22, 2015 and for the Lincoln School 5-8 as Monday, June 22, 2015.

#### VI. Superintendent's Report

Document: None.

Dr. McFall said the LSF spelling bee was a great event. She thanked the LSF for their work to raise money.

Dr. McFall said the district is coming into the hiring season and is ready to use Talent Ed to recruit and to hire. She thanked Mr. Ford and Ms. Janice Gross, Executive Assistant to the Superintendent, for their work customizing the forms. They have hired their first faculty member, Ryan Ruiz, who will be the music teacher at the Hanscom Primary School. Mr. Ruiz attended the Hanscom schools and will join the district in the fall.

Dr. McFall said the all district art show will show student artwork in the Hartwell Multipurpose Room for a few weeks, and the reception is on May 19 from 4:30-6:30. The PTO will help with refreshments.

Ms. Glass thanked her for her work.

## VII. Curriculum

Document: None.

Ms. Kinsella said they have issued their Request for Proposals for summer work, and one item they will work on is observing literary intervention.

Ms. Kinsella called attention to the extraordinary artwork in Colleen Pearce's room, and the pieces show use of space and perspective.

Ms. Kinsella said they are working on the new science standards.

Ms. Glass thanked her for her work.

## VIII. Policy

None.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$739,607.11 and the accounts payable warrant totaling \$206,131.03 for a total of \$945,738.14. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

### B. Hanscom Middle School Furniture, Fixtures, and Equipment [FF & E]

#### Discussion

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Furniture, Fixtures and Equipment (FF&E) for the Hanscom Middle School, dated March 26, 2015; 2) Hanscom Middle School, Hanscom Air Force Base, Massachusetts, Final Submission FF&E Package, from Ewing Cole, dated May 29, 2012 [yes, 2012]

Mr. Creel thanked the Department of Defense for their inclusion of a furniture, fixtures, and equipment [FF&E] plan as part of the school design that shows the furniture with the layout of the new building. The current furniture will not work in the new building. The district will have to pay out of the Hanscom Reserve Fund for the FF&E,

and at this point, Mr. Creel estimated that the cost will be in the range of \$2 to \$2.2 million. Mr. Creel was concerned with the prices on the suggested furniture and thanked Ms. Maureen Onigman for her work finding alternatives.

Mr. Creel noted that student chairs and student desks are critical pieces of equipment, and it has been suggested that they purchase stackable furniture that can be used in many arrangements. They are currently testing out many options, especially the chairs, for student use. The furniture needs to be durable and accommodate students in grades four to eight. The district will purchase 300 to 440 chairs and 372 tables, with 134 tables to be a larger size to accommodate older students.

For teachers, Mr. Creel said they will have chairs, tables with drawers, and towers on casters with drawers that lock. He and Principal Erich Ledebuhr are discussing the teachers' needs with them and will get their input.

Mr. Creel said the government provided the estimated prices for the items based on the manufacturer's retail price, and the district might be able to get a 30% discount.

Mr. Creel noted that they will be adding items to the FF&E list. The architect, Ewing Cole, included an audio-visual list also, and Mr. Ford is reviewing it. Mr. Ford noted that with the video teleconferencing layout, technology has changed already. The district also has to purchase the audio-visual and technological equipment.

Mr. Creel said that they will need to make the decision on FF&E by June if the Department of Defense accepts the modifications. They would place the orders in early November. The contractor will likely know in September when the new building will be ready. It would be ideal if the new furniture arrived when they could unload it directly into the new building, and Mr. Creel noted they will need move coordinators.

Mr. Schmertzler offered his expertise with move coordination.

Ms. Glass thanked them for the detailed information and their work.

## X. Old Business

### A. Community Survey Update

Document: Draft of the Community Survey

Dr. McFall welcomed and thanked the Community Survey Committee—Vincent Cannistraro, Audrey Kalmus, and Carole Kasper—for their time and work on the Committee Survey. She said they have a draft and wanted to update the Committee on their process.

Dr. McFall said the plan was originally to create a survey for the entire Lincoln community, but when they considered the timing, they realized that their greatest need was to gather information from the current families who attend the school.

They determined that it made the most sense to have specific surveys for each building—Smith, Brooks, Hanscom Primary, and Hanscom Middle—across the district. The surveys will ask about a wide range of topics, and they will have a base survey followed by an in-depth survey. Dr. McFall said this was an opportunity for families to share how they are being served by the district. They will use the information to reflect on their practices and strengths. Questions have included ones on demographics, and they will be able to filter questions for certain constituencies.

Ms. Kalmus said they could repeat this survey to families over time. Ms. Kasper noted there are comment boxes on the survey for detailed comments. Mr. Cannistraro

noted that families who have had students at the district could also give feedback later, and he thought that once word was out that there was a survey, that others would want to participate. Ms. Kalmus said it should only take 10 minutes to complete the survey, which should increase the likelihood of families participating.

Ms. Glass agreed that it was best to start with the current families and then send one to families of high school students.

Dr. McFall said they will work with the Community Survey Committee and the Central Office staff on how to use the results, and they will report to the School Committee on the results in aggregate with a narrative before the school year ends.

The survey will go out April 9 and will close on April 17. She sent the draft to Committee members and to a few community members for feedback, and they will revise it one more time based on those comments. Dr. McFall asked for any edits by April 6.

Ms. Glass thanked them for their work.

#### XI. New Business

None.

#### XII. Approval of Minutes

Document: Draft of School Committee Minutes, January 22, 2015

Ms. Salon moved, and Mr. Borden seconded, the motion to approve the minutes of the January 22, 2015 meeting. The Committee voted unanimously to approve the minutes of the January 22, 2015 meeting.

The set of minutes will be posted on the website.

#### XIII. Information Enclosures

None.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 8:35 pm.

The next School Committee meeting is scheduled for Thursday, April 16, 2015 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary