

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, April 16, 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

Ms. Glass, Chairperson, called the meeting to order at 7:00 pm.

II. Chairperson's and Members' Reports

Ms. Salon and Mr. Christenfeld enjoyed last night's interesting and fun Science Fair

Mr. Christenfeld announced that the Class Size Research Committee is working on their report and plan to present it at the May 7 meeting.

Dr. McFall attended the Hanscom Primary School's Science Share on Tuesday. She said it was a great event that was led by parent volunteers, and there were many wonderful projects, including some on aeronautics.

Ms. Glass said April is the Month of the Military Child, and Hanscom Air Force Base will be honored at Fenway Park this weekend. They will also have a ceremony on the Base.

III. Public Comments

Audrey Kalmus asked about plans to replace the Smith School principal, who has resigned. Dr. McFall said the position has been posted as a permanent position, and the school will have a good pool of candidates. Parents will sit on the selection committee, and the selection committee will meet after the April vacation week with three days for interviews. Dr. McFall noted at this time, they are not sure whether they will choose an interim or permanent candidate, but they want to choose the right candidate.

IV. Consent Agenda

Document: Memorandum to School Committee and Rebecca McFall from Sharon Hobbs, dated April 16, 2015

Dr. McFall explained that in the past Town Offices and the School Department have shifted to a four-day work week during the summer. She recommended that the School Department shift to the four-day schedule from Monday, July 6 through Friday, August 14.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$1,400 from Beth duToit for the Legacy Fund for the purpose of aiding in financial

assistance for families of Grade 8 for the trip to Washington, D.C. and to approve the shift to summer hours from Monday, July 6 through Friday, August 14. The Committee voted unanimously to accept a donation of \$1,400 from Beth duToit for the Legacy Fund for the purpose of aiding in financial assistance for families of Grade 8 for the trip to Washington, D.C. and to approve the shift to summer hours from Monday, July 6 through Friday, August 14.

Ms. Glass thanked Ms. duToit for her generous donation. They will send a thank you letter.

V. Time Scheduled Appointments

A. Discussion and Vote on 2015-2016 Enrollment Requests—METCO and Employee Children

Documents: 1) Lincoln Public Schools Policy, File: JFABC, Enrollment of METCO Students, Revised at School Committee Meeting of May 6, 2004; 2) Lincoln Public Schools Policy, File: JFAB, Admission of Non-Resident Students, Revised at School Committee Meeting of April 25, 2013; 3) Memorandum to School Committee from Rebecca McFall, Steve McKenna, Sharon Hobbs, and Lateefah Franck, Subject: Enrollment Proposal for the 2015-2016 School Year, dated April 10, 2015

Dr. McFall reviewed the requests from employees to enroll their children in the Lincoln Public Schools and the enrollment projections for the 2015-2016 school year. She also recommended the number of Boston students to be enrolled through the METCO program. Employees with children who have applied to continue in the district and employees who are asking for their children to start in the schools have submitted their requests. There would be 38 students continuing in the district and 16 students with initial enrollments, totaling 54 students. They anticipate enrolling 12 Boston students through the METCO program; eight of them would enroll in kindergarten, and four of them would enroll in 1st grade.

Dr. McFall said that they have projected four sections of kindergarten, but as of April 10, the enrollment looked low. The district has projected 59 students in kindergarten, and 20 students per section is the maximum. If there are not enough students for four sections, there would be a reduction in force to the faculty, and Dr. McFall said that letters notifying teachers of possible reduction went out by the required April 15 deadline. She recommended that they look at the enrollment on May 1 and decide the number of sections for kindergarten at that time. She said they are also watching 6th grade; if two more students move in, they will be above the maximum by one student. They have not heard if any students are moving out of the district.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the requests for the enrollment of the employee children at the Lincoln School beginning with the 2015-2016 school year, subject to the continued employment of their parents as required by School Committee policy, and the enrollment of METCO students as presented in the April 10, 2015 memorandum. The Committee voted unanimously to approve the requests for the enrollment of the employee children at the Lincoln School beginning with the 2015-2016 school year, subject to the continued employment of their parents as required by School Committee policy, and the enrollment of METCO students as presented in the April 10, 2015 memorandum.

Dr. McFall will send acceptance letters to the employees.
Ms. Glass thanked her for her work.

B. District Priorities Community Forum

Document: Strategic Planning Process for the 2015-2016 School Year

Ms. Glass said that Mr. Borden will moderate the District Priorities Community Forum, which will be held on April 29, 2015 from 7:00 to 9:00 pm. She will meet with Dr. McFall tomorrow to discuss how to structure the Forum. The Forum is an opportunity to talk with the School Committee about big ideas and district priorities before the budget cycle. They will discuss what is working well and what they might do going forward. Dr. McFall noted it would be an informal discussion.

Dr. McFall reviewed the Strategic Planning Process timeline. She will meet with the Administrative Team on April 28, and when the Team meets with the School Committee on May 12, they will create the Strategic Plan.

The survey to the community closes on Friday, April 17 at 4:00 pm, and Dr. McFall said they had 200 to 300 responses so far. She urged people to respond. The survey responses are anonymous.

VI. Superintendent's Report

Document: None.

Dr. McFall said one of the improvement initiatives during the budget discussion was a 1.0 FTE administrative assistant and a part-time preschool secretary, but the initiative was cut. Since that time, she said that the preschool has grown, and during the summer, there are required Extended School Year [ESY] programs. There is an administrative assistant, but that person works for the school year only. She asked the Committee to approve a full-year administrative assistant position so that they can find a highly qualified person to fill it, and the cost would be an additional \$5,700 to \$6,500.

Dr. McFall noted that Stephanie Powers, Administrator for Student Services, is on leave for the rest of the year and will resign on June 30, 2015.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve changing the administrative assistant to the Administrator for Student Services position from a school-year position to a full-year position. The Committee voted unanimously to approve changing the administrative assistant to the Administrator for Student Services position from a school-year position to a full-year position.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Kinsella said the Science Fair was terrific, and she enjoyed the projects which explored gender. She talked with girls and asked them if they would consider careers in science. There were 34 tables at the Fair with two students per table, with 22 students from the Hanscom Middle School and five eighth graders participating. She thanked the official visitors to the Fair.

Ms. Kinsella said the 2nd grade puppet shows were wonderful. She noted that the Lincoln Minutemen visited yesterday.

Ms. Kinsella noted they are working on proposals for summer work and have a number of proposals from teachers.

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 \$728,977.56 and the accounts payable warrant totaling \$107,244.06 for a total of \$836,221.62. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY15 Fiscal Report: Third Quarter

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY15 Third Quarter Report, dated April 8, 2015; 2) Lincoln Campus, FY 2015 Operating Budget—Status Report, 3rd Quarter, as of March 31, 2015; 3) Hanscom Campus, FY 2015 Operating Budget—Status Report, 3rd Quarter, as of March 31, 2015; 4) FY 2015 Operating Budget—Key Budget Line Tracking, 3rd Quarter, as of March 31, 2015

Mr. Creel reviewed his fiscal report. On March 31, approximately 70% of the school year and 75% of the fiscal year had elapsed, and the report balances include payrolls through March 31. He is not concerned about any particular expenditures and noted that the staff is using their money carefully, and that there should be no surprises for the remainder of the fiscal year, which ends June 30.

Some large expenses this year have been for long term substitutes, snow removal, roof shoveling, and custodial overtime. While the winter has been tough, they have not used more natural gas for heating. Special education out-of-district expenses have been lower on the Lincoln campus. There have been cuts to the METCO and full-day kindergarten grant programs, but Mr. Creel was able to apply savings from the CASE collaborative to make up for those cuts. He noted that since those cuts, the full-day kindergarten grant has been restored.

Mr. Creel said that they might be able to return some funds to the Town and to the Hanscom Reserve Fund at the end of the year. He is concerned that costs for special education, especially for out of district placements, will increase for next year, and he noted that the pre-purchasing of special education tuitions has helped. He noted that they are not yet ready to recommend strategic pre-purchasing, but will be thinking about it.

Mr. Creel said they would discuss the chairs for the new Hanscom Middle School tomorrow and thanked Ms. Maureen Onigman for her work finding alternatives.

Ms. Glass thanked him for his work.

X. Old Business

None.

XI. New Business

Document: None.

Ms. Glass noted that the warrant article on the campus master plan was approved at Town Meeting, and they are starting their work on it. The Board of Selectmen was selecting a point person, and she would like to meet with that person to bring a draft charge on what the new master plan Committee make-up would be, what the new master plan Committee would do, and the timing. She would bring the draft charge to the School Committee for discussion and said that the warrant article was jointly sponsored. The money for the consultant for the master plan will be available July 1, 2015.

Ms. Glass said the Community Center Study Committee had been disbanded.

Ms. Glass said that the Chair of the Lincoln Sudbury Regional High School Committee would like to have a joint meeting, and they will try to find a date in May or June. The L-S Committee would like to keep the lines of communication open and to discuss the transition from middle school to high school.

Dr. McFall noted that the all district Art Show will be held in the Hartwell Multipurpose Room from May 18 to 26, and the May 21 School Committee meeting will be held at Town Hall.

Mr. Creel said that the Statement of Interest [SOI] was hand delivered to the Massachusetts School Building Authority [MSBA] before the April 10 deadline. He hoped that they would accept the Town's proposal. If the SOI is reviewed, the MSBA will send a committee to review the school buildings.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes, February 5, 2015; 2) Draft of School Committee Minutes, February 12, 2015; 3) Draft of School Committee Minutes, March 5, 2015

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the February 5, 2015, February 12, 2015, and March 5, 2015 meetings. The Committee voted unanimously to approve the minutes of the February 5, 2015, February 12, 2015, and March 5, 2015 meetings.

The sets of minutes will be posted on the website.

XIII. Information Enclosures

Documents: 1) Letter to Representative Tom Stanley from Jennifer Glass, Chair, Lincoln School Committee, dated March 20, 2015; 2) Letter to Jack McCarthy, Executive Director, Massachusetts School Building Authority, from Jennifer Glass, Chair, Lincoln

School Committee, and Renel Fredriksen, Chair, Lincoln Board of Selectmen, dated April 3, 2015

These items were for the Committee's information. They were not discussed.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 8:08 pm.

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

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary