

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, May 7, 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), Linda Chase (Interim 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 7:03 pm. She welcomed Ms. Chase and thanked her for attending.

II. Chairperson's and Members' Reports

Mr. Christenfeld thanked Kristin Hall for taking Middle School students to the drama festival in Harvard, MA on Saturday. The students have been working on one-act plays, and three students received special mentions at the festival. He congratulated the students.

Mr. Christenfeld said that Middle School students went to Lincoln-Sudbury Regional High School to observe and participate in the Model United Nations. He thanked Keith Johnson for organizing it.

Mr. Christenfeld attended the EDCO Board meeting last week. They discussed the budget, and Lincoln's assessment will increase from \$13,400 to \$15,000. There was discussion about a potential merger of the CASE and LABBB Collaboratives, and a smaller committee will discuss it. The group discussed the possibility of hiring a consultant to advise on the legal aspects of a merger.

Mr. Schmertzler attended the EDCO meeting of School Committees.

Ms. Glass thanked Mr. Borden for moderating at the Strategic Priorities Public Forum, which was held on April 29. She thanked the administrators and parents for attending. She said they had a wonderful discussion about the district's vision and opportunities.

Ms. Glass noted that the School Committee and the Administrative Council will meet on Tuesday, May 12 from 8:00 to 11:00 am to work on the district's Strategic Plan.

III. Public Comments

None.

IV. Consent Agenda

Documents: 1) File IICA-E2, Late Night and Overnight Field Trip Proposal, for Sargent Center for Outdoor Education, 2) Timetable for Sargent Center-2015; 3) Letter to Parents and Caregivers from Sharon Hobbs, dated June 15, 2015; 4) Consent Form,

October 20-23, 2015, Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education; 5) Goals, October 20-23, 2015, Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education; 6) Letter to Parents, 2014-2015; 7) Sargent Center: Health Information and Consent Form for School Program; 8) Sargent Center: Health Memorandum; 9) Contract with Nature's Classroom; 10) Medical Services Request Form; 11) What Students Should Bring Letter; 12) Sample Schedule; 13) Willa Cather House—40 Beds, Room Arrangement and Assignment Sheet; 14) Robert Frost House—52 Beds, Room Arrangement and Assignment Sheet; 15) Emerson, Room Arrangement and Assignment Sheet; 16) Memorandum to School Committee and Rebecca McFall from Stephen McKenna, dated May 7, 2015

Dr. McFall explained that the 7th grade trip to Sargent Center for Outdoor Education has been scheduled to take place from October 20-23, 2015.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the grade 7 students' overnight trip to Sargent Center for Outdoor Education and to accept a donation of \$113.75 from the Lincoln School PTO to help defray the cost of the kindergarten trip to the Museum of Fine Arts in Boston. The Committee voted unanimously to approve the grade 7 students' overnight trip to Sargent Center for Outdoor Education and to accept a donation of \$113.75 from the Lincoln School PTO to help defray the cost of the kindergarten trip to the Museum of Fine Arts in Boston.

Ms. Glass thanked the PTO for their generous donation. They will send a thank you letter.

V. Time Scheduled Appointments

A. Discussion and Vote on 2015-2016 Lincoln School Foundation Grants

Documents: 1) Letter to Lincoln School Committee Members from Tara Mitchell, Lincoln School Foundation Co-Chair, dated April 29, 2015; 2) Lincoln School Foundation, Approved Grants for 2015-2016, dated April 29, 2015

Ms. Glass introduced Carey Hoch, Tara Mitchell, and Joe O'Connor, Co-Chairs of the Lincoln School Foundation [LSF], which provides grants to teachers and administrators to innovate in the school. The ideas that the LSF funds through grants are new ideas that are outside the confines of the schools' operating budget. The LSF works with teachers, Ms. Kinsella, and Dr. McFall to decide which proposals to fund and brings them to the Committee for their approval.

Ms. Hoch explained that the LSF raises an average of \$50,000 each year from residents. This year, the LSF will be co-sponsoring a two-year "Innovation Accelerator" grant with the Ogden Codman Foundation for a total of \$30,000 to build a new technology platform for teachers so they can share best practices for what works in their classrooms. Ms. Hoch thanked Mr. Ford for his work on this project.

Ms. Mitchell reviewed the 17 grants, which total \$49,395. The grants span the Lincoln and Hanscom campuses and all grades. The grants support professional development, enrich curriculum development, and enhance the partnership between the schools and community. In addition to the "Innovation Accelerator," for which new faculty will have technology training before the school year, Ms. Mitchell noted that Hanscom students will work with an author to create memoirs, and Lincoln students will

produce an “I am Lincoln” movie. 6th graders will build a chicken coop for engineering class, and the project will involve interviewing a client, designing the coop, and building it to the specifications.

Dr. McFall thanked the LSF.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to accept the Lincoln School Foundation grants for 2015-2016 as presented. The Committee voted unanimously to accept the Lincoln School Foundation grants for 2015-2016 as presented.

Ms. Glass thanked her for her work.

B. Special Education Parent Advisory Council [SEPAC] Year-End Report

Documents: 1) Lincoln SEPAC, Parents as Partners Brochure; 2) Report, Lincoln SEPAC 2014-15 Year in Review; 2) SEPAC Parent Survey

Ms. Glass welcomed Sonja Wolfsberg and Kelly Anne O’Connor, Co-Chairs of the Lincoln Special Education Parent Advisory Council [SEPAC], a non-profit organization that serves as a resource to parents and educators of students who have special needs. Ms. Wolfsberg and Ms. O’Connor reviewed the group’s accomplishments, which include the website www.lincolnsepac.org, a newsletter, workshops for parents and the community on different topics, collaboration with other SEPACs, meetings with district administrators and the public, and a survey to parents. They also had a new brochure to distribute.

Ms. O’Connor reviewed the parent survey results; 42 people responded. They are using the results to assist and to inform their planning for next year. They are planning to have more speakers who will address topics such as bullying, Attention Deficit Hyperactivity Disorder (ADHD), managing technology and stressed that all members of the community are invited to attend their talks. The SEPAC will try to alternate meeting times so that there are day and evening meetings. They are considering whether to use Facebook on a restricted basis as some SEPACs do. The annual basic rights meeting will be held in addition to monthly meetings, and they hope to have informal coffees on a quarterly basis. Another task will be to expand the parent survey to ask questions about programming.

Ms. Wolfsberg and Ms. O’Connor thanked Dr. McFall, Ms. Stephanie Powers, Ms. Chase, and the Committee for their collaboration and help.

Ms. Glass thanked them for their incredible amount of work done for families and students.

C. Campus Master Planning Committee

Document: Draft of Board of Selectmen and School Committee Joint Charge to Campus Master Plan Committee [CMPC], May 18, 2015

Ms. Glass presented a draft of the charge to the Campus Master Planning Committee [CMPC]. At the March Town Meeting, warrant article 33 was approved for \$75,000 for a site study of the Ballfield Road campus. The Board of Selectmen and the School Committee are scheduled to approve the charge to the CMPC and to select the two at-large members of the CMPC at the Board of Selectmen’s meeting on Monday, May 18.

The CMPC will study how the Ballfield Road campus operates in terms of existing conditions, including wetlands, zoning setbacks, traffic, public safety, septic system, playing and recreational fields, and other items. The CMPC study will be used as a backdrop for the renovation of the school buildings and the potential site of the Community Center.

Ms. Glass reported that she and Dr. McFall met with Town Administrator Timothy Higgins and Board of Selectman Chair Renel Fredriksen to prepare the draft that she presented. The CMPC will have one representative from the Board of Selectmen, School Committee, Planning Board, Conservation Commission, Parks and Recreation Commission, Council on Aging Board, Roadway and Traffic Committee, and two at-large members from the community. The CMPC will hire a consultant and draft a Request for Proposals [RFP] for hiring an appropriate consultant. The CMPC will also assess which areas can be built upon.

Mr. Schmertzler asked if the Town Planner, Police and Fire Departments would be involved with the CMPC's work. Ms. Glass noted that their expertise, as well as that of the Department of Public Works and Water Departments, will be sought. Ms. Glass said the CMPC will consider if school buildings and the Community Center could exist on the campus together. The CMPC will finish their work by December 31, 2015.

Ms. Glass will suggest that Dr. McFall, Mr. Creel, Mr. Michael Haines, Mr. Higgins, and Director of Planning and Land Use Chris Reilly serve as ex officio members.

Ms. Glass thanked the Committee for their suggestions.

D. Report on School Improvement Plans: Preschool, Hanscom Primary and Hanscom Middle Schools

Documents: 1) School Improvement Plan, Lincoln Preschool, 2014-2015; 2) Hanscom Primary School, School Improvement Plan, 2014-2015 End of Year Report, by Beth Ludwig; 3) Hanscom Middle School, School Improvement Plan, 2014-2015 Year End Status Report, by Erich Ledebuhr

Ms. Glass welcomed Hanscom Primary and Middle School Principals Beth Ludwig and Erich Ledebuhr to present the end-of-year review of the School Improvement Plans. The Plans addressed three goals. The first one was "Educators will grow their capacity to engage students in activities that simultaneously show students what the learning target is, develops their understanding of the concepts and skills that make up the target, produces evidence of their progress toward the target, and feeds learning forward toward the learning target by providing specific, ongoing feedback." Ms. Ludwig noted it was their third year of professional development with the formative learning cycle. They are refining their work plans and see that students understand what they are supposed to learn, students have used the language of the "growth mindset" when giving each other feedback and are learning to give specific feedback without judgment. Ms. Ludwig shared an online video of students discussing feedback with each other.

The second goal was "Educators will grow their capacity to analyze instruction and student assignments for content and structure and adjust for the level of demand and engagement." Mr. Ledebuhr said teachers reviewed Bloom's Taxonomy and learned

how to apply the learning targets with task analysis to focus on higher levels of cognitive demand for students. He said the impact was that students had authentic learning experiences and were engaged in their lessons. They are very pleased with all the work and will continue their professional development on this topic, and he and Ms. Ludwig will create time for teacher collaboration.

The third goal was “Implement a three-tiered positive behavioral intervention system to support the behavioral, social, and emotional growth of students.” Ms. Ludwig said the Behavioral, Emotional, Social Support Team [BESST] team revised their model from 2013-14, created a mission and vision statement, and shared strategies with classroom teachers and assistants. The school psychologist and the social worker design action plans, behavior plans, and follow up plans, and they provided positive behavior intervention training to classroom assistants and tutors. To recognize the positive behaviors of students, they implemented a new Victory Slip program, and students have received 92 of them. Teachers are more supported, when something comes up, meetings can be held more quickly, and student needs are met in a timely manner. She noted that the number of incidents has decreased, and they are very pleased. They will refine their practice and will use the expertise of the new Board Certified Behavior Analyst [BCBA] next year for both campuses.

Ms. Glass thanked them for their work.

Ms. Glass welcomed Lynn Fagan, Preschool Coordinator, to present the Lincoln Preschool’s end-of-year review of the School Improvement Plan. They had three goals.

The first goal was “to provide professional development so that teachers are able to engage students in authentic learning opportunities, increase their understanding of cognitive demand and apply Bloom’s Taxonomy in planning lessons.” Ms. Fagan said they have a dramatic play center, where students created plans and ideas, a grocery store, café, and the NASA space center. Students outfitted the centers with used items that came from the Transfer Station.

The second goal was “To design an updated website with resources to meet the needs of both enrolled families and those looking for more information about the Preschool.” Ms. Fagan thanked Mark McDonough for his work on the website.

The third goal is “To explore and implement the use of technology to enhance and support the curriculum for preschool students.” She thanked Mr. Ford for his help on this goal. They have identified the appropriate technology needs of the students and are articulating and implementing into their curriculum. They will continue to work on this next year.

Ms. Fagan said that preschoolers are very honest, and the preschool models working out problems for the students. She noted that these models could be very helpful for adults too. She said that they will continue to work on putting together a School Council that included parents, but it is a challenge because parents and teachers do not have a consistent time period when they are available to meet. She thanked parents for helping the preschool when they could.

Ms. Glass thanked her for her work.

E. Class Size Research Review Update

Document: None.

Mr. Christenfeld said the Class Size Research Review Committee has read much research and is one meeting away from producing their final report. He said the members are hoping to present the final report to the School Committee at the first June meeting, currently scheduled for Thursday, June 4.

Ms. Glass thanked them for their work.

F. District Wide Program of Assessment (C3) and District Determined Measures (B3, C3)

Document: Memorandum to School Committee from Patricia Kinsella, Re: Update on Key Assessments and District Determined Measures, dated May 7, 2015

Ms. Kinsella said that the administration has chosen the six key assessments that the district will use to determine yearly measures of academic achievement in literacy and mathematics. The details are in her memorandum. She said that the one of the math assessments, the STAR assessment, is a tentative assessment, and they will know more results the second week of June. She noted that the purpose of assessment is to improve instruction, and their goal is to have a highly productive and efficient assessment program. Ms. Kinsella said they feel good about their work and will continue to converse to determine levels of growth for students.

Ms. Glass noted that a report on all six assessments will function as a starting point for the district. She said it would be helpful for the community to have an overview, for example, a certain percentage of students score well on writing. Mr. Ford is setting up a pilot data dashboard, which is a new undertaking that pulls in all of the DDMs so that teachers can look at the data together. The pilot data dashboard is a summer project for him, and if it works well, they will expand it to all grade levels.

Dr. McFall noted that at the state level, the status of District Determined Measures is uncertain. Now, there are alternative pathways to implement DDMs, but she and the administrative team have not yet discussed those. The Department of Elementary and Secondary Education [DESE] requires districts to decide whether they want to pursue alternative pathways, but if they do, districts must decide and provide a proposal to DESE by June 30. The DESE's focus is on students and student growth and to have that as the center piece of the teacher evaluation process, and DESE wants an impact rating for teachers. Dr. McFall shared the four ways for Lincoln to proceed on whether they want to pursue alternative pathways to implement DDMs: 1) stay the course and do what they are doing; 2) stay the course and extend their timeline; 3) provide a model for student learning goals, with one teacher determined goal and one district aligned goal; or 4) align with the five-step cycle in the evaluation process. She said that all courses require common measures, and MCAS must be used as one of the DDMs if a teacher teaches math or ELA.

Ms. Glass thanked them for their work.

G. May 1 Enrollment

Document: Memorandum to School Committee from Rebecca McFall, RE: May Enrollment Update, dated May 6, 2015

Dr. McFall discussed the enrollment report for the 2015-2016 school year for both campuses. For the Lincoln campus, they are watching the kindergarten and grade 4. In kindergarten, the numbers are lower than they had projected in the budget, and they are now anticipating that 52 to 55 students will enroll instead of the 65 who were projected. Depending on the number of students, they may cut the number of sections from four to three, and they will decide in the next week whether to reduce the sections. In grade 4, there are 66 or 67 students, meaning that they will have three sections as budgeted.

Dr. McFall noted that three students in grades K-4 and seven in grades 5-7 are going to attend private schools. She said that while there are a variety of reasons for students attending private schools, she will try again to conduct exit interviews with parents.

Dr. McFall said the Hanscom Primary School will likely have four sections in grades K-3, and for grade 2, they may need to open another section. She said that Beth Ludwig is hiring two or three teachers at this time. For the Hanscom Middle School, the sections will be similar to the projections. It is more challenging to project enrollment for Hanscom because of the movement of families in and out of the district.

Ms. Glass thanked her for her work.

H. Review Superintendent Summative Evaluation Process

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent, from Jennifer Glass, RE: Superintendent Summative Evaluation Procedure, dated May 7, 2015; 2) Annual Superintendent Evaluation Timeline; 3) Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents, prepared by the Massachusetts Association of School Committees, revised November 2012; 4) Summative Evaluation Forms

Ms. Glass reviewed the Superintendent Summative Evaluation Process, and the members have to fill out the Summative Evaluation Forms by May 29. At the May 21 meeting, Dr. McFall will provide the members with end of year progress towards annual goals, evidence related to the performance indicators, district strategic plan, and the summary of administrative team survey results. Ms. Glass noted that if members deviate from a rating of “proficient” on any part of Dr. McFall’s performance, they should include comments why they have given her that rating.

After receiving the members’ individual forms, Ms. Glass will compile a draft final evaluation, and the members have to come to agreement about Dr. McFall’s overall rating. At the June 4 meeting, they will discuss the draft of the final evaluation and rating.

VI. Superintendent’s Report

Document: None.

Dr. McFall attended the 3rd grade team for their pancake breakfast, which showcased their maple syrup. The team sold \$1,000 of syrup and donated the money to UNICEF. Students sang colonial songs.

Dr. McFall said the students met the Lincoln Minutemen, and she thanked the Minutemen for their wonderful performance.

Dr. McFall said they have completed the interviews for the Lincoln K-4 Principal search, and they have selected two finalists for the position. The finalists have been contacted, and she will announce the two finalists tomorrow afternoon. On Monday, May 11 and Thursday, May 14 the finalists will visit the district. Each day, parents are invited to meet the finalists from 8:00 to 9:00 am, and they will try to live stream the session. She asked that parents please attend if at all possible. The finalists will meet with the School Committee from 11:45 am to 12:30 pm in the Smith Conference Room each of those days.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Kinsella spent time at the Lincoln Preschool and had a conference with Preschool Coordinator Lynn Fagan. Ms. Kinsella will visit the Hanscom Preschool tomorrow.

Ms. Kinsella noted the K-5 teachers are working with Judy Merra on student writing.

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 \$743,876.13 and the accounts payable warrant totaling \$234,205.10 for a total of \$978,081.23. 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.

X. Old Business

Document: None.

Dr. McFall said that Senator Elizabeth Warren made a video message for Hanscom students for the Month of the Military Child. Dr. McFall noted that Principal Beth Ludwig had invited the Senator to attend the assembly, but Senator Warren sent a message instead.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of Multi-Board Meeting Minutes, March 17, 2015

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the March 17, 2015 meeting. The Committee voted unanimously to approve the minutes of the March 17, 2015 meeting.

The set of minutes will be posted on the website.

XIII. Information Enclosures

Documents: 1) Letter to Mr. and Mrs. Gerard Du Toit from Rebecca E. McFall, Superintendent, dated April 17, 2015; 2) Letters to Ms. Rebecca Carr from Rebecca McFall, Superintendent, dated April 17, 2015; 3) Letters to Mr. Gregory Gammons from Rebecca McFall, Superintendent, dated April 17, 2015; 4) Letter to Ms. Julie Barkin from Rebecca McFall, Superintendent, dated April 17, 2015; 5) Letters to Ms. Sharon Reneris from Rebecca McFall, Superintendent, dated April 17, 2015; 6) Letter to Ms. Lisa Cloutier from Rebecca McFall, Superintendent, dated April 17, 2015; 7) Letters to Ms. Lateefah Franck from Rebecca McFall, Superintendent, dated April 17, 2015; 8) Letters to Mr. Joshua Gold from Rebecca McFall, Superintendent, dated April 17, 2015; 9) Letter to Ms. Beth Ludwig from Rebecca McFall, Superintendent, dated April 17, 2015; 10) Letter to Ms. Elizabeth Paige from Rebecca McFall, Superintendent, dated April 17, 2015; 11) Letter to Ms. Christine Portluck from Rebecca McFall, Superintendent, dated April 17, 2015; 12) Letter to Ms. Cathleen Reynolds from Rebecca McFall, Superintendent, dated April 17, 2015; 13) Letter to Ms. Mara Salis from Rebecca McFall, Superintendent, dated April 17, 2015; 14) Letter to Ms. Jennifer Whitt from Rebecca McFall, Superintendent, dated April 17, 2015; 15) Letters to Ms. Jennifer Williams from Rebecca McFall, Superintendent, dated April 17, 2015; 16) Letters to Mr. and Mrs. Ryan Cassidy from Rebecca McFall, Superintendent, dated April 17, 2015; 17) Letter to Ms. Caroline Curry from Rebecca McFall, Superintendent, dated April 17, 2015; 18) Letters to Ms. Grace Janusis from Rebecca McFall, Superintendent, dated April 17, 2015; 19) Letter to Ms. Kate Siegel-Melcher from Rebecca McFall, Superintendent, dated April 17, 2015; 20) Letters to Ms. Diane Mitton from Rebecca McFall, Superintendent, dated April 17, 2015; 21) Letter to Ms. Melissa Webster from Rebecca McFall, Superintendent, dated April 17, 2015; 22) Letters to Ms. Elizabeth Clancy from Rebecca McFall, Superintendent, dated April 17, 2015; 23) Letters to Ms. Stacey Clarkin from Rebecca McFall, Superintendent, dated April 17, 2015; 24) Letter to Ms. Dori Fishbone from Rebecca McFall, Superintendent, dated April 17, 2015; 25) Letters to Ms. Elizabeth Clancy from Rebecca McFall, Superintendent, dated April 17, 2015; 26) Letters to Ms. Jennifer Mastrullo from Rebecca McFall, Superintendent, dated April 17, 2015; 27) Letters to Ms. Maureen Cullen from Rebecca McFall, Superintendent, dated April 17, 2015; 28) Letters to Ms. Amanda Sykes from Rebecca McFall, Superintendent, dated April 17, 2015; 29) Letter to Ms. Sharon Hobbs from Rebecca McFall, Superintendent, dated April 17, 2015; 30) Letters to Ms. Pamela DiBiase from Rebecca McFall, Superintendent, dated April 17, 2015; 31) Letter to Ms. Asya Shestopal from Rebecca McFall, Superintendent, dated April 17, 2015; 32) Letters to Mr. Scott Burke from Rebecca McFall, Superintendent, dated April 17, 2015; 33) Letter to Ms. Jaime Moody from Rebecca McFall, Superintendent, dated April 17, 2015; 34) Letter to Ms. Karen

Sheppard from Rebecca McFall, Superintendent, dated April 17, 2015; 35) Letter to Ms. Gwen Blumberg from Rebecca McFall, Superintendent, dated April 17, 2015; 36) Letter to Ms. Kristin Hall from Rebecca McFall, Superintendent, dated April 17, 2015

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

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Christenfeld, the Committee voted unanimously to go into Executive Session for the purposes of discussing FY16 wages for non-union personnel, custodian and secretarial contract negotiations, and the Hartwell Lease. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes. The Committee would not be returning to open session. The open session adjourned at 9:47 pm.

The next School Committee meeting is scheduled for Thursday, May 21, 2015 at 7:00 pm at Lincoln Town Hall, 16 Lincoln Road, Lincoln.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary