

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 18, 2015
Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, 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), Linda Chase (Interim Administrator for Student Services).

Absent: Peter Borden, Preditta Cedeno (METCO Representative).

I. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:04 pm.

II. Chairperson's and Members' Reports

Ms. Wironen attended the Hanscom Primary School Field Day. She also said that some at the Hanscom Middle School participated in the "Buzz Off" Challenge. Students and staff raised a total of \$460 for the Locks for Love Foundation, which provides hairpieces to financially disadvantaged children who suffer from long-term medical hair loss from any diagnosis.

Ms. Salon went with the kindergarteners on their visit to the DeCordova with art teacher Colleen Pearce. Students looked at the sculptures and sketched.

Ms. Glass will meet tomorrow morning with the Chairs of the Sudbury K-8 School Committee and the Lincoln-Sudbury School Committee to plan a joint meeting for fall 2015. She asked that members send her agenda items and noted that transitions to high school and foreign language curricula were two items that would be discussed.

Ms. Glass thanked Ms. Wironen for joining as the Hanscom Educational Liaison this year and looks forward to working with her next year.

III. Public Comments

None.

IV. Consent Agenda

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Lincoln PTO Gift, dated June 10, 2015; 2) Letter to Lincoln School Committee from Kimberly Bodnar, Lincoln PTO, dated June 9, 2015

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$250.00 from the Lincoln School PTO for the Professional Development Fund in honor of Principal Steve McKenna. The Committee voted unanimously to accept a donation of \$250.00 from the Lincoln School PTO for the Professional Development Fund in honor of Principal Steve McKenna.

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

Mr. Christenfeld arrived at 7:08 pm.

V. Time Scheduled Appointments

A. Retiree Recognition

Documents: None.

Dr. McFall said it was a bittersweet evening to recognize the retiring members of the Lincoln Public Schools. She thanked each of them and appreciated their dedication to students, collaboration with colleagues, and their work. She noted that each person who was retiring has touched her in a positive way, and she expressed her personal appreciation to them. The retirees chose a lamp or captain's chair as a small token of appreciation. Their full letters of recognition and thanks can be found in the Superintendent's Bulletin at www.lincnet.org.

The retirees who were celebrated tonight were: Pamela Anzaldi, Hanscom Primary School Music Teacher; Deborah Porter-Mason, Food Services Worker on the Hanscom Campus; and Mary-Ann Sullivan, Hanscom Primary School Teacher. Ms. Porter-Mason was unable to attend the meeting.

Dr. McFall presented a thank you to Deborah Porter-Mason, Food Services Worker on the Hanscom Campus. Ms. Lauren Braudis, Colleague, wrote an acknowledgement to Ms. Porter-Mason, who has worked with her for the last nine years. Dr. McFall noted that the district acknowledges her for her work with the custodial crew during the summer months and said that she always gives 110%. They wished her well in retirement.

Ms. Beth Ludwig, Principal of the Hanscom Primary School, presented a thank you to Pamela Anzaldi, who has served the district for the last 26 years as a music teacher. She has been a teacher for 35 years. Ms. Anzaldi thanked the district for the tools to teach a wonderful program.

Ms. Beth Ludwig, Principal of the Hanscom Primary School, presented a thank you to Mary Ann Sullivan, who has served the district for the last 23 years as a grade one teacher. She has been a teacher for 36 years. Ms. Sullivan thanked the district.

Dr. McFall and Ms. Glass congratulated them and thanked them for their work for the students and the district.

B. Hanscom Student Services Program Review Report (D2)

Document: PowerPoint presentation on draft report about Special Education on the Hanscom Campus by Walker Partnerships, dated June 12, 2015

Ms. Chase and Ms. Denise Oldham, Student Services Coordinator, presented the draft report by the Walker Partnerships that evaluated special education at the Hanscom Air Force Base Primary and Middle Schools. Dr. James Early was the district's evaluator. Ms. Chase said that they were expecting to receive the final report in the next week, but they did not expect many changes from the draft report to the final report. Ms. Chase noted that the commendations included the full inclusion service model of service delivery, the use of data to determine student needs, well-written Individualized

Education Programs [IEPs], and the Primary School's implementation of school-wide Positive Behavioral Intervention system. Ms. Chase mentioned that some items appeared in the commendations and in the findings, and there are always areas that can be improved. She noted that the number of students identified as eligible for special education has increased by 18% since 2008, and in the past year, the students have greater needs.

The draft report recommended staffing changes and training and that the district implement a Flexible Therapeutic Inclusion Support Model, which the Walker Partnerships has implemented in other school districts. One piece of that model is the Board Certified Behavior Analyst [BCBA] as the Therapeutic Intervention Specialist, and Ms. Chase said the district has just hired someone to fill that role. It was also recommended that they review evidence-based practices and support services to determine alignment and effectiveness in meeting the needs of the current and ever changing population, among others.

Ms. Chase said the next steps are to review the recommendations with administrators and noted that she, Ms. Oldham, Ms. Ludwig, and Mr. Ledebuhr will meet on June 26 about the report. They will prioritize the recommendations and develop an action plan to respond to the report. She estimated that it would take at least a year to plan and analyze the needs for a therapeutic program.

Dr. McFall noted that she and Mr. Creel are talking with Department of Defense Educational Activity [DoDEA] about whether the increased support required for special education could be considered a change of conditions to the contract.

The Committee discussed the staffing increase and the professional development. The program has to be flexible because of the transient nature of the Hanscom student population.

Dr. McFall said they would provide the final report to the Committee when it arrives.

Ms. Glass acknowledged all the great work that has occurred.

C. Lincoln Library Representative Report

Document: None.

Martin Dermady, the Committee's representative to the Lincoln Library Board of Trustees, presented a report of his first year. His charge is to find ways that the Library and the schools can offer programs and activities that can supplement each other and enrich student lives. The Library hosted a back to school picnic in the fall and offered story reading at Magic Garden every other week with many other activities. He noted that middle and high school students volunteer at the Library. The Library has compiled reading lists for students for their summer reading program, and the librarians presented the program to K-5 classes at Lincoln and to the K-3 classes at Hanscom on June 15.

This fall, the children's librarians will be invited to the school and will do an enrichment program without interfering with classroom time. Mr. Dermady said that they want to work with all age groups of students. He said they will be working on getting out information on local resources and putting together a program on "Local Heroes" with a focus on people who live in the greater Boston area for middle and high

school students. They are reaching out to inspirational university professors for them to give talks and hope to have their first program on that in the fall.

Ms. Glass thanked him for his work, noting that it has been very thoughtful.

D. Lincoln Scholarship Appointee Report

Document: None.

Barbara Slayter, the Committee's appointee to the Lincoln Scholarship Committee, presented the information on the Scholarship Committee's awarding of scholarships to Lincoln-Sudbury seniors.

The winners of two awards and two named scholarships for Lincoln graduating seniors for 2015 are: 1) Ogden Codman Scholar (\$5,000 per year for four years) to Katherine Flanagan; 2) Ogden Codman Opportunity Award (\$2,500 per year for four years) to Savannah Snell; 3) Sumner Smith Community Service Award (\$500 award) to Leah Kanzer; 4) Fanny Campbell Academic Achievement Award (\$500 award) to Clara Cousins.

Ms. Slayter said the Rosemary Fichera Nadolski Award was discontinued. Students apply for the scholarships and awards. Ms. Slayter said there were eight applicants this year. Ms. Slayter said they will issue a press release about the winners.

Ms. Slayter noted the Fund offers needs-based scholarships based in part on the community's response to the annual appeal letter. At this time, Lincoln residents contributed \$4,695 this year, and the donations are usually in the \$75 to \$85 range, and they now have about \$5,300. She said the range of monies they have worked with for the needs-based scholarships has been from \$5,000 to \$7,000 per year from 2010 to now. The recipients of these scholarships will be determined in mid-July and the money will be sent to recipients in July.

Ms. Slayter indicated that they made four changes this year. They sent letters to families encouraging their students to apply, and it helped them receive more applications. They sent the information earlier, included their website on the Lincoln Town website, and built their relationship with the Codman Trust. Ms. Slayter said the Scholarship Committee will meet with the Codman Trustees in the fall. She noted they are working on outreach and asked for ideas.

Ms. Glass said they could link the Scholarship Committee's website to the school website.

Ms. Glass thanked her for her work.

E. Report on Class Size Research

Document: Report, Class Size Research Committee, dated June 18, 2015

Ms. Glass welcomed the Class Size Research Committee and thanked them for serving. The members are: Tim Christenfeld, Peter Borden, Nicolette Beerel, Cathie Bitter, Jal Mehta, and Addie Kim. Ms. Bitter and Ms. Kim attended the meeting and thanked the Committee for taking their concerns about class size and forming the subcommittee to study it.

Ms. Bitter noted that they met six times, studied the research on class size, discussed the research, and wrote a report on their findings. Their task was to see whether

there was new research on the issue since the School Committee last revised their class-size policy in 2007. She said there is a new sense of urgency about the issue given the potential renovations of the school buildings. Ms. Bitter said the research focuses on test score outcomes, and most of the research has been done on urban school districts. There is some research that supports the idea that smaller classes in grade 4 and beyond can boost student achievement, non-cognitive skills, and long-term outcomes. The Class Size Committee wanted the class size issue incorporated into a discussion of spending the limited resources overall: would the same amount of money that would be needed to reduce the number of students in each classroom be better spent on other items that would benefit the district as a whole? They recognize that there are tradeoffs if they were to reduce the number of students in each classroom section.

The Class Size Committee recommended that the School Committee form a new Task Force to examine class size more broadly and in the context of other inputs that might improve educational outcomes. They recommended that the new Task Force examine the data in Lincoln's case and assess the effectiveness of Lincoln's investments in improving teacher quality.

Ms. Glass asked if there was a definition of what a large and a small class size was, and Ms. Kim answered that it could be 19, 20, 21 students per class. Mr. Christenfeld said there is a range, and they could add benefits by reducing a section of 22 students to 19 students, but there is no consensus on the definition of large and small.

Ms. Glass thanked them for their work and said they would consider the recommendations, noting that there is much gray area with these issues.

F. Campus Master Plan Committee

Document: Board of Selectmen and School Committee, Joint Charge to Campus Master Plan Committee (CMPC), dated May 18, 2015

The Board of Selectmen and School Committee have jointly appointed the Campus Master Plan Committee [CMPC]. The CMPC will study the site of the Ballfield Road campus and has \$75,000 to hire consultants to help with the work.

Ms. Glass said CMPC met for the first time on Monday, June 8 and elected Carole Kasper as Chairperson and Vincent Cannistraro as Vice Chairperson. They reviewed Requests for Qualifications [RFQ] for bids for consultants, and the RFQ has been advertised in the Central Register, as required by Massachusetts General Law. There will also be an advertisement in the Lincoln Journal. The deadline is July 6 for companies to submit their qualifications.

Ms. Glass said a subcommittee of the CMPC will review the proposals, and they have chosen to have the CMPC interview and choose finalists on Thursday, July 16. She noted that the Board of Selectmen and the School Committee have to vote to approve the finalist that the CMPC recommends, and at that point, they would negotiate with the finalist. Mr. Christenfeld said the CMPC hopes to have the consultant in place by July 22 or 23 to start the work, and there will be many meetings.

Ms. Glass said the School Committee will meet on Friday, July 17 at 7:45 am to vote on the CMPC's recommendation.

Ms. Glass thanked Mr. Higgins and Mr. Creel for their work on the RFQ and the CMPC for their work.

G. Educator Evaluation Update

Documents: 1) Memorandum, Two-Year Self-directed Growth Plans (Educators with Professional Teacher Status) and One-Year Self-directed Growth Plans and Developing Educator Plans, dated June 11, 2015; 2) Quick Reference Guide: Alternative Pathways for Evaluating Educator Impact, Massachusetts Department of Elementary and Secondary Education, dated April 2015

Dr. McFall thanked the Evaluation Review Committee of Ms. Glass, Mr. Christenfeld, Ms. Kinsella, and teachers Becky Eston and Blake Siskavich for their work on reviewing and revising the overall evaluation process with her. The educator evaluation system is required by the state, and the district's goal is to keep the system manageable and worthwhile. The Committee must vote on the changes that the Review Committee made and on the district's application to the state for District Determined Measures Alternative Pathway 1.

Dr. McFall said this was the first year of full implementation of the new evaluation system, and the load is difficult for evaluators. They have revised their process to shift their focus for those on professional teacher status to have the first year to work on goals and less on in-class observations, and the second year to focus on observations. They have also streamlined the evidence that is needed. For new teachers, there were fewer adjustments. Mr. Christenfeld noted that the Evaluation Review Committee decided that fewer high quality interactions were more valuable.

Dr. McFall said the revised process is being shared with the Lincoln Teachers' Association at their meeting next Wednesday, June 24, and she hopes they will vote to approve it. If the School Committee approves it tonight, the process will be incorporated into new contract language for the teachers.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the revised Educator Evaluation Process as presented. The Committee voted unanimously to approve the revised Educator Evaluation Process as presented.

Dr. McFall informed the Committee earlier this year about the potential changes with District Determined Measures [DDMs], the state's newest method for determining student growth and progress. Each district can choose which measures to be used to evaluate educator impact. Districts can stay the course, pursue one of three alternative pathways, or propose some other pathway as long as it is grounded in the 5 Core Principals. She said the Lincoln Teachers' Association voted to approve alternative pathway 1, which is to ask for more time. She recommended that the district apply for District Determined Measures Alternative Pathway 1.

Ms. Glass moved, and Ms. Schmertzler seconded, the motion to approve applying for District Determined Measures Alternative Pathway 1. The Committee voted unanimously to approve applying for District Determined Measures Alternative Pathway 1.

Ms. Glass and Mr. Christenfeld said the work on the evaluation process was very collaborative, and they have made progress. They both enjoyed being on the Review Committee. Ms. Glass thanked all who have made the evaluation process more worthwhile.

H. Superintendent's 2015-2016 Draft Annual Plan

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Draft Annual Plan, dated June 12, 2015; 2) Draft, Superintendent's Annual Plan for Evaluation, dated June 11, 2015

The state requires superintendents to develop Annual Plans that include professional practice, student learning, and district improvement goals, and the Plan should be aligned with the District Strategic Plan.

Dr. McFall said the plan presented tonight is her preliminary reflection, and there could be changes to it. She will bring a final plan to the Committee in the fall for approval. Three of her four goals are continuations from 2014-15, but she has yet to develop the benchmarks and measures. She will continue with her development of a collaborative Principal Group (Professional Practice Goal), her work on Student Feedback (District Improvement Goal 1), and her work with the Administrative Team to develop their use of the Lincoln Key Yearly Measures of Academic Achievement (Student Learning Goal). Her new goal will be to develop a common knowledge base of collaborative practices for improving student learning to be used across the district (District Improvement Goal 2). The new goal asks the question: what skills and competencies does the district want students to have?

Dr. McFall noted that Ms. Kinsella and Mr. Ford have done terrific work with assessments, and they will work on how to present and use the data on a year to year basis. She said that the Department of Elementary and Secondary Education [DESE] is no longer financially supporting Panorama Education, the company that administered the Student Survey this year. She said that the district might work directly with Panorama, but she and Mr. Ford were still discussing the issue.

Dr. McFall said that DESE expects every educator to collect evidence for their evaluations, and at this time, the teachers decide what the evidence should be, not the DESE. The requirement is that the student survey be administered every other year, and this year the district surveyed the core teachers in grades 3-8, but that may change. She would like to continue to use the same survey for the core teachers in grades 3-8. Dr. McFall has talked with several teachers on the information they received from their students on these surveys, and said that when teachers engage with the information, they get much out of it because it can help with their goal setting.

Ms. Glass thanked her for her work.

I. Review 2015-2016 Strategic Plan, Second Reading and VOTE

Document: Lincoln Public Schools Strategic Plan, Draft, May 28, 2015

At the June 4 meeting, Dr. McFall reviewed the process of developing the strategic plan, which has been compiled over the last several months. The Administrative Team has discussed the plan and the work that has been accomplished and will be accomplished. They have used information from the student feedback surveys, the community surveys, the Strategic Plan community forum, and the workshop meeting with the School Committee on May 12 for the current draft. She thanked all for their input and said that they have revised their theory of action. The yellow boxes are the key

district priorities: A1: Develop expertise in team-based collaborative practices; B1: Support and guide educator development of instructional units that engage students and provide appropriate levels of cognitive demand and differentiation; and C1: Develop instructional practices and models for differentiating instruction to meet the individual needs of all students.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the District Strategic Plan 2015-2016 as presented. The Committee voted unanimously to approve the District Strategic Plan 2015-2016 as presented.

Ms. Glass thanked her for her work.

J. VOTE to Delegate Members to CASE and EDCO Collaboratives for 2015-2016
Document: None.

State regulations require school committees to vote to delegate a voting member to collaborative boards of directors for each collaborative in which the district maintains a membership, and those members need to be either the superintendent or a member of the school committee. Lincoln is a member of the Educational Collaborative [EDCO] and Concord Area Special Education Collaborative [CASE].

Ms. Glass moved, and Ms. Salon seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and Concord Area Special Education Collaborative [CASE] and to appoint Mr. Timothy Christenfeld as a non-voting member to the EDCO Advisory Council. The Committee voted unanimously to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and Concord Area Special Education Collaborative [CASE] and to appoint Mr. Timothy Christenfeld as a non-voting member to the EDCO Advisory Council.

VI. Superintendent's Report

Document: None.

Dr. McFall updated the Committee on the enrollment figures for the 2015-16 school year. They have had an influx of students to grade 7. There are 12 new families who will be attending the Lincoln Public Schools, and there will be six students in grade 7 and two more potential students. If all those students enroll, there will be 72 students in grade 7, making the district close to needing to open another section in grade 7. They will continue to watch the numbers and update the Committee.

The other grades' numbers are as follows: Kindergarten, 53 students; grade 4, 68 students; grade 5, 62 students, including six new students; grade 6, 66 students with two new students; and grade 8, 63 students with two new students. They are still waiting for paperwork from some families. The new Smith School Principal, Sarah Collmer, is aware that they may have some late hiring to do for new sections. Dr. McFall noted there may be more students moving in, and they will watch the numbers and update the Committee.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Kinsella said that the district is providing support for the faculty who are taking the Sheltered English Immersion [SEI] classes. Some teachers will need to have the endorsement by July 1, 2016, and there is a bottleneck for the SEI classes. The requirement is that if a teacher has had one ELL child in the past two academic years prior to the coming academic year, they need to have a SEI endorsement. There is an ESL/WIDA course being offered this summer, and many teachers are taking it. There are 50 faculty members who need to take the SEI course, and they will site a class in the district, but there will not be enough spaces available.

Ms. Kinsella thanked the Committee for her first year in the district and looks forward to next year.

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 \$763,856.73 and the accounts payable warrant totaling \$141,500.35 for a total of \$905,357.08. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

B. Magic Garden Construction Approval

Documents: 1) Letter to Lincoln School Committee from Andrew Pang, President, Board of Directors, Magic Garden, Re: Proposed Alterations to Hartwell Room 110, dated June 11, 2015; 2) Architectural Plan, Magic Garden Renovation at Hartwell Building, New Exterior Door and Stair, dated June 15, 2015

Mr. Creel introduced Andrew Pang, President of the Board of Directors for Magic Garden, Inc. Magic Garden leases classroom and administrative space in the Hartwell Building and would like to alter the space in the Hartwell Building by adding a new door giving direct egress to the outside from Room 110 to give them two classrooms classified for use by toddlers age two years, nine months or younger.

Mr. Creel and Mr. Michael Haines, Facilities Manager, have reviewed the architectural plans and noted that the architect and Magic Garden have been very cooperative. He noted that the changes will fit nicely with the building, and they have chosen good finishes and materials. Magic Garden is paying for the renovation, and Mr. Creel and Mr. Haines are working with them on the details. If the Committee approves, Mr. Pang said the work would start in July, and they plan to have a certificate of occupancy before September 1, 2015. Mr. Creel recommended that the Committee approve Magic Garden's request.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the structural alterations proposed by Magic Garden as presented subject to their receiving final approval from the Town of Lincoln Building Inspector and the Town of Lincoln Fire Marshall. The Committee voted unanimously to approve the structural alterations proposed by Magic Garden as presented subject to their receiving final approval from the Town of Lincoln Building Inspector and the Town of Lincoln Fire Marshall.

Ms. Glass thanked them for their work.

C. Facilities Rental Fees Review and VOTE

Documents: 1) Fee Schedule for Use of School Facilities for the period July 1, 2015 through June 30, 2018, dated June 2015; 2) Regulations Governing Use of School Facilities, dated June 2015

Mr. Creel reviewed his memorandum on facilities rental fees, noting that past practice has been to publish the fees for two years but review them each year. He asked that they change the practice to publish the fees for three years instead. He added a two-hour minimum charge, but the rates published are hourly. Lincoln Community Non-Profit rates remain free, Lincoln Community Profit groups have rates from \$25 to \$100, depending on the location rented, and rates for non-Community non-profit and profit groups have rates from \$50 to \$250 and are in addition to service fees.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the schedule of fees for use of school facilities proposed by the administration as presented for FY16, FY17, and FY18. The Committee voted unanimously to approve the schedule of fees for use of school facilities proposed by the administration as presented for FY16, FY17, and FY18.

Ms. Glass thanked him for his work.

D. Report on FY15 Revolving Accounts

Document: Memorandum to Lincoln School Committee and Becky McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finances, Subject: Current status – FY15 Revolving Funds and Legacy Gift Account, dated June 10, 2015

Mr. Creel reviewed his memorandum on the revolving accounts. The accounts are set up to receive activity fees, and the balances in the accounts carry over from fiscal year to fiscal year. The monies are used only for the specific activities. The accounts are: transportation fund, athletics fund, Lincoln After School Music Program [LASMP] fund, school lunch fund, and the Legacy fund gift account.

Mr. Creel said the revolving funds provide flexibility in the budget. He said there are no issues with the transportation fund. He noted that the athletics fund is not as large because there is not as much participation, but he recommended no change to the fees. He is concerned about the LASMP; last year they raised the compensation for faculty, but the participation decreased. He said they will review it next year, and they are not sure if the participation will remain lower.

Dr. McFall said Howard Worona has publicized the LASMP to get students to take lessons. She also talked with Ryan Cassidy, and he said there is greater competition

with private teams, and the school might offer more intramural after school activities of different types, such as badminton, archery, and others to interest more students.

Mr. Creel said the school lunch participation is decreasing. He noted at Hanscom the smaller number of temporary seats as a possible reason for the reduction. Ms. Cathleen Higgins will put together a plan to reduce the staffing by \$10,000. Mr. Creel said the appliances are old, but they keep repairing them to keep them going and transferred the costs to repair the freezers to the operating budget. Mr. Creel congratulated Ms. Higgins for her work and reported that the uncollected balance is only \$94.

Mr. Creel said the Legacy Fund was in good shape because there were fewer requests for money, and there were also some generous gifts.

Ms. Glass thanked them for their work.

E. Preschool Fee Scale

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Proposed Preschool fee schedules, dated June 10, 2015; 2) Memorandum to Dr. Rebecca McFall, Superintendent, and Buckner Creel, Administrator for Business and Finance, from Lynn Fagan, Preschool Coordinator, Re: Proposed Tuition Increase for the Lincoln Preschool, dated March 11, 2015; 3) Lincoln Public Schools—Preschool Tuition Rate Sliding Scale for the Lincoln Campus 2016-2017; 4) Lincoln Public Schools—Preschool Tuition Rate Sliding Scale for the Hanscom Campus 2016-2017; 5) Lincoln Public Schools—Preschool Tuition Rate Sliding Scale for the Lincoln Campus 2017-18; 6) Lincoln Public Schools—Preschool Tuition Rate Sliding Scale for the Hanscom Campus 2017-18

Mr. Creel reviewed his memorandum about preschool fees, which he and the administration recommended be increased, but not until FY17. He used the Department of Elementary and Secondary Education's [DESE] guidelines for the sliding fee scale. The last time the preschool fees were increased was in 2008, and even with the recommended increase, Lincoln's fees are still the lowest of private and public preschools in the area. He noted that there are a significant number of people who pay on a sliding scale.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the schedule of fees for the Lincoln Preschool proposed by the administration as presented for FY17 and FY18. The Committee voted unanimously to approve the schedule of fees for the Lincoln Preschool proposed by the administration as presented for FY17 and FY18.

Ms. Glass thanked Mr. Creel and Ms. Fagan for their work.

F. FY15 End-of-Year Report

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY15 Budget status, dated June 16, 2015

Mr. Creel reviewed his memorandum and said the district was in good financial shape for FY15 and had a budget surplus.

On the Lincoln campus, he said that the district received credits from the CASE collaborative restructuring, and there were some retirements.

Mr. Creel said since the FY16 budget was passed in January 2015, they have identified additional budget shortfalls for out of district placements, an anticipated elimination of the full-day kindergarten grant, and an anticipated cut in the METCO grant.

Mr. Creel recommended that they prepay not more than \$210,497 of known FY16 special education tuition and collaborative fees in FY15 as they have done in the past. He also recommended that they return at least \$70,000 to the Town.

On the Hanscom campus, there were personnel changes that cost less than budgeted and savings in the operational budget. The unemployment insurance surplus was \$10,000, not \$50,000 as stated in the memorandum.

Mr. Creel said since the FY16 budget was passed in January 2015, they have identified additional budget shortfalls for out-of-district placements and special education collaborative tuitions and an anticipated elimination of the full-day kindergarten grant.

Mr. Creel recommended that they prepay \$385,239 of known FY16 special education tuition and collaborative fees in FY15 as they have done in the past. He also recommended that they return at least \$270,000 to the Hanscom Reserve Fund.

Dr. McFall said she has heard mixed feedback on the kindergarten grant, but will apply for a waiver of the Massachusetts Kindergarten Entry Assessment [MKEA] requirement for Kindergarten teachers. Participation in MKEA is required for all districts receiving the Quality Full-Day Kindergarten Grant. The MKEA is a comprehensive formative assessment initiative that is intended to provide kindergarten teachers with data across all developmental domains that can be used to inform instruction as well as the supports that schools provide for young children.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the administration's plan for the end of FY15 spending as presented and to approve a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town's Group Liability Insurance Fund. The Committee voted unanimously to approve the administration's plan for the end of FY15 spending as presented and to approve a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town's Group Liability Insurance Fund.

Please see below for the information on the GASB 45 allocation.

G. GASB 45 Allocation for Hanscom Retirees

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: GASB 45 obligation – Hanscom Budget, dated June 4, 2015

Mr. Creel reviewed the memorandum on the Governmental Accounting Standards Board [GASB 45], which requires the Town to consider the long-term liability created by retiree benefits, primarily health insurance benefits. He said that within the next six months, the Finance Committee will discuss an aggressive plan to set aside monies by 2025. Since July 2009, the School Committee has contributed \$1,750,000 to the Group Liability Insurance Fund to offset the Hanscom liability.

Mr. Creel said that the furniture, fixtures, and equipment [FF+E] for the new Hanscom Middle School will have to be paid out of the Fund, and he estimated that the

cost will be \$1.8 million. Special education costs will also be a big ticket item for FY16, and, therefore, he recommended that the Committee vote to approve a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town's Group Liability Insurance Fund.

Please see the item above for the vote on the money transfer.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of Meeting Minutes, May 29, 2015

Ms. Salon moved, and Ms. Glass seconded, the motion to approve the minutes of the May 29, 2015 meeting. The Committee voted unanimously to approve the minutes of the May 29, 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 go into Executive Session for the purposes of discussing strategy with respect to collective bargaining for custodian and secretarial contracts, and the Educator Evaluation and a personnel matter related to P. Roberts. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes. The Committee would not be returning to open session. The open session adjourned at 10:09 pm.

The next School Committee meeting is tentatively scheduled for Friday, July 17 at 7:30 am at in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary