

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Wednesday, July 23, 2014  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jena Salon. Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance).

Present Remotely: Jennifer Glass (Chair), via phone.

Absent: Preditta Cedeno (METCO Representative), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

#### I. Greetings and Call to Order

Mr. Sander, Vice Chair, called the meeting to order at 7:15 pm. He announced that Ms. Glass is participating in the meeting remotely via cell phone because of significant geographic distance. He is chairing the meeting in case the cell phone connection does not work, and there was a quorum of Committee members physically present in the meeting room. Ms. Glass stated that no other person was in proximity that could exert undue influence on her, as required by the "Remote Participation" provision. All votes must be recorded as roll call votes this evening. The Committee approved the use of the "Remote Participation" provision of the Open Meeting Law, M.G.L. c. 30A, Sections 18-25, on November 7, 2013, and the enabling authority or controlling regulation is 940 CMR 29.10(8). This is the first time the Committee has had a member participate remotely.

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

None.

#### III. Public Comments

None.

#### IV. Consent Agenda

##### A. Accept Gifts

Documents: 1) Memorandum to School Committee and Rebecca McFall from Sharon Hobbs and Stephen McKenna, dated June 17, 2014; 2) Memorandum to School Committee from Erich Ledebuhr, Re: Blue Star Families Donation, dated June 28, 2014, with list of donated books; 3) Memorandum to School Committee from Buckner Creel, Subject: Gift for the Betty Bjork Professional Development Fund, dated July 10, 2014

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$200.00 from the Parent Teacher Organization [PTO] to be deposited into the Retired Teacher fund in honor of Rita Trotta and Pate Pierson, to approve a list of books being donated to the Hanscom Middle School by Blue Star Families for a program called Books on Bases, and to accept a donation of \$200.00 from Ms. Diane Lind and Mr. Bruce

MacLellan to the Betty Bjork Professional Development Fund. The Committee voted unanimously to accept the donations and to approve the list of books. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

#### V. Time Scheduled Appointments

##### A. Designer Selection for Lincoln School Study

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Award of Designer Contract – Lincoln School Study

In March 2014, Town Meeting approved funding for consultants to develop possible options for a Lincoln School building project. The scope of the work is not to exceed \$200,000 with an additional \$50,000 for contingencies. The SBAC has been working on the selection process for consultants in accordance with M.G.L. Ch. 7C, Sections 44-57, and Mr. Creel will present the finalist selected by the School Building Advisory Committee [SBAC]. The School Committee will award the contract to one of the finalists based on the SBAC's recommendation.

Mr. Creel reviewed his memorandum that detailed the selection process. There were eight companies that sent responses to the Request for Qualifications [RFQ]. The SBAC Selection Committee scored and ranked the companies' proposals and chose four finalists that they recommended to the full SBAC. After interviews and talking with references, the SBAC chose to recommend Dore & Whittier Architects to the School Committee. Mr. Creel noted that a few SBAC members had experience with some of the firms.

Mr. Creel said the fee proposal they received from Dore & Whittier Architects is \$180,000 with an additional \$10,000 allowance for reimbursables, and he and the SBAC thought the fees were reasonable. He noted that the SBAC wanted the public to have a chance for input on designs and the schedule of the consultants' work to be flexible and subject to change. Mr. Creel said Dore & Whittier Architects was happy to change the number of public meetings to four and said the Town will have a chance for input at the State of the Town meeting on November 15, 2014; Dore & Whittier Architects will be at that meeting.

Mr. Christenfeld, also a member of the SBAC, thanked Mr. Creel for the huge amount of work on this issue. Mr. Christenfeld said Dore & Whittier Architects had a difference in approach to the public, and while two of the other finalists appeared stronger in design than Dore & Whittier Architects, Dore & Whittier Architects was stronger in outreach, their methods to get information, and in incorporating public comments in the designs. He noted the consultant will get members of the public in attendance to work on a task for their input. Mr. Christenfeld said the contract with Dore & Whittier Architects goes until December 31 so that they can incorporate the input into a final proposal, and the contract gives the option to add tasks if needed.

Ms. Glass said that Dore & Whittier Architects' cost estimator had a good grasp on being able to explain costs and to discuss the different components of the building project and how they affect the cost of the project.

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to accept the Dore & Whittier Architects fee proposal and to authorize Ms. Jennifer Glass to award the contract to provide designer services for the Lincoln School Study, subject to agreement upon the language of the contract document. The Committee voted unanimously to accept the Dore & Whittier Architects fee proposal and to authorize Ms. Jennifer Glass to award the contract to provide designer services for the Lincoln School Study, subject to agreement upon the language of the contract document. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

Mr. Sander and the Committee thanked the SBAC for their work.

Mr. Christenfeld said the consultants will tour the buildings and review the work that has been done on the project. The SBAC will give them the lists of components to include. There will not be a SBAC meeting on July 29. Dr. McFall said they will make a flyer announcing that they have hired Dore & Whittier Architects, and that there will be a planning meeting on Tuesday, August 5. The first meeting with the SBAC and Dore & Whittier Architects will be on Wednesday, August 13 at 7:00 pm in the Hartwell Multipurpose Room. Ms. Glass asked that they also prepare a handout with meeting dates on it to give to parents on Back to School night.

#### B. Letter to Legislators Re: House Bill 3722 (H.3722) – Education Task Force Bill

Documents: 1) Draft, Letter to Representative Thomas Stanley and All other members of the House Ways and Means Committee from Jennifer Glass, Tom Sander, Preditta Cedeno, Tim Christenfeld, Jena Salon, and Al Schmertzler, dated July 24, 2014; 2) Email message from Bruce Tretter to Becky McFall, Subject: Update on H.3722 (Education Mandate Task Force Bill), dated July 3, 2014; 3) Sample Letter, entitled Unified Support for H.3722, undated

Ms. Glass said that Dr. McFall forwarded a letter to her in support of Massachusetts House Bill 3722, An Act to Establish an Education Mandate Task Force. Action on the bill needs to occur before the legislative session ends on July 31, 2014. Ms. Glass asked that the members submit ideas and wordsmithing to her. Dr. McFall said that part of the purpose is to examine the mandates and requirements that have been added since Education Reform. She did not know how many other districts are in support of this bill, and at the superintendents' conference, Commissioner Mitchell Chester and Representative Alice Peisch did not mention the bill. The H. 3722 has been discussed at EDCO meetings. Ms. Glass said the letter should be sent to Representative Tom Conroy, Members of the House Ways and Means Committee, and copies of it should be sent to the Lincoln-Sudbury Superintendent and School Committee and to the superintendents and school committees of Lincoln's surrounding cities and towns, and to the *Lincoln Journal* and the *Lincoln Squirrel*. Mr. Sander suggested that it include something like: mandates are especially onerous for small school districts like ours when we are trying to focus our attention on teaching.

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to jointly send a letter to Representative Thomas Stanley expressing support for Massachusetts House Bill 3722, An Act to Establish an Education Mandate Task Force. The Committee voted

unanimously to jointly send a letter to Representative Thomas Stanley expressing support for Massachusetts House Bill 3722, An Act to Establish an Education Mandate Task Force. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

## VI. Superintendent's Report

Document: None.

Dr. McFall showed photographs of the Hanscom Middle School building project, which included the old building cleared out and the new trailers that students will occupy for the next four years. This school year and next, the Hanscom Middle School students will attend classes in the trailers, and after that, Hanscom Primary School students will occupy the trailers. Dr. McFall said they have repainted the old lockers, and the trailers are air conditioned and have great lighting. The classrooms are larger than their former classrooms, the library is set up and ready. She said that Principal Erich Ledebuhr is maintaining a website and photo essay of the project, and the faculty will be in on August 18 to unpack.

Dr. McFall said there is lots of site work happening this week. She thanked Mr. Creel, Mr. Michael Haines, Mr. Robert Ford for their work, noting that all is going smoothly. She said Mr. Haines and Principal Erich Ledebuhr are a great team, and they deserve much credit; they have set a good tone.

Dr. McFall said they had a conference call with Ewing Cole, the architects working on plans for the Hanscom Primary School. The call ended the design process, and the architects will incorporate the comments on the 65% design. They liked the interior colors. She noted that Congress needs to approve the funding for the new Hanscom Primary School building.

Ms. Glass asked that Dr. McFall put a link to the photographs and information about the Hanscom Middle School project on the school website.

## VII. Curriculum

None.

## VIII. Policy

### A. Second Reading of the Following Policies:

Documents: 1) File BEDBA, Consent Agenda, adopted at School Committee Meeting of January 13, 2005; 2) File BDB-R, Role of the Chairman of the School Committee, revised at School Committee Meeting of January 22, 1990; 3) Draft of BDB, School Committee Officers, with edits to BDB-R, Role of the Chairman of the School Committee, undated; 4) New Policy Draft, File BDB, School Committee Officers, undated

The Committee has been revising the policy manual as some policies have not been updated in years.

For File BEDBA, Consent Agenda, there were no additional changes.

Mr. Christenfeld moved, and Mr. Sander seconded, the motion to re-affirm File: BEDBA, Consent Agenda, as presented. The Committee voted unanimously to re-affirm

File: BEDBA, Consent Agenda, as presented. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

File BDB-R, Role of the Chairman of the School Committee, has changed to File: BDB, School Committee Officers, and it was suggested that it become a policy instead of a regulation. There were no additional changes suggested.

Mr. Sander moved, and Ms. Salon seconded, the motion to revise regulation File: BDB-R, Role of the Chairman of the School Committee, to become policy File: BDB, School Committee Officers, as presented. The Committee voted unanimously to revise regulation File: BDB-R, Role of the Chairman of the School Committee, to become policy File: BDB, School Committee Officers, as presented. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

B. First Reading of Criminal Offender Record Information [CORI] Policy (File: ADDA)

Documents: 1) File: ADDA, CORI Requirements, reaffirmed at School Committee Meeting of May 3, 2007; 2) New Policy Draft, File ADDA, Background Checks, undated

Dr. McFall said they have to update their policy, File: ADDA, CORI Requirements to include State Applicant Fingerprint Identification Services [SAFIS]. Massachusetts has mandated that all public schools require prospective and current employees, and others as determined by the School Committee and the Superintendent, “having the potential for unsupervised contact with children” to submit to background checks, including a Criminal Offender Record Information [CORI] and a SAFIS as a condition of employment. They would rename the policy “Background Checks.” She noted that her appointment to be fingerprinted is scheduled for August 8, and she has to have one in order to see the results of these background checks. All veteran employees will also have to have both CORI and SAFIS checks. Ms. Glass said the check that the Hanscom Air Force Base does cannot be used in this instance.

Dr. McFall said the employee has to pay for the CORI and SAFIS, and the SAFIS check is \$35 for nonprofessional employees and \$55 for certified professional staff. She suggested that for lower paid employees, the district might be able to help defray the costs.

Mr. Schmertzler suggested that they add a sentence in the policy that School Committee members have had CORI checks according to state law. Dr. McFall said they could add it to the letter to prospective employees.

Dr. McFall said that in addition to CORI checks, they could also require the SAFIS for volunteers, including parents, who have unsupervised contact with students and asked if the district or the volunteer would pay for the background checks. She suggested that they add SAFIS to the last full paragraph of page one of the new policy draft so the sentence reads: “The Superintendent or his/her certified designee(s) shall periodically, but not more than every three years, obtain all available Statewide Applicant Fingerprint Identification Services [SAFIS] and Criminal Offender Record Information from the criminal history systems board on all employees, etc.” After a debate about

whether parents should be required to do both CORI and SAFIS background checks, Dr. McFall suggested the policy say “shall obtain SAFIS for volunteers who regularly work in unsupervised situations.” Ms. Glass suggested if the volunteer does not want to do the SAFIS check, the district will find things for them to do that do not involve unsupervised contact with students.

The Committee discussed whether after school hours activities, such as the Science Share, required the district to obtain background checks on those volunteers. Dr. McFall said if the events are considered school sponsored, they could be considered liable, but it is still at their discretion for volunteers. Ms. Glass asked what the police think about this, and Dr. McFall said they would support the maximum amount of safety and security. She offered to get additional information from other superintendents, as the SAFIS requirement is new for all districts; she will also get information on what information a SAFIS gives that a CORI does not. She also noted that most Hanscom parents arrive from out of state; CORI covers records with events that occurred in Massachusetts and not other states. Ms. Glass suggested that they be consistent with the practices of the Recreation Department for the after school activities. Mr. Sander said they did not want to prevent volunteering, but for any unsupervised contact with students, they have to do the background checks.

Dr. McFall said that while there is no deadline for them to revise their policy, those who want to work at the school have a deadline to have their SAFIS completed, and applicants have to make appointments to have the fingerprint check done. Dr. McFall will revise the language in the policy, obtain additional information, and bring the policy back for further discussion and a vote in September.

Mr. Sander thanked her for her work.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$2,440,965.54 and the accounts payable warrant totaling \$395,979.29 for a total of \$2,836,944.83. He noted that these warrants are large because they are for two payrolls. Ms. Glass reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Mr. Schmertzler seconding the motion. The Committee voted unanimously to approve the warrants. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

## X. Old Business

None.

## XI. New Business

None.

## XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes, December 5, 2013; 2) Draft of School Committee Minutes, December 19, 2013; 3) Draft of School Committee

Minutes, February 12, 2014; 4) Draft of School Committee Minutes, April 17, 2014; 5) Draft of School Committee Minutes, May 5, 2014; 6) Draft of School Committee Minutes, May 8, 2014; 7) Draft of School Committee Minutes, June 6, 2014

Mr. Sander moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the December 5, 2013, December 19, 2013, February 12, 2014 meetings. The Committee voted unanimously to approve the minutes. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes. Ms. Salon was not a member of the Committee for these meetings and was not eligible to vote on the minutes.

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the April 17, 2014, May 5, 2014, May 8, 2014, and June 6, 2014 meetings. The Committee voted unanimously to approve the minutes. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes.

The sets of minutes will be posted on the website.

Mr. Schmertzler left the meeting at 9:22 pm.

#### XIII. Information Enclosures

Documents: 1) Letter to DonorsChoose.org from Rebecca E. McFall, Superintendent, dated June 20, 2014; 2) Letter to Albion P. Bjork from Rebecca E. McFall, Superintendent, dated June 20, 2014

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

#### XIV. Adjournment

On motion by Mr. Sander, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 9:28 pm. The roll call vote was as follows: Ms. Glass, yes; Mr. Sander, yes; Mr. Christenfeld, yes; Ms. Salon, yes. The next School Committee meeting is tentatively scheduled for Thursday, August 28 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary