

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, October 9, 2014  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld, Jena Salon, Preditta Cedeno (METCO Representative). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Stephanie Powers (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Laurel Wironen (Hanscom Educational Liaison).

Selectmen Present: Renel Fredriksen (Chair), Peter Braun, Noah Eckhouse.

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:03 pm. They had technical difficulties with the taping.

II. Chairperson's and Members' Reports

Mr. Christenfeld said there was a great turnout at last night's Community Center Study public forum. Mr. Schmertzler attended and was impressed with the turnout.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Donations to Legacy Fund

Document: Memorandum to Members of the Lincoln School Committee, Becky McFall, Superintendent, and Buck Creel, Administrator for Business and Finance from Jennifer Glass, Re: Class of 2014 Gifts to LPS, dated September 30, 2014

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to accept a donation from the Class of 2014 in the amount of \$2,167.83 to the Legacy Fund and a donation from the Class of 2014 of a pair of portable aluminum benches valued at \$1,432.39. The Committee voted unanimously to accept a donation from the Class of 2014 in the amount of \$2,167.83 to the Legacy Fund and a donation from the Class of 2014 of a pair of portable aluminum benches valued at \$1,432.39.

V. Time Scheduled Appointments

A. EDCO Articles of Agreement—Third Reading

Documents: 1) Letter to EDCO Member District School Committees from Colleen Dolan, Re: EDCO Articles of Agreement and Capital Reserve Fund, dated July 17, 2014; 2) EDCO Collaborative Articles of Agreement, replacing the agreement dated June 28, 1988; 3) Letter to EDCO Collaborative Member School Committees from Colleen, Re: EDCO Collaborative Final Articles of Agreement, dated July 17, 2014

Dr. McFall said that all education collaboratives in Massachusetts are required to update their articles of agreement to comply with new legislation. The EDCO Collaborative is made up of the Acton-Boxborough, Arlington, Bedford, Belmont, Brookline, Carlisle, Concord, Concord-Carlisle, Lexington, Lincoln, Lincoln-Sudbury, Newton, Sudbury, Waltham, Watertown, Wellesley, Weston, and Winchester school districts and offers programs for at-risk students and adults, educator training, and cost-effective services.

Ms. Glass welcomed Colleen Dolan, EDCO's Executive Director, who gave a brief overview of the EDCO Collaborative's work. Ms. Dolan said they have a 15-year lease at their new facility at 36 Middlesex Turnpike in Bedford. She noted that the likelihood of a need for a capital assessment is low, but she said the other districts are also concerned about this issue.

Ms. Dolan said that 12 districts have approved the Articles of Agreement, Waltham has tabled it, and some districts have not yet voted on them. There is no timetable to vote on the Articles. The Collaborative still operates under the current Articles until the new ones are approved.

The Committee discussed its concern about Article VIII: Financial, E. Development of the Collaborative Budget, 4. Capital, d, on page 11 which currently reads, "The Board may vote to charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves. This capital assessment will be determined using the Enrollment Assessment formula previously articulated below under Annual Member Assessment."

Ms. Glass moved, and Ms. Salon seconded, the motion to ask for an amendment to the proposed EDCO Articles of Agreement, Article VIII: Financial, E. Development of the Collaborative Budget, 4. Capital, d, on page 11 to have the first sentence read, "With a two-thirds vote in the affirmative, the Board may charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves." Ms. Glass, Mr. Schmertzler, Ms. Salon, and Ms. Cenedo voted yes to ask for an amendment to the proposed EDCO Articles of Agreement, Article VIII: Financial, E. Development of the Collaborative Budget, 4. Capital, d, on page 11 to have the first sentence read, "With a two-thirds vote in the affirmative, the Board may charge a capital assessment for capital costs not funded through the above process or not funded from available capital reserves." Mr. Christenfeld abstained.

The proposed language change will be sent to Ms. Dolan for the EDCO member districts to approve. Ms. Glass thanked Ms. Dolan for attending the meeting, noting that the Town is sensitive to capital assessments.

#### B. School Improvement Plans for Preschool and Lincoln School K-8

Document: Lincoln School, School Improvement Plan 2014-2015, dated October 9, 2014

Dr. McFall noted that the Preschool Improvement Plan will be presented at a later meeting. Principals Steve McKenna and Sharon Hobbs presented the annual School Improvement Plan, which is required by the Education Reform Act.

Mr. McKenna said the School Council members, in addition to the two principals, are: parents Randy Harrison, Lara Anthony, Bowen Martin, Heather Veague, teachers Scot Dexter and Keith Johnson, and community member Gina Halsted. Mr. McKenna noted that the Council considered the TELL MASS data information to arrive at three goals for the 2014-15 school year.

The three goals are: 1) to continue to identify ways in which lessons engage students in authentic learning; 2) to look at technology as it impacts instruction using the SAMR (Substitution, Augmentation, Modification, Redefinition) model to identify useful technology for our students; and 3) to support teachers in making their work manageable and enjoyable through strategic analysis of school-wide efforts and looking at ways to theme instruction to further engage students.

Dr. Hobbs said that authentic learning is a topic that can be defined in many ways. Mr. McKenna said that Dr. McFall's weekly bulletin gave more information on authentic learning, which is part of the five key questions of learning in the District's Strategic Plan. He said one example is the 3rd grade maple sugaring unit that is a collaborative effort. Teachers will have input into which assessments are the most useful.

Ms. Glass was pleased that they used the TELL MASS data and student data surveys to put the Improvement Plan together. She asked them to include a sentence about these two surveys in the Plan so that the community knows about them.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Lincoln School Improvement Plan 2014-2015. The Committee voted unanimously to approve the Lincoln School Improvement Plan 2014-2015.

Ms. Glass thanked them for their work.

#### C. School Committee Interim Member Candidate Interviews

Documents: 1) Policy, File: BBBE, Procedure for Filling a School Committee Vacancy, revised at School Committee Meeting of June 12, 2014; 2) Letter of Statement of Interest from Peter Borden to Jennifer Glass, dated October 9, 2014; 3) Letter of Statement of Interest from Vincent Cannistraro to Lincoln School Committee, dated September 20, 2014; 4) Letter of Statement of Interest from Lisa Freedman to School Committee Chairwoman Glass, Town Selectmen, and Members of the School Committee, dated September 29, 2014; 5) Letter of Interest and Resume of Philip Greenspun, dated September 15, 2014; 6) Letter of Interest to School Committee from Randy Harrison, dated October 9, 2014; 7) Letter of Interest to Lincoln School Committee from Caitlin (Katy) Hogue, dated October 1, 2014; 8) Letter of Interest to Jennifer Glass from Aldis Russell, dated October 3, 2014

Ms. Fredriksen and Mr. Braun of the Board of Selectmen joined the meeting at 7:44 pm.

Ms. Glass said that the Board of Selectmen was in attendance to assist the Committee with its appointment of an interim member of the School Committee to fill the remainder of Tom Sander's term, which expires in March 2015.

Ms. Glass said that Mr. Randy Harrison has had recent commitments on his time that have forced him to withdraw his candidacy for the position. The Committee has six other candidates to interview this evening—Peter Borden, Vin Cannistraro, Lisa Freedman, Philip Greenspun, Caitlyn Hogue, and Aldis Russell. The Committee asked

five questions and interviewed each candidate for 15 minutes. When time permitted, Ms. Glass allowed for follow-up questions from the Committee and the Board. Ms. Glass thanked the candidates for their interest in serving.

*Please give a brief overview on why your skills, expertise, and experience would benefit the Committee and address whether you are only interested in filling the interim position or whether you are interested in a longer term and include the time that you have to commit to the Committee's work.*

*Do you have two or three ideas, goals, or tasks that should be district priorities?*

*On topics, there is often wide differing opinion, and how would you go about casting your vote?*

*Are there any conflicts of interest that might be of concern to the Committee?*

*Do you have any questions for the Committee?*

Mr. Eckhouse, Selectman, arrived at 8:50 pm.

Ms. Glass thanked each candidate for their interest and said that she hoped each of them would be involved in the Town and the schools. She noted that the Committee would do well with any of the candidates. To appoint a person to the interim position tonight, the Committee and Board of Selectmen members need to vote in the simple majority.

The Committee members discussed the strengths of each candidate, noting Mr. Borden's emphasis on the district's values and ability to articulate well, Mr. Cannistraro's work on the School Building Advisory Committee and passion for the work, Ms. Freedman's and Ms. Hogue's valuable knowledge on the nuts and bolts of education, Ms. Russell's skills as a negotiator, and Mr. Greenspun's energy.

The Board of Selectmen discussed their concerns about the time needed to be on the School Committee. They also wondered how much educational experience was helpful to the Committee's work.

Ms. Glass said that the Committee's work was more with managing negotiations with the different groups employed by the schools and with the community at large. She said while it was terrific to have candidates who understand education from the inside, that was more the administration's role and not that of the Committee. She was impressed with the questions that Mr. Borden asked of the Committee and appreciated his skill in pushing their thinking. She said Mr. Borden's experience managing complex change brings an aspect to the Committee that would be very helpful. The members agreed.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to appoint Peter Borden as the interim member of the School Committee until March 2015. The motion passed with the following vote: Ms. Glass, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Ms. Cedeno, concur; Mr. Braun, yes; Mr. Eckhouse, no; Ms. Fredriksen, abstain.

Ms. Glass thanked each candidate for their interest and asked that they all stay involved with the work of the Committee.

Mr. Borden must take the oath of office from the Town Clerk before he may vote as a member of the School Committee.

#### D. Recognition of PTS Teachers

Document: Memorandum to School Committee from Rebecca McFall, Re: Professional Status Awards, dated October 9, 2014

Dr. McFall said that at the start of their fourth year of teaching in the district, teachers are awarded professional teacher status. These teachers also need the recommendation of their Principal and the successful completion of three consecutive years of teaching for the district. These teachers have demonstrated their performance at a high level, and it is a challenge to reach this level. Dr. McFall congratulated Joseph Colombo, Grade 3 teacher in Lincoln; Lynn Cushing, Preschool teacher at Hanscom; Jillian Daly, Kindergarten teacher in Lincoln; Lateefah Franck, Academic Advisor for the METCO program in Lincoln; Catherine List, Preschool teacher in Lincoln; and Jennifer Williams, Grade 1 teacher at Hanscom. Dr. McFall said that administrators are not eligible for professional status.

Ms. Glass congratulated the teachers, saying that they are happy to have them here at our district.

#### E. October 1 Enrollments

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, Superintendent, Re: October 1 Enrollment, dated October 2, 2014; 2) October 1, 2014 Enrollment – Lincoln Public Schools

Dr. McFall said the enrollment numbers do not differ much from the numbers on the first day of school. They compared their projections for FY15 with the actual enrollment, and the district is in good range. On the Lincoln campus, the district has seven fewer students than last year. The October 1 enrollment numbers are reported to the Department of Elementary and Secondary Education [DESE] and are the official numbers for the 2014-15 school year.

On the Hanscom campus, the September 30 numbers are a total of 584 eligible students, which places the district in Band 3 for the federal contract. The September 30 enrollment numbers are reported to the federal government and are the official numbers for the 2014-15 school year.

Dr. McFall reminded all that they make the projections at budget time for the numbers of students who will be in each grade for the next fiscal and school years. Their projections are based on the numbers of students who have attended the schools for the past five years. The administration and Committee also look at the enrollment numbers again in May to determine whether they need to add or subtract sections for each grade.

Mr. Creel noted that this year, in 5th to 8th grades, there seem to be a significant number of students moving into the district. Ms. Glass suggested that a couple of questions be added to the survey for the community: 1) if your children do not currently attend the Lincoln Public Schools, were they ever enrolled in the Lincoln Public Schools;

and 2) if your children were enrolled in the Lincoln Public Schools but do not currently attend the Lincoln Public Schools, when did they leave the district?

Ms. Glass thanked her for her work.

#### VI. Superintendent's Report

Document: None.

Dr. McFall thanked Ms. Powers, Mr. Ian Spencer, and the administration and faculty for the recent evacuation drill, which included the preschools and went very smoothly on both campuses. There will be more drills during the year.

Ms. Glass thanked her for her work.

#### VII. Curriculum

Document: None.

Ms. Kinsella said that assessment is all around them. She observed the assessment trainings for the STAR math assessment and the Massachusetts Kindergarten Entry Assessment [MKEA] training for kindergarten teachers. The faculty had hybrid meetings on District Determined Measures [DDM] on Wednesday. She is excited that the district is sending the literacy specialists for literacy training. Ms. Kinsella will report on assessments at a later meeting.

Ms. Kinsella thanked art teacher Colleen Pearce for the wonderful student artwork upstairs. She said they are exploring the role of art in self-regulation and expression in students, and the students make choices. The artwork shows student thinking about what they see others do and making their choices. The PTO hosted a scarecrow event for students, and the scarecrows are on campus.

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 \$751,546.71 and the accounts payable warrant totaling \$116,037.02 for a total of \$867,583.73. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

##### B. School Building Advisory Committee [SBAC] Update

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY14 Budget status, dated August 26, 2014

In March 2014, Town Meeting approved funding for consultants to develop possible options for a Lincoln School building project. After a careful selection process, the SBAC recommended Dore & Whittier Architects, and the School Committee awarded the contract to Dore & Whittier Architects at its July 23 meeting. The fee proposal they received from Dore & Whittier Architects was \$180,000 with an additional \$10,000 allowance for reimbursables. The contract with Dore & Whittier Architects gives the option to add tasks if needed, and it is proposed that their work will finish in mid-January.

Over the summer, the SBAC met weekly, and Dore & Whittier has attended meetings with Town Boards and Committees. The first public forum with Dore & Whittier Architects was held on Tuesday, September 16 in the Reed Gym with 80-90 in attendance. The architects led the Town through a process to prioritize the needed items in a project, and the Town learned their approaches to cost estimates and different ideas.

Dr. McFall reported that Town Boards and Committees attended the September 30 SBAC meeting, and the group reflected on cost estimates and the feedback. She presented on the educational vision for the building project, which was well received; she will hone it for the second public forum. She noted there was a wide range of response to the Community Center Study forum that was held on October 8, and the SBAC has been in communication with the Community Center Study Committee.

The SBAC will meet on October 14 at 7:00 pm and discuss cost estimates and preliminary concepts. The second public forum will be held on Thursday, October 16 at 7:00 pm in the Reed Gym, and they will provide more information. The PTO will hold a meeting on Friday, November 7 with the SBAC for collaborative conversations.

Ms. Glass thanked Dr. McFall and Mr. Creel for attending the Community Center Study forum last night and the SBAC for their work.

#### Additional Reports:

Documents: 1) Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Administrator for Business and Finance, and Michael Haines, Facilities Manager, Subject: Proposed Capital project list—FY16 CapCom project process, dated September 23, 2014; 2) Lincoln Public Schools: Department Capital Project 5 Year Plan, dated September 23, 2014

Ms. Glass said that as a result of the Committee's workshop meeting in May they have amended procedures for meetings. Certain reports will not have formal time on the agenda but are included in the information packets, and they will allow for questions about these additional reports.

Mr. Creel revised the FY16 Capital Projects list and submitted it to the Capital Planning Committee this week.

Ms. Glass thanked him for his work.

#### X. Old Business

None.

#### XI. New Business

None.

## XII. Approval of Minutes

Document: Draft of School Committee Minutes, September 11, 2014

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the September 11, 2014 meeting. The Committee voted unanimously to approve the minutes of the September 11, 2014 meeting.

The set of minutes will be posted on the website.

## XIII. Information Enclosures

Documents: 1) Letter to Ms. Kimberly Bodnar, PTO Chair, from Rebecca E. McFall, Superintendent, dated September 26, 2014; 2) Letter to DonorsChoose.org from Rebecca E. McFall, Superintendent, dated September 26, 2014; 3) Letter to Ms. Laysha Ward, President, Community Relations, Target Take Charge of Education, from Rebecca E. McFall, Superintendent, dated September 26, 2014; 4) Memorandum to EDCO Board of Directors and Advisory Council members from Colleen Dolan, Re: EDCO Collaborative Update, dated October 2, 2014

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

## XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn at 9:51 pm. The next School Committee meeting is scheduled for Thursday, October 23 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary