

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, January 7, 2016  
Hartwell Multipurpose Room, Hartwell Building, 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).

Present Remotely: Peter Borden, via phone.

Absent: Preditta Cedeno (METCO Representative).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:02 pm. She announced that Mr. Borden is participating in the meeting remotely via cell phone because of significant geographic distance. There was a quorum of Committee members physically present in the meeting room. As required by the "Remote Participation" provision, Mr. Borden stated that no other person was in proximity that could exert undue influence on him. 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. Ch. 30A, §§ 18-25, on November 7, 2013, and the enabling authority or controlling regulation is 940 C.M.R. 29.1(8). This is the third time the Committee has had a member participate remotely.

2. Chairperson's and Members' Reports

Dr. McFall mentioned a *Boston Herald* article that stated Hanscom was one of many sites under consideration by Homeland Security to house unaccompanied minors. Dr. McFall said they found out that Hanscom was a possibility, and she is in contact with Congresswoman Katherine Clark's office, State Representative Thomas Stanley's office, and State Senator Michael Barrett's office to see what the process for accepting the students would be if Hanscom was chosen. She noted it was a temporary situation, and all they know is preliminary, and if it were chosen, it would not have a major impact. There is no understanding that the schools would be impacted, and all was at a very preliminary stage. She will update the Committee as she receives more information.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gifts

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Lueders Environmental, Inc. Gift, dated December 29, 2015; 2) Letter to Dr. Rebecca McFall from Michael Lueders, President,

dated December 17, 2015; 3) Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Principal, Subject: Raytheon Gift, dated December 30, 2015

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve a donation of \$100.00 from Lueders Environmental, Inc. for use by the district in any way deemed appropriate and a donation of \$1,250.00 from Raytheon for the Hanscom 4<sup>th</sup> and 5<sup>th</sup> grade trips to the Discovery Museum in Acton, MA for the cost of bus transportation. The Committee voted unanimously to approve a donation of \$100.00 from Lueders Environmental, Inc. for use by the district in any way deemed appropriate and a donation of \$1,250.00 from Raytheon for the Hanscom 4<sup>th</sup> and 5<sup>th</sup> grade trips to the Discovery Museum in Acton, MA for the cost of bus transportation. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

Ms. Glass thanked them for their generous donations. The administration will send thank you letters.

#### 5. Time Scheduled Appointments

1. Update on Massachusetts School Building Authority (MSBA) Response to Town of Lincoln's Statement of Interest (SOI) for Lincoln School and Next Steps

Document: Letter to Mr. Noah Eckhouse, Chair, Lincoln Board of Selectmen, from Maureen Valenti, Chief Executive Office[r, sic] and John K. McCarthy, Executive Director and Deputy CEO of the Massachusetts School Building Authority, dated December 18, 2015

Ms. Glass said that Lincoln received a response from the Massachusetts School Building Authority [MSBA]; the Town was not invited into the school building funding pipeline in this round. She mentioned the possible next steps. At the last Town Meeting, the Committee told residents that they would solicit their input on whether to submit another Statement of Interest [SOI] to apply to the MSBA again.

Dr. McFall talked with Ms. Diane Sullivan, Director of Program Management at the MSBA. This year, the MSBA was inviting 26 schools, and the criteria for evaluating SOIs are prioritized by needs, so it is possible that Lincoln could be invited in the next upcoming process. She mentioned that the SOI and the materials provided were comprehensive, and the Town's application was fine. Dr. McFall said the SOI should mention the work from the CMPC's study as it shows the Town coming to agreement on a project.

Ms. Glass said the period to apply to the next MSBA process opens on January 8, 2016. She said that they want a definitive voice one way or another.

Mr. Christenfeld suggested that input be solicited at the Annual Town Meeting and that if the Town agrees, the SOI should be ready to send. If the Town answers no, the Committee needs another warrant article for a smaller plan for the school.

Ms. Glass noted the School Committee will meet with the Board of Selectmen on February 8 to talk about items at the Special Town Meeting. Dr. McFall, Mr. Creel, and Ms. Glass will start the discussion with the Finance Committee this week. The Committee needs a time to discuss the issue with the Capital Planning Committee.

Dr. McFall said they will have the SOI ready before Town Meeting. Dr. McFall said she will discuss the school building at the PTO meeting tomorrow. Ms. Glass said drafts of the warrant articles will be ready for the January 21 meeting.

## 2. FY17 Budget Discussion and VOTE

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY17 Budget Guidelines, dated October 15, 2015; 2) Lincoln Public Schools, FY17 Budget Development Timeline; 3) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2017 Budget Guideline, dated October 7, 2015; 4) Lincoln Public Schools, Preliminary FY17 Budget Book

Dr. McFall said the Finance Committee has given all Town departments a 2.5% increase above their FY16 budgets, which is \$10,903,613. The Lincoln base budget is \$10,854,178 with \$49,435 in improvement initiatives that were presented at the November 19 meeting, it totals \$10,903,613. There is no budget gap for the Lincoln campus.

Dr. McFall said the Hanscom budget, funded through the federal government by contract with the school district anticipates pricing from enrollment Band 3, which is \$12,500,205. The Hanscom base budget is \$12,983,359 with \$83,979 in improvement initiatives, making a total of \$13,067,338. There is a budget gap of \$567,133. Dr. McFall said in considering what to do about the Hanscom budget gap, they have to pay attention to the structure of the contract with the federal government.

At the last meeting, the Committee agreed that they would consider transferring money from the Reserve Fund to cover the Hanscom budget gap instead of making the possible cuts.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to request \$10,903,613 from the Town of Lincoln for the Lincoln campus, and to allocate \$13,067,338, which includes \$567,133 from the Hanscom Reserve Fund, for the Hanscom campus, for the FY17 Budget. The Committee voted unanimously to request \$10,903,613 from the Town of Lincoln for the Lincoln campus, and to allocate \$13,067,338, which includes \$567,133 from the Hanscom Reserve Fund, for the Hanscom campus, for the FY17 Budget. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

Ms. Glass thanked the administration for their many hours of work.

## 3. Campus Master Planning Committee [CMPC] Update

Document: None.

Mr. Christenfeld reported that the CMPC continues to work with LLB on the report. The next meeting will be scheduled soon. He noted that there is a smaller task force that was working on the draft.

The deadline for the final report of the Campus Master Planning Committee is January 31, 2016.

Ms. Glass thanked the CMPC for their work.

#### 4. Mid-year 2015-2016 Strategic Plan Report (All Priorities)

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, RE: Strategic Plan, Mid-year Update, dated December 30, 2015; 2) Strategic Priority Status Report, Strategic Priority Map for 2015-16 Mid-Year Status, dated December 28, 2015; 3) Module Feedback for September 30, 2015, October 21, 2015, November 18, 2015 sessions

Dr. McFall reviewed the work they have done this year, noting that the Committee has received many pieces of it through the year. She noted that the bulk of this year's work has been on the three-session three professional development modules: 1) collaborative practices, 2) small group reading, and 3) differentiation. The goal of the modules is to have consistency for all faculty, and they will offer the modules through the school year.

The collaborative practices module has addressed questions such as, what do we mean by a professional learning community [PLC]? What is the difference between congenial and collaborative? What does it mean to focus on learning versus focus on results? Dr. McFall said that the third session addressed setting short term goals for student learning in a week. They have administered common assessments so there is a tool for conversation with educators, and the assessments have enabled teachers to group students in flexible ways and to analyze the answers to see how students did, and what teachers should do the next day because of the results. Dr. McFall said there are three big ideas for PLCs, which focus on: 1) learning, 2) collaborative culture, and 3) results. PLCs revolve around four questions: 1) What do we want students to learn? 2) How do we know if a student has learned? 3) How do we respond when students do not learn? 4) How will we respond if students already know it?

Ms. Kinsella reviewed the small group reading module, which the grades 4 and 5 teachers have taken this fall. She thanked Ms. Judy Merrra and Ms. Gwen Blumberg for their work on the module. They have reviewed the formative and summative assessments, had break out groups, and discussed next steps. She mentioned that some of the issues they deal with in reading are trouble spots in words, meaning errors, structure and grammar, and visual errors. There are six dimensions of fluency: pausing, phrasing, stress, intonation, rate, and integration. They are using a new resource that has categories of suggested strategies depending on student needs and have found it to be very helpful.

Ms. Kinsella also reviewed the differentiation module. Gene Thompson-Grove of the School Reform Initiative training has brought the 4 As to them: Anchor, Add, Apply, Away. Dr. Carol Tomlinson's book on differentiation has also helped. Teachers can differentiate content, process, product, affect, and environment and do these items based on student readiness. Teachers ask how do students prefer to learn, and what strategies does the teacher want to use? A few of the strategies are doing the most difficult thing first, compacting, and pretests for volunteers.

Dr. McFall said the work has been very positive, and making sure that all have a common language to collaborate will benefit everyone. Ms. Kinsella said that all are in a learning curve where it is fine to take risks and make mistakes. Dr. McFall noted that teachers can be members of multiple teams, such as all 3<sup>rd</sup> grade teachers, or all math teachers. The main goal of the work is to teach people to have conversations with each

other about their work with students. They examine student work and data to see how they are reaching their teaching goals.

Dr. McFall noted that when teachers work together, they can create their own groupings of students based on student learning needs, and there is not an expectation that one teacher can provide all things for each student.

Mr. Borden left the meeting at 8:18 pm.

Ms. Glass noted that the Committee will have follow-up questions at the next meeting.

Ms. Glass thanked Dr. McFall and Ms. Kinsella for their work.

#### 5. Superintendent Mid-cycle Report on Progress Towards Annual Plan Goals

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, RE: Superintendent Annual Plan, Mid-year Update, dated December 30, 2015; 2) Superintendent's Annual Plan Mid-year Update, dated December 29, 2015

The Committee and Dr. McFall are at the formative assessment phase of her evaluation. Dr. McFall reviewed her Mid-cycle report. She said it is the second year that she has had the Principal's Group as her Professional Practice Goal, and she noted these regular meetings are productive and effective and the group has moved forward into a collegial and collaborative group.

Mr. Borden rejoined the meeting at 8:23 pm.

Dr. McFall said she would like to have a cohesive flow in the group, and while they are discussing issues and doing items in good pieces and making progress, she would like to see shared leadership. For the Student Learning Goal, she said that the Committee has received reporting on the Key Yearly Measures from Ms. Kinsella and Mr. Ford.

Dr. McFall said for District Improvement Goal 1, they are working on the student survey feedback. They have solicited participation from faculty and have a few who will do it, and she is working on having more teachers participate. They will administer the survey to students in grades 3 through 8 in February for teachers in the core subjects. She noted they will use the same survey that they used last year, but it is not the Department of Elementary and Secondary Education's [DESE]. Mr. Ford and Dr. McFall are meeting tomorrow to develop the survey a little more. She said they will change the administrator survey. The DESE no longer has a requirement on how teachers collect data about student feedback. Dr. McFall mentioned that the district is talking on how to expand the survey.

Dr. McFall covered District Improvement Goal 2 in the last agenda item.

Ms. Glass thanked Dr. McFall for her work.

#### Additional Report: Food Services – Reports Only

Documents: 1) Memorandum to School Committee from Cathleen Higgins, Director of Food Services, Subject: Participation Rates, dated December 29, 2015; 2) Memorandum to School Committee from Cathleen Higgins, Director of Food Services, Subject: DOD Fresh Produce Program Follow-up, dated December 29, 2015

Ms. Salon thanked Ms. Higgins for the pictures of the vegetables.

Ms. Glass thanked Ms. Cathleen Higgins for her work.

## 6. Superintendent's Report

Document: None.

Dr. McFall posted the Administrator for Student Services position on December 22, and the job was advertised last Sunday's *Boston Globe* and will be in this Sunday's *Globe*. The position has also been posted with every collaborative. She noted that she has put together a good selection committee with 13 people from both campuses including members of the Special Education Parents Advisory Committee [SEPAC], faculty members, administrators, a school psychologist, and Mr. Creel; their orientation session will be held Tuesday. They will have interviews on January 27, 28, and 29 with finalists chosen the week after, and Dr. McFall will have the School Committee join in on the campus tours and have the finalist at a School Committee meeting. Dr. McFall's goal is to make a job offer the week of February 8.

## 7. Curriculum

Document: None.

Ms. Kinsella said they are continuing their work on elementary mathematics.

Ms. Kinsella said they are reviewing mathematics materials for middle school and are refining the criteria for selection and will bring the criteria to the Committee.

Ms. Kinsella mentioned that they are working on the social studies curriculum.

Ms. Kinsella noted the Report Card and Conference Committee is working, and the Committee will send a survey.

Ms. Kinsella noted they are working on science materials and are working on the life science units, which have pilot units now.

Ms. Kinsella said with English as a Second Language [ESL], the Access Assessment is being given online.

Ms. Glass thanked her for her work.

## 8. Policy

### 1. Review Policy BBA, School Committee Powers and Duties, First Reading

Documents: 1) Draft, Policy, File: BBA, School Committee Powers and Duties, Revised November 13, 1989; 2) Policy, File: BBA, School Committee Powers and Duties, MASC, undated; 3) Policy, File: BBA, School Committee Powers and Duties, Revised November 13, 1989

Ms. Glass said she created a first draft after looking at the Massachusetts Association of School Committee's [MASC] model language. She asked for suggestions.

Mr. Borden asked if it would be appropriate to be explicit about partnering with the administration on the district's Strategic Plan. Ms. Glass said the policy is a balance between the Committee setting educational goals and how prescriptive to be on how to match current practice.

Ms. Glass will refine the policy for the second reading at next meeting, and the Committee will vote on it.

2. Review Policy BBA-R, School Committee as Employer, First Reading  
 Documents: 1) Draft, Policy, File: BBA-R, School Committee as Employer, Revised October 16, 1989; 2) Policy, File: BBA-R, School Committee as Employer, Revised October 16, 1989

Ms. Glass said that the Committee's role as employer has changed, and there is no MASC model language for this policy. She noted that through the annual budget, the Committee is responsible for hiring staff and teachers, but is not separately responsible for each. There is value to keep the policy to communicate what the Committee does.

Ms. Glass will refine the policy for the second reading at next meeting, and the Committee will vote on it.

3. Review Policy BBAA, School Committee Authority, First Reading  
 Documents: 1) Draft, Policy, File: BBAA, School Committee Authority, Reaffirmed November 13, 1989; 2) Policy, File: BBAA, School Committee Member Authority, MASC, undated; 3) Policy, File: BBAA, School Committee Authority, Reaffirmed November 13, 1989

Ms. Glass said that the MASC language for this policy is more explicit and helpful. Mr. Borden suggested that they add the words, "and the Town" to line 6 of BBAA and asked whether the Committee members were supposed to be balancers or advocates. Ms. Glass suggested "and as responsible stewards of the Town" in line 6 of BBAA.

Ms. Glass will refine the policy for the second reading at next meeting, and the Committee will vote on it.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$738,920.77 and the accounts payable warrant totaling \$139,369.43 for a total of \$\$878,290.20. 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. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

Ms. Glass thanked Mr. Creel for his work.

### 2. Hanscom Middle School Move Contract

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Selection of HMS Move Contractor for April 2016, dated January 6, 2016

Mr. Creel said that the Hanscom Middle School's new building will be ready to move into in April 2016. He reviewed his memorandum on the move contractor and thanked Mr. Michael Haines and Ms. Amy Pearson for their work on it. They issued a Request for Quotes as required under the terms of the open contract FAC78 from the State Operational Services Division and requested quotes from four firms on the State Bid List. They received quotes from three firms and called references for the lowest bidder, A. Walecka and Sons. Mr. Creel recommended that the Committee authorize the administration to award a purchase order for the upcoming move of the Hanscom Middle School into the new school building to A. Walecka and Sons.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to authorize the administration to award a purchase order for the upcoming move of the Hanscom Middle School into the new school building to A. Walecka and Sons in the amount of \$30,190 as presented. The Committee voted unanimously to authorize the administration to award a purchase order for the upcoming move of the Hanscom Middle School into the new school building to A. Walecka and Sons in the amount of \$30,190 as presented. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

Mr. Creel noted that there will be another move for the Hanscom Primary School this year, and the move for the school library will be another move that will start on April 15. He walked the new building this morning and will present pictures and a report at a later meeting. Dr. McFall noted that they are working out with the Base on a ribbon cutting and Hanscom Primary School ground breaking ceremony and may combine the two.

Ms. Glass thanked Mr. Creel for his work.

#### 10. Old Business

None.

#### 11. New Business

None.

#### 12. Approval of Minutes

None.

#### 13. Information Enclosures

Documents: 1) Letter to Ms. Sharon Spaulding, from Rebecca E. McFall, Ed.D., Superintendent, dated December 21, 2015; 2) Letter to Ms. Samantha Sullivan, Raytheon, from Rebecca E. McFall, Ed.D., Superintendent, dated December 21, 2015; 3) Letter to Ms. Rebecca Huertas, from Rebecca E. McFall, Ed.D., Superintendent, dated December 21, 2015

The letters were for the Committee's information and were not discussed.

#### 14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 9:03 pm. The roll call vote was as follows: Ms.



Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

The next School Committee meeting is tentatively scheduled for Thursday, January 21, 2016 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary