

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 23, 2016
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Jena Salon, Peter Borden, Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Patricia Kinsella (Assistant Superintendent), Robert Ford (Director of Technology), Linda Chase (Interim Administrator for Student Services).

A. Executive Session, Superintendent's Office

The Committee started in executive session for the purpose of contract negotiation related to the Superintendent's contract.

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the open session to order at 7:21 pm. The vote was Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms. Wironen, yes.

Ms. Glass thanked Mr. Trant and Mr. Cunningham for taping the meeting and Ms. Marcotte for taking minutes this school year.

2. Chairperson's and Members' Reports

Ms. Salon said that the Lincoln Middle School graduation was moving and had wonderful speeches and music. Mr. Schmertzler had the honor of handing out the diplomas at the Lincoln graduation. Dr. McFall thanked State Representative Tom Stanley for reaching out and awarding citations to the graduates.

Ms. Glass thanked Ms. Chase, Interim Administrator for Student Services, for her work for the district. Ms. Chase attended her last Committee meeting two weeks ago.

Ms. Glass said that the Evaluation Subcommittee—Mr. Christenfeld, Ms. Glass, Dr. McFall, Ms. Kinsella, and faculty members—was working again. The Subcommittee will look at what is and is not working with the evaluation system while considering teaching and learning.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gifts from Lincoln School PTO: \$300, \$600, and \$1,000

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Lincoln PTO Gifts, dated June 15, 2016; 2) Letter to Buckner Creel from Kim Bodnar, Kickin' In Lincoln Parent Volunteer, dated June 14, 2016

Ms. Glass moved, and Mr. Borden seconded, the motion to approve a donation of \$300.00 from the Lincoln School PTO to the Retired Teacher Gift Account for the purchase of books to recognize the retirements of Ginny Flaherty, Nancy Ponn, and Ilene Spiro, a donation of \$600.00 from the Lincoln School PTO to the Legacy Fund for financial assistance for Lincoln School students, and a donation of \$1,000.00 from the Lincoln School PTO to the support the grade six Museum of Science field trip. The Committee voted unanimously to approve a donation of \$300.00 from the Lincoln School PTO to the Retired Teacher Gift Account for the purchase of books to recognize the retirements of Ginny Flaherty, Nancy Ponn, and Ilene Spiro, a donation of \$600.00 from the Lincoln School PTO to the Legacy Fund for financial assistance for Lincoln School students, and a donation of \$1,000.00 from the Lincoln School PTO to the support the grade six Museum of Science field trip.

Ms. Glass thanked the PTO for their generous donations. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Retiree Recognition

Document: None.

Dr. McFall said retiree recognitions were always bittersweet; while it is fun to celebrate, it is hard to say good bye. She read a tribute letter written by Mr. Ford to Ms. Nancy Rote. The letter of congratulation can be found in the Superintendent's Bulletin at www.lincnet.org. All retirees receive chairs.

Ms. Rote was the library and media specialist for the Hanscom Schools. Mr. Ford wrote that she was a valued staff member who collaborated with everyone.

Dr. McFall congratulated Ms. Rote and wished her a happy retirement.

Ms. Glass thanked Ms. Rote for her service and wished her a happy retirement.

2. School Committee Goals Report

Documents: 1) Lincoln Public Schools, School Committee Goals 2015-2016, undated; 2) Lincoln Public Schools, 2016-2017 Academic Year Calendar, Approved by Committee December 17, 2015, and Committee meeting dates approved February 25, 2016

Ms. Glass said the Committee was reviewing the goals it set at the beginning of the year to reflect on those that were successful and those that need more attention. She said they would establish two or three working sessions during Committee meetings to establish new goals, to determine what they want to achieve, and to decide what steps they need to take to complete the goals. She said the Committee met some of the goals, made progress on other goals, and needs to pay more attention to some of the goals. Ms. Glass said they are getting better about the Strategic Plan Forums, and they have used PTO meetings to explain the budget and district's planning cycle.

Ms. Glass said the Committee did not meet the goal in C1, "Establish an intake and communication process to capture, track, and address community questions, issues, and ideas; effectively inform the community of important events, considerations,

achievements and activities.” She said they needed a working session on the goal. She noted that they made progress on B2, “Revise policies which describe the duties of the School Committee and the Superintendent, and which delineate the processes for setting School Committee goals and evaluating the Superintendent.” Ms. Glass said they needed a working session on policies and will place the session on their long-term agenda.

Mr. Borden suggested that they look at some policies during the summer. Ms. Glass agreed that they could divide them between the Committee members and suggested that they convene a working session tentatively at their August 25 meeting to work on policy. She also suggested that they discuss their goals at the August 25 meeting. Ms. Glass proposed that the Strategic Plan Community Forum be held on April 27, 2017. She also suggested a working session about the Massachusetts School Building Authority’s [MSBA] response to the Town’s Statement of Interest [SOI], which should be in the December-January timeframe. Warrants for Town Meeting will also need to be discussed. The Committee will have to negotiate a contract with the Lincoln Teachers’ Association in 2016-17.

Mr. Christenfeld said they had input on the Strategic Plan, but there are other things that the schools are doing in which the community has shown interest. He would like a forum to show the work the teachers are doing with students. Dr. McFall suggested a forum where they presented a topic, and the forum would be different from the Strategic Plan Forum.

Mr. Borden said that they needed to show that they have listened to feedback, and that the Committee needs to show a process for engagement because he felt that people do not know how to engage with the Committee and its work. The Committee discussed their communications and methods and channels of communication. The Committee would like the community to know that they want their engagement, they want teachers to take risks, and they also want the risk taking message to get to the administrators.

Ms. Glass asked that the members send her their availability during July and August and what weeks they are not available for additional discussion on these topics.

3. Superintendent’s 2016-2017 Draft Annual Plan, First Reading

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, Re: Superintendent’s Annual Goals for FY17, dated June 16, 2016; 2) Draft, Preliminary Brainstorm of Possible Superintendent Annual Goals, dated June 16, 2016

Massachusetts, through the Evaluation System for Superintendents, requires superintendents to develop an Annual Plan that includes goals in the categories of professional practice, student learning, and district improvement.

Dr. McFall said that her draft did not yet include the final benchmarks and measures. She wanted to set goals that reflected the roles she plays directly in implementing them. She is considering the work that will occur in the district and what work she directly influences. She presented a very preliminary brainstorm of ideas and asked for guidance on selecting goals and what the acceptable outcome of achieving those goals would be.

Under the Professional Practice goal, in the Educators Evaluation process, she gives much verbal feedback, but noted that in mid-year, she has not yet given her

supervisees much written feedback. She wants to make written feedback to her supervisees a priority this year.

She said that for one of the two required District Improvement goals she felt she needed to select “develop and implement a process for informing students and families about vocational/technical high school options that are available to Lincoln Public School students.” She also felt an administrator handbook for the Educator Evaluation subcommittee would be helpful. She has the pieces for the handbook, but she would work on what to do for observation and feedback and put the entire handbook together.

Dr. McFall asked for guidance on her goals and the appropriate outcomes. Ms. Glass asked where Dr. McFall would like to spend the bulk of her time. Dr. McFall said that her priorities are the top two under Professional Practice goals and the administrator’s handbook for evaluation, as the handbook would help to be clear on the expectations.

Ms. Glass mentioned the work on professional development modules and suggested establishing a support system for innovation and risk taking or on data, how can they have the structural needs that feed into other items that will happen.

Mr. Christenfeld recommended that she create a goal that builds on things Dr. McFall will have to do but that push her a little bit at the same time. It is a question of assigning priority.

Dr. McFall said that the second bullet under the Professional Practice goal, “work with administrators to develop and carry out processes to support faculty teams as they carry out the work of Professional Learning Communities [PLC],” is worthwhile, but she does not have direct control over it. Mr. Borden said that while the activations are not Dr. McFall’s, she has to drive the plan and the framework of that PLC work. Ms. Salon suggested if there was something Dr. McFall wanted to do, she should set a goal around that activity. Dr. McFall replied that she would like to do the administrator’s handbook for evaluation.

Dr. McFall said she had many things to think about to set her goals for next year and will present a revised set of Annual Goals in September. She thanked the Committee for their assistance.

Ms. Glass thanked Dr. McFall for her work.

4. Review 2016-2017 Strategic Plan, Second Reading and VOTE

Documents: 1) Draft, Lincoln Public Schools Strategic Plan, dated June 17, 2016;
2) Draft, Lincoln Public Schools Strategic Plan, dated June 7, 2016

Ms. Glass said that the 2016-2017 District Strategic Plan has been worked on by the Administrative Team, faculty, and School Committee since April’s Strategic Plan Community Forum. The Plan reflects the input from all of the groups, including parents. The Plan prioritizes the work of the district and helps to shape where resources are used.

Dr. McFall said they will look at the 2015-2016 Strategic Plan and identify key changes on the 2016-2017 Strategic Plan to show parents and the community what has changed. She will write a letter to the stakeholders when announcing the new Strategic Plan.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Lincoln Public Schools 2016-2017 District Strategic Plan as presented. The Committee

voted unanimously to approve the Lincoln Public Schools 2016-2017 District Strategic Plan as presented.

Ms. Glass thanked Dr. McFall for her work.

5. Delegate Voting Member for EDCO and CASE Collaboratives for 2016-2017
Document: None.

Massachusetts regulations require school committees to delegate a voting member to each board of directors of each collaborative to which they belong; the voting members have to be either the superintendent or a member of the school committee. Lincoln is a member in the CASE [Concord Area Special Education] Collaborative and the EDCO [Educational] Collaborative.

Ms. Glass asked Mr. Christenfeld if he was willing to continue as the non-voting member to the EDCO Board of Directors/Advisory Council, and he agreed to continue.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education Collaborative [CASE] for 2016-2017. The Committee voted unanimously to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education Collaborative [CASE] for 2016-2017.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to appoint Tim Christenfeld as a non-voting member to the EDCO Board of Directors/Advisory Council for 2016-2017. The Committee voted unanimously to appoint Tim Christenfeld as a non-voting member to the EDCO Board of Directors/Advisory Council for 2016-2017.

Ms. Glass thanked Dr. McFall and Mr. Christenfeld for their willingness to serve in these capacities.

6. Superintendent's Report

Document: None.

Dr. McFall said that the time period for accepting construction proposals for the Hanscom Primary School building has been extended to June 30. They are hopeful that the building project will progress and that the students and faculty will move out of their current location on Columbus Day weekend. Mr. Creel noted that there have been changes to the work. The Army Corps of Engineers has had a large number of requests for information from the responders, and they have to amend the specifications. Dr. McFall said if the move does not occur in October, the move may have to occur in the winter, which means that the school calendar will need to change to accommodate the move.

Ms. Glass thanked her for her work.

7. Curriculum

None.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,385,383.71 and the accounts payable warrant totaling \$356,769.68 for a total of \$1,742,153.39. Mr. Creel noted that the payroll warrant was a balloon payment for teachers for the summer. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

2. Re-affirm Process for Summer Warrant Approval

Document: None.

Mr. Creel said that during the summer months, the payroll and accounts payable warrants need approval by the Committee even though the Committee does not have regular meetings. He asked that the Committee appoint the Chairperson to approve and to sign the warrants during the summer months as the process has worked well before.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to appoint Ms. Jennifer Glass as Chairperson to approve the payroll and accounts payable warrants during the summer months. The Committee voted unanimously to appoint Ms. Jennifer Glass as Chairperson to approve the payroll and accounts payable warrants during the summer months.

Ms. Glass thanked Mr. Creel for his work.

3. 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 16, 2016

Mr. Creel reviewed his memorandum about the liability created by retiree benefits, mostly health insurance, for Hanscom retirees. The Committee has to contribute money to the Town-established Group Insurance Liability Fund to reduce this liability, which is currently estimated to be \$39 million. Mr. Creel recommended that the Committee contribute \$100,000, a modest amount, until the district goes through the competition for the federal contract to educate Hanscom students, and make sure there is enough money for the furniture, fixtures and equipment for the Hanscom schools in the Hanscom Reserve Fund.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion 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 a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town's Group Liability Insurance Fund.

Ms. Glass thanked Mr. Creel for his work.

4. Report on FY16 Revolving Accounts

Document: Memorandum to Lincoln School Committee and Becky McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: Current status—FY16 Revolving Funds and Legacy Gift Account, dated June 20, 2016

Mr. Creel reviewed his memorandum on the FY16 revolving accounts and the Legacy Fund, noting that his report would be more accurate in mid-July because the end-of-year activities will end by then time. He noted that the revolving accounts—transportation revolving fund, athletics revolving fund, Lincoln After School Music Program Revolving Fund [LASMP], school lunch fund—were in good shape except for the LASMP.

Mr. Creel noted that bus ridership was about the same as last year's. He recommended no change to the fee structure for the transportation revolving fund.

Mr. Creel said participation has increased in athletics, and they had full teams for baseball, softball, and basketball. Mr. Creel recommended no change to the fee structure for the athletics revolving fund for the Lincoln campus. Ms. Glass asked that he include the percentage of participation in the report next time.

Mr. Creel said that participation increased in the Lincoln After School Music Program, and he will review the Program with Mr. Howard Worona, who gives the lessons, in December. He said they might increase the per lesson surcharge from \$1 to a little less than \$3 so the cost would be \$58 to \$61 per lesson. He said that they want to provide the opportunity for students at an affordable price as possible. Dr. McFall offered to survey other districts for their music lesson costs if necessary.

Mr. Creel said that now that the Hanscom Middle School building has opened and they have a new kitchen, there is much more participation in the School Lunch Program. There is a 13% increase over last year's participation. They have already reduced the maintenance costs. The cafeteria staff has served tasty food for students, and there is a salad bar. The new building has also increased teacher participation. He said that the Brooks and Smith School numbers are ok. He noted that they keep three months of spending on hand. He recommended no change to the fee structure for the School Lunch revolving account.

Mr. Creel said that the Legacy Fund has a healthy balance. He recommended no change.

Ms. Glass thanked Mr. Creel for his work.

5. FY16 Budget End-of-Year Report

Document: Memorandum to School Committee and Becky McFall, from Buckner Creel, Subject: FY16 Budget status, dated June 22, 2016

Mr. Creel said FY16 will end with a budget surplus with all obligations met for the Lincoln and Hanscom budgets. He showed a PowerPoint presentation and noted that the figures are not precise yet. On the Lincoln campus, they have approximately \$271,816 in unspent budget balances that could be used to pre-purchase special education tuition and collaborative fees or to return to the Town. As he looked ahead to the FY17 budget, he was concerned about the cost of out-of-district special education tuitions. He also warned that Lincoln might not receive monies for the full-day kindergarten grant.

As the Committee has done in past years, Mr. Creel recommended that they pre-purchase some special education tuition and collaborative fees and return some money to the Town. He estimated that they could return \$140,000 to the Town.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the prepayment of up to \$125,000 of known FY17 special education tuition and collaborative fees in FY16 for the Lincoln campus and to return the remaining funds from FY16 to the Town of Lincoln as presented. The Committee voted unanimously to approve the prepayment of up to \$125,000 of known FY17 special education tuition and collaborative fees in FY16 for the Lincoln campus and to return the remaining funds from FY16 to the Town of Lincoln as presented.

For the Hanscom campus, Mr. Creel explained that the cost of the furniture, fixtures, and equipment [FF&E] for the new Hanscom Middle School was less than the Committee had approved last December. The Committee had approved \$1,302,687, and the expenditures to date are \$1,014,585. He noted that they were able to have the Department of Defense Educational Activity [DoDEA] reimburse the district for \$146,561 through a contract amendment. He recommended that the Committee approve a transfer from the Hanscom Reserve Fund to the Hanscom FY16 Allocated Budget to offset the FF&E and move costs. Ms. Glass congratulated the team for saving money.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to transfer \$1,110,423 from the Hanscom Reserve Fund to the Hanscom FY16 Allocated Budget to offset the Hanscom Middle School furniture, fixtures, and equipment and moving expenses. The Committee voted unanimously to transfer \$1,110,423 from the Hanscom Reserve Fund to the Hanscom FY16 Allocated Budget to offset the Hanscom Middle School furniture, fixtures, and equipment and moving expenses.

Mr. Creel said the Hanscom campus has approximately \$537,011 in unspent budget balances that could be used to pre-purchase special education tuition and collaborative fees or to return to the Hanscom Reserve Fund. As he looked ahead to the FY17 budget, he was concerned about the cost of out-of-district special education tuitions. He also warned that Hanscom might not receive monies for the full-day kindergarten grant. Mr. Creel recommended that they pre-purchase some special education tuition and collaborative fees and return some money to the Hanscom Reserve Fund. He estimated that they could return \$250,000 to the Hanscom Reserve Fund.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the prepayment of up to \$270,000 of known FY17 special education tuition and collaborative fees in FY16 for the Hanscom campus and to return the remaining funds from FY16 to the Hanscom Reserve Fund as presented. The Committee voted unanimously to approve the prepayment of up to \$270,000 of known FY17 special education tuition and collaborative fees in FY16 for the Hanscom campus and to return the remaining funds from FY16 to the Hanscom Reserve Fund as presented.

Ms. Glass thanked Mr. Creel for his work.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

Document: Draft of Meeting Minutes, January 7, 2016

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the January 7, 2016 meeting. The Committee voted unanimously to approve the minutes of the January 7, 2016 meeting.

The set of minutes will be posted on the website.

13. Information Enclosures

Documents: 1) Memorandum to EDCO Board of Directors and Advisory Council Members from Colleen Dolan, EDCO Executive Director, Re: EDCO Collaborative Update, dated June 9, 2016, with document from Associate Executive Director Judith Vaillancourt; 2) Town of Lincoln, Massachusetts Agreed Upon Procedures Report on the End of Year Financial Report, June 30, 2015, from Giusti, Hingston and Company, Certified Public Accountants, Georgetown, MA

These documents were for the Committee's information and were not discussed.

14. Adjournment

On motion by Ms. Glass, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 9:07 pm.

The next School Committee meeting is tentatively scheduled for Thursday, August 25 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary