

DRAFT
MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, October 8, 2015
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Al Schmertzler, Peter Borden, Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Linda Chase (Interim Administrator for Student Services).

Absent: Jena Salon, Preditta Cedeno (METCO Representative), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:05 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld urged residents to attend the Campus Master Plan Committee's [CMPC] public forum on Thursday, October 15 at 7:00 pm to give feedback to the CMPC's work.

Mr. Christenfeld said the Superintendents and School Committees of Lincoln K-8, Sudbury K-8, and Lincoln-Sudbury Regional High School will hold a joint meeting for the public in the Library of the Lincoln-Sudbury Regional High School on Wednesday, October 21 from 7:00 to 9:00 pm. The purpose of the meeting is to discuss issues the districts have in common.

Ms. Glass said that the Hanscom community lost two members in a recent tragedy and offered condolences and support to them.

Ms. Glass mentioned that a recent *Boston Globe* article misreported that the purpose of the October 21 meeting of the three school districts was to discuss METCO. She said the meeting's purpose is an opportunity to brainstorm and to discuss topics of interest to the community that would benefit from being discussed by all three School Committees. She encouraged all to attend.

Ms. Glass noted that the State of the Town Meeting will be held on Saturday, November 14. The CMPC's work will be one item on the agenda. Another item will be an amendment to the bylaws to change the date of the 2016 Annual Town Meeting from Saturday, April 2 to Saturday, March 19. The purpose of the change is to have Town Meeting occur before the Annual Town Election, which will be held on Monday, March 28. It is likely that items regarding the Lincoln school buildings will be discussed and voted on at Town Meeting, and possible that there could be school or Town items that would need to be voted on at the ballot too. She urged all to attend.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. School Improvement Plans – Lincoln School K-8

Document: Lincoln School, School Improvement Plan 2015-2016, October 8, 2015

Dr. McFall welcomed Lincoln School K-4 Principal Sarah Collmer and Lincoln School 5-8 Principal Sharon Hobbs. Ms. Collmer and Dr. Hobbs showed a PowerPoint presentation on the School Improvement Plan. Dr. Hobbs said the School Council has reviewed the school improvement plan but has not yet met this year. She thanked the Council members—parents Lara Anthony, John Lynch, Audrey Kalmus, Heather Veague, teachers Scot Dexter, Claudia FoxTree, Jaime Moody, and community member Gina Halsted—for their work and looks forward to working with them this year.

Ms. Collmer said they used the results of last year's community survey, teacher input, and the 2015-16 District Strategic Plan to decide on their goals. She reviewed the schools' strengths, which include a clear appreciation for teachers and students who are engaged in learning. The year's three goals are: 1) to create and develop consistent behavior expectations and responses that allow for focused engagement, achievement, and development of all learners; 2) to support teachers as they use collaborative practices to create innovative learning opportunities for students; and 3) to establish a meaningful K-8 community connection.

Ms. Collmer noted that for the first goal, there is not an enormous behavior issue but they want to focus on developing consistent expectations and consequences for student behavior that are age appropriate. They also want to teach students to advocate for themselves. She said this work ties into the social-emotional programs of Developmental Design and Responsive Classroom. Dr. Hobbs said they hope to speak a common language on behavior issues. Ms. Collmer said the teachers are very skilled and have good strategies to use, and the goal is to have all teachers treat each behavioral issue consistently.

For the second goal, Dr. Hobbs said teachers will focus on differentiating instruction and creating innovative learning opportunities for students, and on offering opportunities more for high-achieving students. She noted that teachers are very excited and are discussing cognitive demand. Professional development sessions on small group reading, collaborative practices, and differentiated instruction are happening through the year.

Ms. Collmer explained that the third goal is more open-ended in response to community feedback about the desire to have a stronger sense of community. They will work with the School Council and the faculty to develop with a meaningful K-8 community learning event that will have students of all ages and abilities interacting and working with each other. They want the event to become a tradition, to be a one-time event and to be related to student work and to be a culminating event that shows the work taking place in the schools.

Mr. Christenfeld congratulated them for their work and wanted to ensure that we, as a community, create an atmosphere of trust for faculty if new ideas and innovations are not immediately successful. Dr. Hobbs noted they are working together on the issue with Dr. McFall, and it is okay for teachers to make mistakes and take responsibility for them to build that trust. Ms. Collmer said that the growth mindset reflects how they do things. Teachers make many decisions every day, and they realize that teachers cannot always make the best decision every time, but that it is important to model self-reflection and the ability to change and to grow.

Mr. Schmertzler asked if there were corporations that could be consulted about how to encourage innovative ideas and to allow ideas that did not work without penalizing those who put them forward. Dr. McFall said they are considering the issue.

Mr. Borden asked why the first goal was about behavior. Dr. Hobbs said it was an issue that came out of the community survey, and she and Ms. Collmer recognize the opportunity to examine it.

Ms. Glass suggested that they remind families about the School Council. All meetings are open to the public and an opportunity to talk about important topics with other parents, faculty, and school administrators.

Mr. Schmertzler moved, and Mr. Christenfeld seconded, the motion to approve the Lincoln School Improvement Plan 2015-2016. The Committee voted unanimously to approve the Lincoln School Improvement Plan 2015-2016.

2. School Committee Subcommittee Assignments, Second Reading

Document: Subcommittee Assignments List, Second Reading, dated October 8, 2015

Ms. Glass updated the Committee on the subcommittee assignments for the year. Ms. Salon will serve on the School Security Advisory Committee and the Report Card Committee. Ms. Glass and Mr. Borden will serve on the Hartwell Lease, Ms. Glass and Mr. Christenfeld will meet with the Lincoln-Sudbury Regional High School and Sudbury School Committees. All other assignments have not changed since the last meeting.

Ms. Glass noted that all are welcome to attend the MASS/MASC Conference, PTO, Hanscom PTO, and METCO meetings and Suburban Coalition meetings.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the subcommittee assignments for 2015-2016 as presented. The Committee voted unanimously to approve the subcommittee assignments for 2015-2016 as presented.

3. CASE Agreement, Fourth Reading

Documents: 1) Email message to Becky McFall from Thomas W. Jefferson, Ed.D., Executive Director, Subject: Indemnification Question, dated October 2, 2015; 2) Memorandum to CASE Board of Directors from Thomas W. Jefferson, Ed.D., Executive Director, RE: Case Agreement Revisions, dated August 14, 2015; 3) Concord Area Special Education (CASE Collaborative) Agreement, undated

All Massachusetts education collaboratives are required to revise their Articles of Agreement to comply with new legislation. Dr. McFall explained that the Department of Elementary and Secondary Education [DESE] has approved the CASE Agreement, and

now each member district must review and approve the Agreement. The Committee has been concerned about the capital assessment for the district (Section XI), how member districts withdraw from the Collaborative (Section XVIII), the termination of the Collaborative (Section XIX), and indemnification (Section XXI).

Dr. McFall noted that the Lincoln-Sudbury School Committee has approved the Agreement. The Carlisle School Committee will meet on October 14 to discuss the Agreement and has not yet voted to approve it. Lincoln is the only other district that has not yet approved the Agreement. Dr. McFall said the indemnification language covers and benefits the district, and the termination language was not important in the long run. The Committee could make suggestions to change it.

Ms. Glass said the Committee had three options: vote to accept the Agreement as it is; not vote to accept the Agreement and send it back; or vote to accept the Agreement and provide feedback to the other districts that it is logical to have the language in the two clauses agree and suggest that the CASE Board of Directors discuss the issue.

Mr. Christenfeld said it would be better to have the language for termination not require a unanimous vote, but he was not sure that was enough of a reason not to approve the Agreement. He noted they could revisit the issue and said he would approve the Agreement now. Mr. Borden wondered if there were any objections by the Board to change the language now.

Dr. McFall said the Department of Elementary and Secondary Education [DESE] would like the CASE Articles of Agreement to be approved. She noted that the districts would likely not want to go over the language, but she thought they might be willing to look at the language the next time the Agreement is updated. She said she could suggest to the Board that they have a yearly review of the CASE Articles of Agreement. Dr. McFall said it was appropriate for the Committee to write a memorandum stating their concerns, and she would present it to the Board.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the Concord Area Special Education (CASE Collaborative) Articles of Agreement as presented and to send a memorandum that stated the Committee's questions and recommendations with language for an annual review of the CASE Articles of Agreement. The Committee voted unanimously to approve the Concord Area Special Education (CASE Collaborative) Articles of Agreement as presented and to send a memorandum that stated the Committee's questions and recommendations with language for an annual review of the CASE Articles of Agreement.

Ms. Glass thanked Dr. McFall for her work.

4. Strategic Priority Maps, First Reading

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Strategic Priority Maps, dated October 2, 2015; 2) Lincoln Public Schools Strategic Plan, Approved by School Committee on June 18, 2015; 3) Lincoln Public Schools, Core Values; 4) Draft, Lincoln Public Schools, Strategic Priority Map for 2015-16, dated October 3, 2015; 5) Actions being taken to address Strategic Priorities A2, B2, C2, D1, and D2, undated

Dr. McFall reviewed the Strategic Priority Maps, which focus on the work being done at a school or district level. She asked that the Committee look at the details in the

maps. There are eight priorities and three of them are the key 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. These three priorities are highlighted in yellow in the document. She noted that much work goes into these maps, and when they started to create maps for priorities B1 and C1, they realized that the two overlap and there is now one map that covers both priorities.

The district's work supports the use of the 5 Key Questions for Learning:

- 1) What evidence demonstrates that students know the objective and/or learning target?
- 2) In what ways do the lesson engage students in authentic learning?
- 3) What evidence is there of meaningful exchanges between teacher and individual students and between students?
- 4) In what ways does the teacher assess student understanding related to the objective and/or learning target?
- 5) Did the teacher differentiate the instruction and learning experiences to meet the range of learners in the class?

For priority A1, the district is focusing on inquiry on student learning: how does teacher practice improve student learning? The professional development modules that the district has developed tie together. Dr. McFall said that not all teachers are taking the modules at the same time, and it is a multi-year process. Ms. Kinsella said the modules and activities are interrelated, and they have 59 teachers in the first group taking the modules. She met with the Curriculum Team Leaders, who are taking the modules now.

For priority B1 and C1, Dr. McFall said the district is examining its strategies for helping the faculty think of new ways to engage students and differentiate for them. Mr. Ford added that in grades 6-8, they are focusing on the iPad 1:1 program and ways to take it to the next level and to use it is an efficient way to differentiate. Dr. McFall noted that the teachers in grades 6-8 are taking the module on assistive technology to differentiate for students.

Dr. McFall showed a slide called, "Other Priorities" which shows the other work they are doing that does not show up on the Maps. The slide said:

- Keyboarding grades 3-5
- Pilot new science units
- Everyday Math* review and possible update
- Middle School Math materials review
- Grade 7-8 social studies materials review, Hanscom
- Report card and conference review committee
- HMS Maker space development
- Innovation Accelerator
- Key Yearly Measures: continued development of process and reporting
- Assess scope of assessments
- Pilot data dashboard

Dr. McFall said she will come back at mid-year and at the end of the year to share the district's progress on the Priority Maps with the Committee.

Ms. Glass acknowledged the work that has gone into making the Priority Maps and thanked everyone for their work.

5. October 1 Enrollment

Document: October 1, 2015 Enrollment—Lincoln Public Schools

Dr. McFall reviewed the enrollment numbers and reported that nothing new has occurred. The Lincoln School Grade 4 remains with 21, 23, and 24 as the section sizes, and in Grade 7, there are 72 students in the classrooms with two students in out of district placements. There is a higher number of students in the math and science sections for Grade 7, and there are two sections of accelerated math this year. Dr. McFall noted there are many supports and assistants available, and teachers are working on how to teach larger classes and how to use classrooms differently. She and Dr. Hobbs have looked at the schedule and will continue to look at it to see where adjustments could be made.

On the Hanscom campus, the average class size for Grades K-3 needs to be 18, and not until the number of students per class reaches 19 do they need to open another section.

The October 1 enrollment figure is the official figure reported to the Department of Elementary and Secondary Education for the school year for the Lincoln campus, and the September 30 enrollment figure is the official figure reported to the Department of Defense Educational Activity [DODEA] for the school year for the Hanscom campus.

Ms. Glass thanked Dr. McFall for her work.

6. Superintendent's Report

Document: None.

Dr. McFall had no report.

7. Curriculum

Document: None.

Ms. Kinsella had no report.

8. Policy

1. Review Policy CHD—Administration in Policy Absence, Second Reading and VOTE

Documents: 1) Policy, File: CHD, Administration in Policy Absence, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Policy, File: CHD, Administration in Policy Absence, from MASC [Massachusetts Association of School Committees]

There were no changes made to Policy, File: CHD.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to reaffirm Policy File: CHD, Administration in Policy Absence, as presented. The Committee voted unanimously to reaffirm Policy File: CHD, Administration in Policy Absence, as presented.

2. Review Policy BEDA—Notification of School Committee Meetings, Second Reading and VOTE

Documents: 1) Policy, File: BEDA, Notification of School Committee Meetings, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Policy, File: BEDA, Notification of School Committee Meetings, from MASC [Massachusetts Association of School Committees]; 3) Draft, Policy, File: BEDA, Notification of School Committee Meetings, Reaffirmed at School Committee Meeting of December 17, 1984

Ms. Glass said the policy has been updated with the model language from the MASC policy.

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to approve the revised Policy File: BEDA, Notification of School Committee Meetings, as presented. The Committee voted unanimously to approve the revised Policy File: BEDA, Notification of School Committee Meetings, as presented.

3. Review Policy JJIF—Head Injuries and Concussions in Extracurricular Athletic Activities, First Reading

Documents: 1) Policy, File: JJIF, Head Injuries and Concussions in Extracurricular Athletic Activities, Adopted by School Committee on January 5, 2012; 2) Draft, Policy, File: JJIF, Head Injuries and Concussions in Extracurricular Athletic Activities, Adopted by School Committee on January 5, 2012; 3) Form, Report of Head Injury During Sports Season; 4) Form, Lincoln Public Schools, Student Re-entry Plan Post Head Injury; 5) Form, Lincoln Public Schools, Head Injury Classroom Accommodation Plan; 6) Form, Lincoln Public Schools, Extracurricular Activities Medical Questionnaire

Dr. McFall said that the policy has been revised by School Nurse Maureen Richichi and Wellness Teacher and Athletic Director Ryan Cassidy because the state's Department of Public Health mandates a review of the policy every two years. She noted they have used the MASC language in the revisions.

Mr. Borden was concerned that both parents be required to sign the forms in case the parents are divorced.

Dr. McFall indicated that they are looking into the CPR with AED training.

Ms. Glass said they will have a second reading on the policy at the next meeting.

4. Prioritize Policy Review

Document: Spreadsheet, School Committee Policy Review Prioritization, undated

Mr. Christenfeld prepared a spreadsheet of the policies and suggested the ones that ought to be reviewed this school year. His spreadsheet highlighted in bold the policies that need attention. Some of them can be updated by using the MASC language, and others will require additional discussion. Policies BBA-R: School Committee as Employer, BDD: School Committee –Superintendent Relationship, and BDD-R: School Committee-Superintendent Relations, have not been updated in a long time. He said CB: School Superintendent, CBA: Position Description-School Superintendent, CCA:

Organizational Chart-LPS, and CD: Management Team, are a package that have to be changed because the policies have been rendered obsolete by changes in the education law. Other policies that Mr. Christenfeld prioritized as high priorities are: CBCA: District Administration Priority Objectives, EEAEC-R: Bus Safety Rules, IJNDCB: Employee Computer and Internet Use, and JRE-R: Procedure on Broadcasting and Taping of Students and Classrooms.

Mr. Christenfeld said that GBEA: Conflict of Interest, should be reviewed, but he assigned it a medium priority. He noted that they might have fewer policies as a result of their review.

Ms. Glass said Fire Drills and Emergency Plans will need to be discussed, and the Committee will have more discussions on their goals. Ms. Chase noted that they will need to update the policy on physical restraint as it changed on January 1, 2015.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$709,285.61 and the accounts payable warrant totaling \$170,737.57 for a total of \$880,023.18. 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.

2. FY17 Capital Projects, Second Reading

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—FY17 CapCom project process, dated September 16, 2015; 2) Lincoln Public Schools, Department Capital Project 5 Year Plan, dated September 27, 2015; 3) Memorandum to Department Heads from Mary C. Day, Assistant Town Administrator, dated August 26, 2015; 4) Town of Lincoln, FY17 Capital Funding Request Form and Capital Expenditure Summary

Mr. Creel reviewed his memorandum on the FY17 Capital Project 5 Year Plan, stating that last time he brought the Plan to the Committee, he had neglected to include the Instructional Technology Replacement Cycle for \$107,771. He added it to the list presented tonight, but he did not put it in the priority list. Dr. McFall said that for FY18, the Instructional Technology Infrastructure for FY18 will be for A/V projectors, and for FY20 it will be for infrastructure network upgrades. Each amount is \$100,000. Mr. Creel noted that they have an account in the operating budget for upgrading technology.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Administration's revised recommendations for FY17 Capital Projects and the Department Capital Project 5 Year Plan as presented. The Committee voted unanimously to approve the Administration's revised recommendations for FY17 Capital Projects and the Department Capital Project 5 Year Plan as presented.

Ms. Glass thanked Mr. Creel for his work.

3. Update on Progress of Campus Master Plan Committee (CMPC)

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

The Board of Selectmen and School Committee jointly appointed the Campus Master Plan Committee [CMPC]. The CMPC will study the site of the Ballfield Road campus and has \$90,000 to hire consultants to help with the work, which will include a traffic study, which was approved this fall. The CMPC recommended Lerner Ladds Bartels (LLB) Architects to the School Committee and to the Board of Selectmen, and the Committee and the Board approved the CMPC's recommendation in July.

Ms. Glass said that there has been a change to the Board of Selectmen and School Committee's Charge to the CMPC. Page three of the Charge listed the members of the CMPC, and the original Charge states that there would be nine Members and up to two At-Large Members of the CMPC. She said the CMPC is now ten Members and up to three At-Large Members. She asked the School Committee to vote to update the Charge to the CMPC; the Board of Selectmen has approved the change in the CMPC's composition and the language change.

Mr. Schertzler moved, and Mr. Christenfeld seconded, the motion to approve the change to the Board of Selectmen and School Committee Joint Charge to Campus Master Plan Committee (CMPC) membership to ten Members and up to three At-Large Members of the CMPC. The Committee voted unanimously to approve the change to the Board of Selectmen and School Committee Joint Charge to Campus Master Plan Committee (CMPC) membership to ten Members and up to three At-Large Members of the CMPC.

Mr. Christenfeld noted that the CMPC will meet on Monday, October 14 at 8:15 am. On Thursday, October 15, there will be a public forum for LLB to present ideas and to receive feedback from the town. The State of the Town meeting will be on Saturday, November 14, and there will be additional information on the work of the CMPC and LLB. After those meetings, LLB and the CMPC will write their report. Mr. Creel noted that the goal of the report is to have ideas that could lead to discussion at the Annual Town Meeting currently scheduled for April 2, 2016.

Ms. Glass thanked the CMPC for their work.

4. Appoint Hartwell Space Selection Committee

Document: Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Subject: Hartwell Space Request for Proposal (RFP)—Evaluation and Selection Committee, dated October 4, 2015

Mr. Creel reviewed his memorandum on the Hartwell Space Selection Committee to handle the Request for Proposal for renting the Hartwell Space that is currently leased by Magic Garden. The five-year lease expires on August 31, 2016. Mr. Creel recommended that the Hartwell Space Selection Committee appointments be Ms. Glass, Mr. Borden, Dr. McFall, and residents Rosamond Delori and Susan Taylor. Mr. Creel would be the non-voting secretary for the Selection Committee.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the Hartwell Space Selection Committee as presented. The Committee voted unanimously to approve the Hartwell Space Selection Committee as presented.

Ms. Glass thanked Ms. Delori and Ms. Taylor for their willingness to serve.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, August 27, 2015; 2) Draft of Meeting Minutes, September 9, 2015

Ms. Glass moved, and Mr. Borden seconded, the motion to approve the minutes of the August 27, 2015 and September 9, 2015 meetings. The Committee voted unanimously to approve the minutes of the August 27, 2015 and September 9, 2015 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

Document: Article, "The Benefits of Soliciting Our Students' Feedback," by Rebecca McFall, AASA School Administrator Magazine, October 2015.

Ms. Glass congratulated Dr. McFall for her article and thanked her for her work.

14. Adjournment

On motion by Ms. Glass, seconded by Mr. Borden, the Committee voted unanimously to go into Executive Session for the purposes of discussing secretary contract negotiations. The vote was: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Mr. Borden, yes. The Committee would not be returning to open session. The open session adjourned at 9:09 pm.

The next School Committee meeting is tentatively scheduled for Thursday, October 22 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary