

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, January 5, 2017  
 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), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Peter Borden, Samaria Stallings (METCO Representative).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the open session to order at 7:10 pm. There were some issues with filming the meeting.

2. Chairperson's and Members' Reports

None.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gift from Lueders Environmental, Inc.

Document: Letter to Dr. Rebecca McFall from Michael Lueders, President, Lueders Environmental, Inc., dated December 9, 2016

2. Accept Gift from Wendy Rudner

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Wendy Rudner, dated November 30, 2016

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$100.00 from Lueders Environmental, Inc. and a donation of \$36.00 from Wendy Rudner for equipment for the Hanscom Middle School Grade 8 trip to Washington, D.C. and Gettysburg, PA. The Committee voted unanimously to accept a donation of \$100.00 from Lueders Environmental, Inc. and a donation of \$36.00 from Wendy Rudner for equipment for the Hanscom Middle School Grade 8 trip to Washington, D.C. and Gettysburg, PA.

Ms. Glass thanked Lueders Environmental and Ms. Rudner for their generous donations. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. FY18 Budget Discussion

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject:

FY18 Budget Guidelines, revised September 8, 2016; 2) Lincoln Public Schools, FY18 Budget Development Timeline; 3) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2018 Budget Guideline, dated October 17, 2016; 4) Lincoln Public Schools, FY18 Preliminary Budget Book

Ms. Glass said that tonight was the official public budget hearing for the FY18 budget.

Dr. McFall said that they had no new slides or information for the FY18 budget to present since the last meeting. To review, for the Lincoln campus, the Finance Committee has given town departments a 2.5% guideline increase in the base budget from FY17, which is an increase of \$265,942. The Lincoln budget request would then be \$11,176,203 for FY18. The FY18 Lincoln budget was created within the guideline to include a total of \$64,615 in improvement initiatives. Dr. McFall said that the Finance Committee process does not include that departments submit preferred budgets for FY18.

During the budget discussions, Dr. McFall modified the original Preliminary FY18 Budget and recommended that the district add a 4<sup>th</sup> section of 4<sup>th</sup> grade for the Lincoln campus because the cohort of students has additional needs. She estimated that the cost for the 4<sup>th</sup> section of 4<sup>th</sup> grade would be \$115,000, and if they reduced the kindergarten sections from four to three, they are close to covering that expense in the FY18 budget. Dr. McFall said they are fairly confident that they could adjust the number of kindergarten sections on the Lincoln campus from four sections to three sections.

Dr. McFall said if four sections of kindergarten are needed on the Lincoln campus, they could consider cutting improvement initiatives or site-based management funds. She said that they do not want to postpone the student information system. He said they could consider other funding sources for some improvement initiatives, such as the robotics kits. They could also use up to \$40,000 from revolving funds, but doing so would increase their risk.

Dr. McFall said they would keep the same staff, and there would be no gap for the Lincoln budget.

Dr. McFall said that for the Hanscom campus, the district is currently in the Band 3 enrollment band. To continue the same program as FY17 with the improvement initiatives on the Hanscom campus would cost \$13,844,449. The Hanscom contract will be new next year and the district is waiting for the solicitation to be published. The current contract is in its fifth year, and the last contract was awarded for the first year with four one-year renewals. There is a gap for the Hanscom budget, and Dr. McFall said that issue would be revisited when they know what the Hanscom contract will be.

Ms. Glass asked when the Lincoln campus would have a 1:1 program with one student to one iPad or Chromebook. Mr. Ford said they are moving to have one device available per student at school, and they are updating the school buildings' wireless infrastructure. They are surveying families to see what kind of access students have at home. Mr. Ford noted that using technology in the classroom is great when it is appropriate, and they use the SAMR model. Ms. Glass noted that they want to teach students how to be savvy consumers.

The FY18 Preliminary Budget Book is available at [www.lincnet.org](http://www.lincnet.org). The Committee will vote on the FY18 budget at the January 19, 2017 meeting.

Ms. Glass thanked the Administrative Team for their work.

## 2. 2017-2018 Academic Year Calendar, First Reading

Documents: 1) 2017-2018 Number of School Days Calculator, Revised December 5, 2016; 2) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 1, Students Return Before Labor Day, Revised December 5, 2016; 3) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 1A, Students Return Before Labor Day, Revised December 5, 2016; 4) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 2, Students Return After Labor Day, Revised December 5, 2016; 5) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 3, Students Return After Labor Day, Revised December 5, 2016; 6) 2017-2018 Number of School Days Calculator, Revised January 5, 2017; 7) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 4, New Teachers Begin Before Labor Day; Veteran Teachers and Students Begin After Labor Day, undated

There are five versions of the 2017-2018 academic year calendar. Dr. McFall said the newest version, Version 4, is based on Version 3 and was compiled in case the Lincoln Teachers' Association [LTA] votes not to return to school before the Labor Day holiday, which in 2017 is Monday, September 4. Dr. McFall received 132 responses to her survey to teachers, and 63% of them said they did not want to start school until after Labor Day, 36% said they wanted to start before Labor Day. She needs to confirm that the LTA will vote not to start before Labor Day, and she asked that the Committee hold their vote until she receives confirmation. Dr. McFall had preliminary information that the LTA will vote not to return to school before Labor Day, but she is waiting to receive the final word on the vote.

Version 4, with an after Labor Day start, has students' last day of school as June 27 and June 28 as the last day for teachers if the district has to use all five snow days.

Dr. McFall received feedback from teachers and community members, who asked for school to start before Labor Day. She noted that the LTA President asked that Dr. McFall consider a half day of school for the day before the Christmas holiday break. Dr. McFall noted that there were many absences on Friday, December 23 with school being in session for the full day. She said that if they offered a half day, it is likely there would be additional absences, and she does not recommend that option.

Another consideration is when to offer Institute Day, the day-long conference on professional development for teachers, administrators, and staff. Teachers have suggested that Institute Day be held on Election Day so that students are not in the buildings when the public comes to vote. Dr. McFall discussed the issue with Town Clerk Susan Brooks, and it is possible that the Town could move the polls to the Brooks Gym. Ms. Glass suggested that moving the polls to the Brooks Gym could help with security. Dr. McFall said some districts have their Institute Days on Election Days, but she said if Lincoln moved theirs, they would compete with other districts to get notable speakers.

Ms. Glass wanted to be inclusive in terms of recognizing that there are many religious holidays that families and faculty celebrate. There are many moving parts to the academic year calendar. More time is needed to figure out how best to construct the

calendar in a way that is respectful, and that families should not be penalized for taking their children out of school to celebrate holidays and cultural events.

Dr. McFall will send out Version 3 and Version 4 of the calendar. Ms. Glass wondered if Version 3 runs into an issue with a July 2 end date for teachers. Ms. Salon said that summer camps start the last week of June. Dr. McFall said they cannot adopt an academic year calendar that has teachers starting school before Labor Day if the LTA votes not to start before Labor Day.

Dr. McFall will look at the holidays with an eye to an after Labor Day start. Ms. Glass said that the buildings need to be staffed on the holidays when school is held. Dr. McFall said that other school districts have handled religious holidays by not taking off any of the religious holidays, Good Friday, Rosh Hashanah, Yom Kippur, or the Muslim holidays. She noted that the pool of substitutes to cover holidays is small, and it is a challenge for the district. School cannot be held on state and federal holidays. Dr. McFall said that it might be possible to hold a half day of school on Good Friday.

The conversation on the 2017-2018 academic year calendar will be continued at the next meeting. Ms. Glass said the Committee will vote on the calendar at the next meeting.

Ms. Glass thanked Dr. McFall for her work.

### 3. MSBA Update—Town Meeting Warrants

Documents: 1) Letter to Mr. Peter Braun, Chair, Board of Selectmen, from John K. McCarthy, Executive Director/Deputy CEO, Massachusetts School Building Authority, Re: Town of Lincoln 2016 SOI Status, dated December 22, 2016; 2) Email message to School Committee members from Jennifer Glass, Chairperson, Subject: Draft of Warrant Articles for Annual Town Meeting March 2017, dated January 4, 2017

Ms. Glass said that the Massachusetts School Building Authority [MSBA] notified the Town that it would not be invited into the feasibility study process this year. The MSBA received 89 Statements of Interest [SOI]s and uses eight criteria to decide which SOIs to select, the top three of which are: school buildings that are structurally unsound, have overcrowding, or are in danger of losing accreditation. The MSBA's funding comes from one cent per dollar of sales tax collected.

Ms. Glass said the district had hoped that the significant deficiencies of the Lincoln School might qualify as "structurally unsound," but examples from other districts indicate that the threshold for this criterium is very high.

Ms. Glass noted that the Lincoln school buildings' needs have not changed. She said that there are 1800 school buildings in the state, and which districts get selected depends on the needs of those districts that have sent SOIs in the year of application.

Ms. Glass explained that there are two choices for pursuing funding for upgrading the Lincoln school buildings. The Town can choose to do a school building project that is solely funded by the Town, or the Town can choose to submit another SOI to the MSBA for 2017. The deadline to submit a SOI for the Core Program is Friday, April 7, 2017. To move forward, the Committee needs to have two warrant articles about the funding for the school buildings. Ms. Glass sent a draft of the warrant articles to the members yesterday. She noted that residents voted at Town Meeting 2015 for \$750,000 for a feasibility study, and the money has not been spent. The Committee can ask the

Town to repurpose the \$750,000 for a Lincoln-only funded project, and the first warrant article would ask that. The second warrant article would ask if the Town wanted to submit another SOI to the MSBA to fund a school building project. Ms. Glass said that if the first warrant article passes, they would pass over the second warrant article. Ms. Glass asked for feedback on the articles and whether they were the right ones to include on the Town Meeting warrant.

Ms. Glass said the Board of Selectmen will open the warrant for the March Town Meeting on Monday, January 9 and will close the warrant on Wednesday, January 25. She said that Town Administrator Timothy Higgins reviewed the draft articles to make sure the language was correct.

Ms. Glass said that if Lincoln did its own feasibility study and voted to submit another SOI, the MSBA would require the Town to do a feasibility study with the MSBA.

Mr. Christenfeld asked that they add the word “school” so that the first article would show that the feasibility study was for the school buildings on the Lincoln campus and not all buildings on the Lincoln campus. The Committee thought the articles were the right ones to have on the Town Meeting warrant.

Ms. Glass said that the Committee will have a working session before the multi-board meeting on Monday, January 30 where the warrant articles will be presented. She will poll the members for a meeting time. Ms. Glass, Dr. McFall, and Mr. Creel will meet with the Finance Committee on Monday, January 9 about the school budget and will discuss the information that the Finance Committee needs for the January 30 meeting. Ms. Glass will attend the Board of Selectmen’s meeting on Monday, January 9 to discuss the MSBA’s letter and to ask what information is needed to help the Town decide what to do about the school buildings. Ms. Glass said that until Town Meeting, the School Committee members will talk with the Capital Planning Committee and other Town Boards about the school buildings.

Ms. Glass said there will be another multi-board meeting on Wednesday, March 8, 2017. The meeting will be a dry run for Town Meeting and a chance for the community to ask questions about the potential school building project. Ms. Glass said there will also be warrant articles for money to continue the work on the community center. There are two meetings scheduled with the Council on Aging: Friday, February 10 at 12:30 pm, and Friday, March 17 at 12:30 pm. Mr. Christenfeld said the PTO was having a meeting tomorrow morning at 8:15 am in the Story Room.

Mr. Creel noted that the Lincoln-only funded project in 2014 estimated \$30 million would be spent on the renovation, but the same project would likely be more expensive now.

Ms. Glass will let the Board of Selectmen know that the School Committee will have two warrant articles for the Annual Town Meeting on Saturday, March 25.

#### 4. Mid-Year 2016-2017 Strategic Plan Report (All Priorities)

Documents: 1) Strategic Priority Map for 2016-17, Mid-Year Status, A1: Continue to develop, demonstrate, and expand team-based collaborative practices, Facilitative Leadership, and coaching capacity, December 27, 2016; 2) Strategic Priority Map for 2016-17, Mid-Year Status, A2: Create a culture and develop structures that support innovation and risk-taking to improve student learning, December 27, 2016; 3)

Strategic Priority Map for 2016-17, Mid-Year Status, B1: Support and guide educator development of instructional units that engage students and provide appropriate levels of cognitive demand, differentiation and student ownership of their learning experiences, December 27, 2016; 4) Strategic Priority Map for 2016-17, Mid-Year Status, B2: Continue refining curriculum to align with state and district standards in science, ELA, math, and digital literacy and computer science, December 27, 2016; 5) Strategic Priority Map for 2016-17, Mid-Year Status, C1: Develop and deepen instructional practices and models for differentiating instruction to meet the individual needs of all students, December 27, 2016; 6) Strategic Priority Map for 2016-17, Mid-Year Status, D1: Support educator use of data to monitor student growth and inform instruction, December 27, 2016; 7) Strategic Priority Map for 2016-17, Mid-Year Status, C2: Continue to provide educators and administrators with professional development that focuses on content area knowledge and teaching strategies that address the 5 Key Questions for Learning, December 27, 2016; 8) Strategic Priority Map for 2016-17, Mid-Year Status, D2: Determine the primary data collection and analysis needs of the district and implement data management systems and other tools that allow faculty and administrators to utilize data to inform instruction and programmatic decisions, and assess the effectiveness of our practices, December 27, 2016; 9) Student Services Slides

Dr. McFall said that the Mid-Year Strategic Priority Maps include columns with the status of this year's work. She noted that they do not have much to share on the measures or the impacts of their work yet, but they have some feedback. The administrators showed their progress with slides.

For Priority A1, all faculty members are participating in Collaborative Practice Teams, which came out of their collaborative practices modules. Each team works on a goal during the Wednesday afternoons. Some teams are working on student-led conferences, some teams are designing an interdisciplinary science and social studies curriculum, and the administration is working with teachers on sample norms for how to work together on collaborative practices.

Ms. Kinsella said that they have trained 20 new faculty members in Facilitative Leadership, and Gene Thompson-Grove of the School Reform Initiative [SRI] has been supporting them this year. She noted that they have been working on their goal of intentional professional learning. Ms. Kinsella said that the 3<sup>rd</sup> grade survey taken in the fall indicated that more than 75% of the students like to study the same things they are studying in school when they are at home. The program on yoga and mindfulness, which is held 15 minutes before school, has worked well. Ms. Kinsella sees students using the strategies, and the evidence is that it comes out in their writings and comments. The Science, Technology, Engineering, Art, Math [STEAM] day held last fall focused on a design challenge that students loved. Students are now working on back stops, and students enjoy more opportunities to design and to tinker with those designs. The 6<sup>th</sup> graders will lead student conferences in the spring, and students will learn to assess themselves for those conferences. Each student will have an online portfolio of work and will prepare a binder of their work; teachers, parents, and students will sign a statement to commit to the students' goals. Ms. Kinsella said that they have made progress in science, and students perform science projects as much as possible instead of merely sitting at desks.

Ms. Kinsella said this is the first year of implementation for Everyday Math 4, and math works with data and assessment. She thanked the math team for their great job this year. The Middle School math materials review is also being implemented in class.

Mr. Ford reviewed the progress on digital literacy and computer science learning expectations. He said they have reviewed the state and local standards, held two professional development sessions, written a first draft of the new local learning expectations, and have completed a preliminary pilot of computational thinking lessons. They will continue their work with these items. He will report on their final products at the end of the year.

Mr. Ford noted that they need more sewing machines for the Maker Space.

Ms. Emmons discussed collaborative practice and differentiated instruction. They have been working with the board certified behavior analyst [BCBA] to develop individual behavior plans. She said that behavior is a form of communication. The question is how to help to shape behavior, which has a function. Teachers and administrators have been collecting data on behavior to understand it better and have assessed their work with student behavior plans. They observe students to see what happens before the behavior happens, when do the behaviors happen, and what is the consequence of the behavior. Once the behavior plan is in place, the teachers make sure that the plan is being implemented correctly and with fidelity.

Ms. Emmons said that a collaborative group including the wellness teacher, occupational therapist, and school psychologist are working to enhance recess at the Hanscom Primary School. The school psychologist and social worker at Hanscom Middle School have administered pre- and post-assessments to a 5<sup>th</sup> grade classroom to assess strategies used in stressful situations. A mindfulness curriculum is being piloted. In addition, the social workers and school psychologist at the Lincoln schools have sent surveys to be completed by parents of staff to understand perceptions related to receiving mental health supports. The hope is to support families with connecting to services.

Dr. McFall said the administration will continue to carry out these items during the second half of the year, and they will collect the evidence.

Ms. Glass thanked Dr. McFall, Ms. Kinsella, Mr. Ford, and Ms. Emmons for their work.

## 6. Superintendent's Report

Document: None.

Dr. McFall had no report.

## 7. Curriculum

Document: None.

Ms. Kinsella thanked the Curriculum Leadership Team [CLT] members—Colleen Pearce, Art, Gwen Blumberg, English Language Arts, Karena Hansen, Foreign Language, Cindy Matthes, ITS and Libraries, Kathy O'Connell and Ellen Metzger, Math, Blake Siskavich, Music, Mairead Curtis, Science, Keith Johnson, Social Studies, and Stacey Clarkin, Wellness, Health, and Physical Education—for their work, which she said receives a grade of A plus.

Ms. Kinsella thanked the Kindergarten and Preschool Teams—Preschool Coordinator Lynn Fagan, Lincoln K-4 Principal Sarah Collmer, Hanscom Primary Interim Principal Kristen St. George, Administrator for Student Services Mary Emmons, Coordinator of Student Services Jennifer Wolf, and Coordinator of Student Services Denise Oldham, and Faculty Team Leaders Becky Eston, Sharon Horenstein, and Dayna Brown—for their session on transitions for students going from preschool to kindergarten. Ms. Kinsella said it was a great planning meeting, and they will also hold a session in the spring.

Ms. Glass thanked Ms. Kinsella for her work.

## 8. Policy

None.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$759,073.69 and the accounts payable warrant totaling \$91,543.54 for a total of \$850,617.23. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Ms. Glass seconded, the motion to approve the warrants as presented. The Committee voted unanimously to approve the warrants as presented.

Ms. Glass thanked Mr. Creel for his work.

## 10. Old Business

Document: None.

Mr. Christenfeld reported that he and Mr. Borden have discussed the Lincoln Agency Report. Mr. Eric Harris is the Finance Committee's liaison to the School Committee. Mr. Christenfeld and Mr. Borden will have a draft of an executive summary next week that they will submit to the Administrative Team for feedback on the basic facts and numbers. Mr. Christenfeld and Mr. Borden will present the draft to the School Committee at the February 2 meeting and hope to submit the summary to Mr. Harris on February 3.

Mr. Christenfeld said that while the Finance Committee's charge for the Report is to compare Lincoln with its neighboring towns, but Lincoln students take the MCAS exam instead of the PARCC exam, making comparisons difficult. He also said that future Reports will incorporate the changes in the Key Yearly Measures. He and Mr. Borden will discuss the issue.

Ms. Glass thanked Mr. Christenfeld and Mr. Borden for their work.

## 11. New Business

Document: None.

Mr. Christenfeld said he heard from the Chairperson of the Sudbury K-8 School Committee that they are putting together a subcommittee on school start times that will

look at the research on sleep. He said there will be a forum on this topic on Thursday, January 12 at 7:00 pm in Sudbury. He noted that the Chairperson asked whether the Lincoln School Committee wanted to co-sponsor the event, but there is not enough time. The Lincoln-Sudbury School Committee is co-sponsoring the event, which is funded through a grant. Ms. Glass will send the invitation to the *Lincoln Squirrel* and put it on the mini-link in addition to sending the information via email.

#### 12. Approval of Minutes

None.

#### 13. Information Enclosures

Documents: 1) Letter to Albion P. Bjork from Rebecca E. McFall, Superintendent, dated December 16, 2016; 2) Letter to Foundation for Metrowest from Rebecca E. McFall, Superintendent, dated December 16, 2016; 3) Letter to Ms. Regan Johnson, Vice President, Griffiss Institute, Inc. from Rebecca E. McFall, Superintendent, dated December 28, 2016; 4) Letter to Mr. and Mrs. Thomas Haslett from Rebecca E. McFall, Superintendent, dated December 16, 2016; 5) Letter to Diane Lind and Bruce Maclellan from Rebecca E. McFall, Superintendent, dated December 16, 2016; 6) Concord Area Special Education Collaborative, Annual Financial Statements, For the Year Ended June 30, 2016; 7) CASE Collaborative, Annual Report 2016; 8) Memorandum to EDCO Board of Directors and Advisory Council members from Colleen Dolan, Executive Director, EDCO, Re: EDCO Collaborative Update, dated December 8, 2016

The letters, financial statement, annual report, and memorandum were for the Committee's information and were not discussed.

#### 14. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to go into Executive Session for the purposes of conducting strategy sessions for collective bargaining with the Lincoln Teachers' Association and discussing the contract with the federal government to run the schools at Hanscom Air Force Base. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Ms. Wironen, yes. The Committee would not be returning to open session. The open session adjourned at 8:52 pm.

#### 15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, January 19, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary