

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 19, 2017
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), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Samaria Stallings (METCO Representative), Patricia Kinsella (Assistant Superintendent).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the open session to order at 7:01 pm. She thanked Mr. David Trant for filming the meeting.

2. Chairperson's and Members' Reports

Document: Letter about negotiations with the Lincoln Teachers' Association, January 2017

Ms. Glass read a letter that was prepared jointly by the Lincoln Teachers' Association [LTA] and the School Committee's negotiation team—Mr. Borden, Ms. Glass, and Dr. McFall—regarding the teachers' contract. The same letter was read to the LTA membership. Ms. Glass and Mr. Borden thanked the LTA for a good process and dialogue during the negotiations.

Mr. Schmertzler attended the EDCO meeting, where the discussion included the increase in the number of students in many districts who need services. He noted that one school district that moved into a new school building last year is already short by five classrooms. He said the competition for funding from the Massachusetts School Building Authority [MSBA] is very high.

Mr. Christenfeld, Ms. Salon, and Mr. Borden attended last night's "string fling" orchestra concert and enjoyed hearing the students and their progress.

Ms. Glass said that Dr. McFall, Town Administrator Timothy Higgins, Selectman Peter Braun, and Ms. Glass met with State Representative Tom Stanley to discuss the funding to support students of retired military families who live in the housing at Hanscom Air Force Base. Representative Stanley had secured \$100,000 for FY17 for the Town that was cut by the Governor at the end of December. Selectman Braun secured a meeting in Governor Baker's office with Deputy Chief Secretary Ryan Coleman and Assistant Secretary Thomas Moreau to discuss the issue. The team from Lincoln advocated for supporting students in the Governor's budget. Ms. Glass thanked Mr. Coleman and Mr. Moreau for their time and for the good conversation.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. Grade 8 Warrant Article

Document: None.

Ms. Glass said that for the 4th year, a group of 8th grade students are learning about the process of developing a warrant article and shepherding it forward to Annual Town Meeting in March. The group works with Town Clerk Susan Brooks and Town Moderator Sarah Cannon Holden. Ms. Glass introduced the Grade 8 Warrant Article group—Achla Gandhi, Max Borden, Maya David, Maria Hamandi, Sophie Herant, Sarah Lammert, Rhea Karty, and Dasha Trosteanetchi. The students presented their idea to purchase one set of two portable aluminum benches for school and Town use because there is not enough seating for players or spectators at school and Town sporting events. Students discussed their process of deciding on a suitable project for the warrant article.

The students do not yet have a budget for their request. Mr. Creel suggested that they talk with Facilities Director Michael Haines about the materials so that they purchase something durable. The students will also meet with the Finance Committee, the Capital Planning Committee, and the Board of Selectmen.

Ms. Glass asked the Grade 8 Warrant Article group to visit the Committee again when they have figured out the details of the bench project.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support the Grade 8 Warrant Article group in their article for benches. The Committee voted unanimously to support the Grade 8 Warrant Article group in their article for benches.

2. Vote on FY18 Proposed Budget

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

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 base budget is \$11,111,588 with \$64,615 in improvement initiatives for a total budget request of \$11,176,203 for FY18. The total amount meets the Finance Committee's guideline. Dr. McFall said that the Finance Committee process did not include the opportunity to submit preferred budgets.

Dr. McFall and Mr. Creel have met with the Finance Committee.

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. Dr. McFall said the Hanscom budget will be revisited when they know what the Hanscom contract will be.

Dr. McFall said the district has not yet received the Request for Proposal [RFP] for the contract with the federal government to run the schools at Hanscom Air Force Base. She noted that she and Mr. Creel are building the budget for the contract, and the proportionality of the funding between the two campuses should not change.

The FY18 Preliminary Budget Book is available at www.lincnet.org.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to request \$11,176,203 from the Town of Lincoln, Massachusetts for the Lincoln campus for the FY18 Budget. The Committee voted unanimously to request \$11,176,203 from the Town of Lincoln, Massachusetts for the Lincoln campus for the FY18 Budget.

Ms. Glass thanked Dr. McFall, Mr. Creel, Ms. Kinsella, Mr. Ford, and Ms. Emmons for their enormous amount of work.

3. Review of Annual Town Report

Document: Draft of the Annual Town Report for the School Committee

Ms. Glass said that the Annual Town Report is delivered to all homes in the Town. The School Committee and all other Town departments are allotted two pages for their reports. Dr. McFall wrote the draft, and Ms. Glass reviewed it. Mr. Borden asked that they add the URL for Twitter into the report and also add it to the Schools website.

Mr. Christenfeld said that information about MCAS testing and the District's Core Values will be included in the Lincoln Agency Report that goes to the Finance Committee.

Ms. Glass thanked Dr. McFall for her work.

4. 2017-2018 Academic Year Calendar, Third Reading

Documents: 1) 2017-2018 Number of School Days Calculator, Revised January 5, 2017; 2) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 3, Students Return After Labor Day, Revised December 5, 2016; 3) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 4, New Faculty Report Before Labor Day; All Faculty Report After Labor Day, undated; 4) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, V3, Teachers Return After Labor Day, Revised December 5, 2016, Wednesday Half Day Corrected on January 18, 2017; 5) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, V4, New Faculty Report Before Labor Day; All Faculty Report After Labor Day, Revised December 5, 2016, Wednesday Half Day Corrected on January 18, 2017

Ms. Glass said they have had a lot of feedback from parents and faculty members about the 2017-2018 academic year calendar. Dr. McFall said that they are receiving requests for the calendar as families are planning vacations. She has not yet connected with the LTA leadership to confirm their vote, and she asked the Committee to postpone its vote on the calendar.

Dr. McFall said that Lincoln-Sudbury was starting school before Labor Day, and Bedford had not yet prepared their 2017-2018 calendar. She said the LTA's contract enables teachers to vote on whether teachers, but not students, return to school after Labor Day. Teachers have two days of professional development before students return to school in the fall.

At the last meeting, Dr. McFall presented the results of the LTA's survey, which had received 132 responses. 63% of them said they did not want to start school until after Labor Day, 36% said they wanted to start before Labor Day.

Both versions of the calendar, 3 and 4, include Institute Day, the day-long conference on professional development for teachers, administrators, and staff, to be held on January 16, 2018. Both versions include a holiday for Rosh Hashanah and Good Friday. Version 3 would have the last day of school for students, if all five snow days were used, as Friday, June 29, and Version 4 would have the last day of school for students, if all five snow days were used, as Wednesday, June 27. Version 3 has veteran teachers returning to school on Thursday, September 7 with students returning on Monday, September 11, and Version 4 has veteran teachers returning to school on Tuesday, September 5 with students returning on Thursday, September 7. Dr. McFall recommended Version 4 of the calendar.

The Committee was concerned about Extended School Year programs for students who are at risk of regressing with their skills. If the school year started after Labor Day, there would be a month where students would not receive services.

Ms. Glass said that it would be best to have Dr. McFall and the LTA talk before the Committee voted on the 2017-2018 academic year calendar. Ms. Glass said the Committee will vote on the calendar at the next meeting.

Ms. Glass thanked Dr. McFall for her work.

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

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Mid-year Update on Annual Goals, dated January 13, 2017; 2) Superintendent's Annual Plan 2016-2017, Superintendent's Annual Plan for Evaluation Mid-year Update

Dr. McFall presented her progress towards her four annual plan goals, and she also provided the Committee with examples of her work. She asked the Committee to recommend other examples of work she could present to them and to give her feedback on her progress.

Dr. McFall's Student Learning Goal is "work with administrators to develop and carry out processes to support faculty teams as they carry out Collaborative Practices (Professional Learning Communities [PLCs])." Dr. McFall said that last year they did modules on PLCs, which they have defined as focusing on student learning. It is an iterative cycle, and teachers are working together as teams. The principals are rolling out this process, and Dr. McFall said they are at the start of a multi-year process. She meets bi-weekly with the principals to discuss the teams' work. Her goal is to support the administrators.

Mr. Borden said they wanted qualitative evidence to embed items and practices that have worked to help the culture of risk taking and innovation. Ms. Glass said

evidence about Dr. McFall’s work coaching individuals would be helpful and said that the qualitative evidence can be shown at the District’s Strategic Plan Forum in April.

Dr. McFall’s Professional Practice Goal is “educate myself and the administrative team about new legislation related to Transgender students and the LGBTQ community. Ensure that our practices and policies support all students and provide safe learning environments for all students.” She has scheduled training on the new legislation for the Administrative Council on February 28. She said that some bathroom labels could be removed from single bathrooms to make them compliant. Mr. Creel said that they will try to adjust the plans of the Hanscom Primary School to accommodate the new legislation. Dr. McFall said they will develop guidelines and policies that will be shared with the community.

Ms. Glass said that families and students who are concerned about this issue should talk with Dr. McFall.

Dr. McFall’s District Improvement Goal 1 is “develop an avenue of opportunity for faculty to take instructional risks that engage students in authentic and innovative ways.” The district and the Lincoln School Foundation [LSF] have a joint process to award grants that support innovation and risk taking in learning. She has informed faculty about the LSF grant opportunities and the administrators and principals will weigh in on projects.

Dr. McFall’s District Improvement Goal 2 is “develop an Administrator Handbook for Educator Evaluation.” Dr. McFall would like to bring the work from the last few years back to the Administrative Team to discuss the evaluation process. She will make these discussions a priority on the Administrative Council agendas so that she can get clarity before she puts the processes into the Handbook. The Administrative Council has not yet discussed these items because other work has taken precedence.

Ms. Glass said that at the next meeting, the Committee and Dr. McFall will have their formative discussion and the discussion on her contract. The Committee will vote on whether Dr. McFall’s performance merits a raise.

Ms. Glass thanked Dr. McFall for her work.

6. Superintendent’s Report

Document: None.

Dr. McFall serves as Vice Chair on the Board of Directors of the CASE Collaborative and next year will be the Chair. CASE is interviewing for a new Executive Director, and they will have finalists in the next few days. CASE is planning days next week for the finalists to meet faculty and students of the Collaborative. The CASE Board will interview the finalists next Friday, with the chosen finalist to start in July.

7. Curriculum

None.

8. Policy

1. Review Policy ADC—Smoking, First Reading

Documents: 1) Policy, Lincoln Public Schools, File: ADC, Smoking, Revised at School Committee Meeting of May 3, 2007; 2) Draft Policy, Lincoln Public Schools, File: ADC, Smoking, undated

Ms. Glass said that as the laws on marijuana change, they want to make sure that the language in the policy mirrors not only cigarettes, but other substances too. She added, in the second sentence, “of any substance, in any form,” after the word “Smoking”.

Mr. Borden asked whether the policy as written prohibited vaping and wanted to make sure it was included. Ms. Emmons noted that the other policy on smoking and other drugs on school property mentions e-cigarettes. Mr. Borden suggested, “smoking or related activities of any substance of any form.”

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

2. Review Policy BBB-1—School Board Election, First Reading

Document: Policy, Lincoln Public Schools, File: BBB-1, School Board Election, Reaffirmed at School Committee Meeting of December 17, 1984

Ms. Glass wanted to reaffirm the policy on the election and update it from 1990. She noted that there is a separate policy about the METCO Representative and asked that the reference “Added Lincoln METCO Representation at School Committee Meeting of October 29, 1990” be deleted.

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

3. Review Policy DJB—Purchasing Policy, First Reading

Documents: 1) Policy, Lincoln Public Schools, File: DJB, Purchasing Policy, Revised at School Committee Meeting of May 15, 1995; 2) Draft Policy, Lincoln Public Schools, File: DJB, Purchasing Policy, Revised at School Committee Meeting of May 15, 1995

Mr. Creel said there are two policies on purchasing, and one of them was revised in 2014. Policy DJB has the detail about the purchasing process and was last revised in 1995. He has revised the policy using the MASC draft language. The Massachusetts Uniform Procurement statute, M.G.L. Ch. 30B, has codified the procurement process since that time.

Ms. Glass said that items that have to have open advertised bidding are appropriate to bring to the Committee for a vote. Mr. Christenfeld will check on the last sentence of the second paragraph, “The School Committee is the awarding authority for contracts requiring votes for approval or rejection.”

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

4. Review Policy DJC—Petty Cash, First Reading

Documents: 1) Policy, Lincoln Public Schools, File: DJC: Petty Cash Accounts, Revised and adopted at School Committee Meeting of September 8, 1997; 2) Draft Policy, Lincoln Public Schools, File: DJC: Petty Cash Accounts, Revised and adopted at School Committee Meeting of September 8, 1997

Mr. Creel said there is no MASC equivalent policy for petty cash. He revised the current policy because the Town discourages the use of petty cash. He said that there are times when the district needs petty cash, such as for the musicals or plays where they need a cash drawer for selling tickets. He said that they have established petty cash accounts. Dr. McFall noted that they do not want the petty cash account to be a vehicle for reimbursement. She noted that they would like the superintendent or the administrator for business and finance to approve these accounts. Mr. Creel would report on the petty cash account as he does for the revolving accounts. Mr. Creel thanked Ms. Maureen Onigman for her work.

Ms. Glass suggested that the last sentence use, “in consultation with”. Mr. Borden suggested that the last sentence read, “Petty cash funds shall be administered in accordance with the requirements established by the Administrator for Business and Finance, in conjunction with the Town of Lincoln Finance Director and in consultation with the School Committee.”

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

5. Review Policy EBA—Safety Inspection Policy, First Reading

Documents: 1) Policy, Lincoln Public Schools, File: EBA: Safety Inspection Policy, Reaffirmed at School Committee Meeting of January 21, 1985; 2) Draft Policy, Lincoln Public Schools, File: EBA: Safety Inspection Policy, Reaffirmed at School Committee Meeting of January 21, 1985

Mr. Creel said that Mr. Michael Haines, Facilities Manager, Dr. McFall, and Mr. Creel think that the safety inspections should occur each year before school starts in the fall, and they would like to have this revised version of the policy in place to guide future district practices. He noted that MASC does not have a draft policy for this matter.

Ms. Glass suggested that the policy read “all school facilities and grounds” instead of “two campuses”. Ms. Emmons suggested “all outside grounds and playground”. Dr. McFall liked “all school buildings and grounds.” The first sentence would read, “The Facilities Manager, alone or in conjunction with public safety officials, will conduct at least one annual inspection tour of all school buildings and grounds to identify potential safety problems.”

Mr. Borden suggested adding an inspection and audit for the information technology and cyber items to ensure privacy and safety. Mr. Ford said a different policy would be better for those issues, and he will look into it.

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

6. Review Recommended New Policy EB—Safety Program, First Reading

Documents: 1) Draft, Massachusetts Association of School Committees [MASC], File: EB, Safety Program, August 2016; 2) Draft Policy, Lincoln Public Schools, File: EB, Safety Program, MASC adopted August 2016

Mr. Creel said that they edited the MASC language for the draft they have presented.

Ms. Glass said that the policy will be brought back to the next meeting for a second reading and vote.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,474,303.85 and the accounts payable warrant totaling \$306,570.20 for a total of \$1,780,874.05. 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.

2. FY17 Fiscal Report: Second Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY17 Second Quarter Report, dated January 10, 2017; 2) Lincoln Campus, FY 2017 Operating Budget—Status Report, 2nd Quarter, as of January 5, 2017; 3) Hanscom Campus, FY 2017 Operating Budget—Status Report, 2nd Quarter, as of January 5, 2017; 4) FY 2017 Operating Budget—Key Budget Line Tracking, 2nd Quarter, as of January 5, 2017

Mr. Creel reviewed his memorandum on the second quarter of FY17 as of January 5, 2017, which includes payroll up to January 3, 2017 and wages through December 25, 2016. 40% of the school year and 50% of the fiscal year have elapsed.

Mr. Creel said there were two areas of note. The first is out of district placements for the Hanscom campus; they have placed another student at a cost of \$50,000 since he wrote the report. He said that today's total is \$1.247 million, which is within the balance of the funds available for special education costs. The second area is that there are more long-term substitutes for periods of time longer than the typical 6-8 weeks. Even with these two concerns, Mr. Creel anticipates that the district will be able to cover these expenses.

Mr. Creel said that electricity on the Hanscom campus may cost more than what was budgeted, but they are now getting accurate readings for the new Hanscom Middle School but not for the Hanscom Primary School. He noted that the heating bills are not expanding at the same rate, and the bills for the heating lag.

Ms. Glass thanked Mr. Creel for his work.

10. Old Business

1. Review Language for Town Meeting Warrant Articles

Documents: 1) Draft of Warrant Articles for Annual Town Meeting March 2017, dated January 17, 2017; 2) Draft of Memorandum to Board of Selectmen from School Committee, dated January 19, 2017

The Massachusetts School Building Authority [MSBA] notified the Town in December 2016 that it would not be invited into the feasibility study process this year. Ms. Glass noted that the Lincoln school buildings' needs have not changed.

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 funded solely by the Town, or the Town can choose to submit another Statement of Interest [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 two warrant articles for the Annual Town Meeting about the funding for the school buildings.

Ms. Glass asked if the members were ready to vote on the warrant articles, and said they had four items to discuss. The Committee needed: 1) to review the language of the warrant articles, noting that they could vote on the final language in February; 2) to write a memorandum to the Board of Selectmen about the warrant articles; 3) to vote as a Committee as to what their recommendation is regarding the warrant articles; and 4) to decide on a revised arc for discussion at the multi-Board meeting on Monday, January 30.

Ms. Glass said that the draft of the first warrant article came from Article 30 from March 2015 Town Meeting, and she has amended it. The article asks the Town to repurpose the \$750,000 for a Lincoln-only funded project. The second article would ask the Town whether they would support the School Committee in filing another SOI to the MSBA to fund a school building project. The members discussed having a dollar amount in the warrant article.

The Committee liked the draft memorandum to the Board of Selectmen and asked Ms. Glass to send it. The members discussed whether the new School Building Committee [SBC] would have members that were appointed by the School Committee only or whether it would be a joint appointment with the Board of Selectmen. Ms. Glass noted that for ease of reporting, the School Committee should appoint SBC members, and the SBC would be a subcommittee of the School Committee. The members wanted to make sure that it was a collaborative and inclusive process. Ms. Glass hoped the new SBC would have members from the Board of Selectmen, Finance Committee, Capital Planning Committee, and from the other major boards in Town, and the MSBA has guidelines on the membership of a SBC that they could consider.

Ms. Glass noted that at their workshop meeting earlier this week, it appeared as if the members were ready to support the first warrant article for a Lincoln-only funded project.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support warrant article 1 as presented. The Committee voted unanimously to support warrant article 1 as presented. The article reads, "To amend the vote taken under Article 30 of the March 28, 2015 Town Meeting raising and appropriating the sum of \$750,000, contingent upon a Capital Outlay Exclusion, which was approved at the March 30, 2015 Town Election, for a Feasibility Study to develop building project renovation choices for the Lincoln School located at Ballfield Road, only in the event the Town was invited to participate in the

Massachusetts School Building Authority [MSBA] Grant Program, to instead provide that such funds shall be used for a Feasibility Study, including all costs incidental and related thereto, conducted by a School Building Committee appointed by the School Committee, to assist the School Committee, independent of the MSBA, and including engagement with the community in an inclusive process and building on the work of previous committees, in developing building project choices for the Lincoln School, located at Ballfield Road, that will serve the District's educational goals, meet long-term facilities needs, and necessitate a MINIMUM Town investment of \$30 million; or take any other action relative thereto."

Ms. Glass said that if the first warrant article passes, they would pass over the second warrant article. She noted 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. She was concerned that if the Committee recommended both warrant articles, it would send a mixed message to the MSBA and to the Town. Ms. Glass said that if the first warrant article did not pass, then the Committee could support the second warrant article.

Mr. Creel will prepare the SOI in case the second warrant article passes to meet the April 7 deadline.

Ms. Glass envisioned a facilitated discussion for the multi-Board meeting on Monday, January 30 with a plan for Town Meeting preparation. The outcome she hoped for was to have clarity on the warrant articles, to understand questions from the Town Boards and residents, to prepare information to answer those questions, and to obtain support from other Town Boards. She wanted the Finance Committee to provide information on the kinds of data they are gathering to help the Town understand the implications of a project. She asked for input on other information to be presented at the January 30 meeting.

Ms. Glass said that until Town Meeting, the School Committee members will talk with the Capital Planning Committee and other Town Boards about the needs of the school building. Ms. Glass said there will be another multi-board meeting on Wednesday, March 8, 2017. 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.

Ms. Glass thanked the members for their work.

11. New Business

Document: Draft of Letter regarding Open Space Process from School Committee

Ms. Glass said that Mr. Christenfeld prepared a draft of a letter to support the Open Space Plan. Ms. Glass and Mr. Christenfeld attended the Open Space Plan meeting and said that it is a directed process so that the Town qualifies for a grant from the state.

Ms. Glass said that she and Mr. Christenfeld advocated that the Ballfield Road school campus is a piece of that plan, and that the schools be included in the process. She said the Open Space Plan is moving in a good direction.

Ms. Glass will send the letter of support on School Committee letterhead.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, November 17, 2016; 2) Draft of Meeting Minutes, December 1, 2016

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the November 17, 2016 and December 1, 2016 meetings. The Committee voted unanimously to approve the minutes of the November 17, 2016 and December 1, 2016 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

None.

14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 10:12 pm.

The Executive Session originally scheduled was not held.

The next School Committee meeting is tentatively scheduled for Thursday, February 2, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary