

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, February 2, 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).

Absent: Samaria Stallings (METCO Representative), Patricia Kinsella (Assistant Superintendent), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the open session to order at 7:05 pm. She thanked Mr. David Trant for filming the meeting.

2. Chairperson's and Members' Reports

Mr. Christenfeld said that teacher Claudia Fox Tree and her daughter spoke eloquently on stage at the Women's March in Boston.

Mr. Christenfeld attended last night's book discussion on Ta-Nehisi Coates' book, *Between the World and Me*. He said it was an intense and moving discussion with parents, administrators, and community members. He thanked Lincoln School 5-8 faculty Jaime Moody, Jenny Nam, Hilary Skelton, and METCO Academic Advisor Lateefah Franck and Principal Sharon Hobbs for hosting it.

Ms. Glass thanked all who attended Monday's Multi-Board meeting and noted it was a good launch into the discussion on what to do with the Lincoln school buildings.

3. Public Comments

None.

4. Consent Agenda

1. Lincoln School 5-8, Grade 6, April 2017 Overnight Field Trip to the Museum of Science, Boston, MA

Documents: 1) Late Night and Overnight Field Trip Proposal; 2) Lincoln Sixth Grade MOS Overnight F.T. 2016-2017 Cost Details; 3) Eighth Annual Museum of Science Overnight Sixth Grade Field Trip Proposal, Prepared by David Trant for School Committee Consideration; 4) Overnight Program Sample Schedule

The Lincoln School 6th Grade overnight field trip to the Museum of Science has been offered for the past seven years, and Mr. David Trant, 6th Grade Science teacher, would like to take this year's 6th graders on April 6-7, 2017.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the Lincoln School Grade 6 overnight field trip to the Museum of Science in Boston, Massachusetts in April 2017 as presented. The Committee voted unanimously to approve

the Lincoln School Grade 6 overnight field trip to the Museum of Science in Boston, Massachusetts in April 2017 as presented.

Ms. Glass thanked Mr. Trant for his work.

5. Time Scheduled Appointments

1. Parks and Recreation Department: Discussion on Proposed Wang Property Acquisition

Documents: 1) The Wang Project, Concept Sketch; 2) Bedford Road Field Conceptual Site Plan, Draft, Stantec, dated December 2016; 3) PowerPoint Presentation by Parks and Recreation Department about playing fields and the proposed Bedford Road project

Ms. Glass welcomed Mr. Dan Pereira, Parks and Recreation Director, Ms. Patty Donahue, member of the Parks and Recreation Committee, and Mr. Chris Fasciano, Chair of the Community Preservation Committee [CPC]. Mr. Pereira explained that the Parks and Recreation Committee wanted the School Committee's support for their project to purchase part of the Wang property at 100 Bedford Road, which the Parks and Recreation Committee will do at the Annual Town Meeting.

Mr. Pereira said that the purchase will be a collaboration with the Rural Land Foundation [RLF], the Birches School, and the Town. The Birches School will be on part of the property, and part of the property would be used for a playing field for school and Town sports teams. Mr. Pereira explained that the Parks and Recreation Department would purchase part of the Wang property from the RLF for the playing field. Mr. Pereira said the Parks and Recreation Committee will meet with the Board of Selectmen, the Finance Committee, and the Water Commission for their approval.

Mr. Fasciano said that the project to purchase the land and to construct the new playing field costs \$1.8 million. He said the money comes out of the Community Preservation Act trust fund, and using the money in this way does not affect the Town's debt ratings. The CPC would use \$500,000 out of the Trust Fund. \$1.3 million would be bonded at 15 years, and no new additional taxes would be needed. He said that Lincoln Youth Soccer would pay \$200,000. He noted that the state matches about 33% of the CPC funding.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support the Parks and Recreation Department in their efforts to secure the Wang property at 100 Bedford Road for a playing field. The Committee voted unanimously to support the Parks and Recreation Department in their efforts to secure the Wang property at 100 Bedford Road for a playing field.

2. Review Town Meeting Warrants/Capital Projects

Document: Draft of Warrant Articles for Annual Town Meeting March 2017, dated January 17, 2017

In December, the Massachusetts School Building Authority [MSBA] notified the Town that it would not be invited into the feasibility study process this year. Ms. Glass noted that the Lincoln school building's needs have not changed. The Town can choose to fund a school building project itself or to submit another Statement of Interest [SOI] to

the MSBA for 2017. There will be two warrant articles; the first one asks to repurpose money voted at the March 2015 Town Meeting for a feasibility study for a Lincoln-only funded project. The second warrant article asks to resubmit an SOI to the MSBA. The Committee voted at the last meeting to support the first article.

Ms. Glass said the language for the two warrant articles needed to be approved this evening and sent to the Board of Selectmen. The Committee also needed to discuss their Town Meeting presentation.

Ms. Glass said that Monday's multi-board meeting with the Board of Selectmen, Finance Committee, and Capital Planning Committee had a fair amount of consensus on moving ahead with a project and supporting the first warrant article which asks for using monies for a feasibility study for a Lincoln-only funded project. Ms. Glass said she would forward the comments from the meeting to the members. There will be another multi-Board meeting on Wednesday, March 8, 2017.

The Committee discussed how to collaborate with the community center project. Ms. Glass said the Committee needs to solidify the charge of the School Building Committee [SBC], which would be about the school, educational mission, and facilities deficiencies.

Mr. Christenfeld said the Committee should work on getting votes of support from Town Boards. Ms. Glass would like as many people as possible to attend the March 8 meeting for the Committee to answer questions and concerns about the warrant articles and will create a postcard for the March 8 meeting that will be sent Town-wide. There are also 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 said the Committee needed another working session to consider different scenarios.

Ms. Glass will talk with Mr. Braun of the Board of Selectmen and Town Administrator Timothy Higgins. The article number for the feasibility study is 33, and the article number for submitting the Statement of Interest to the MSBA is 34.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the language of warrant articles 33 and 34 for the March 2017 Annual Town Meeting as presented. The Committee voted unanimously to approve the language of warrant articles 33 and 34 for the March 2017 Annual Town Meeting as presented.

The two warrant articles will be submitted to the Board of Selectmen.

Ms. Glass thanked the members for their work.

3. Lincoln Agency Annual Report/Town Annual Report, First Reading

Document: Draft of the Annual Town Report for the School Committee, dated February 2, 2017

This is the fourth year of the Lincoln Agency Report, information from Town departments that shows how money is spent, that goes to the Finance Committee. The Finance Committee publishes the Executive Summary. Mr. Christenfeld and Mr. Borden have written a draft of this year's Agency Report, and the Finance Committee's due date is Friday, February 10. Mr. Christenfeld asked that the members send him any revisions by Wednesday, February 8. The Report includes the Lincoln schools and not the Hanscom schools, because the Town does not pay for the Hanscom schools.

Mr. Christenfeld said that the draft includes specifics on what the schools are doing, and he noted that in future years, the report will probably include more information on Key Yearly Measures instead of MCAS. He said they used MCAS data from the Department of Elementary and Secondary Education [DESE] website and the latest enrollment report. He said the report's aim is to give the Town an idea of what they are paying for and said the report shows that the money invested is invested wisely.

Ms. Glass asked that they include in the technology piece that they teach students to be good, safe consumers of technology and include more detail about collaboration. She also asked that they explain what goes into the calculations to reach the annual spending per resident. Dr. McFall and the administrative team will review the numbers.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve provisionally the Town Agency Report. The Committee voted unanimously to approve provisionally the Town Agency Report.

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

4. 2017-2018 Academic Year Calendar, Fourth 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, V3, Teachers Return After Labor Day, Revised December 5, 2016, Wednesday Half Day Corrected on January 18, 2017; 3) 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; 4) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, V5, Students Return After Labor Day, First Draft February 2, 2017; 5) 2017-2018 Number of School Days Calculator, Revised January 5, 2017, V5 Added February 2, 2017

Dr. McFall said that the Lincoln Teachers' Association [LTA] agreed to go back to their members with two versions—Versions 4 and 5—of the 2017-2018 academic year calendar. Version 5 would have the veteran faculty beginning school on Wednesday, August 30 and Thursday, August 31. Teachers would have Friday, September 1 and Monday, September 4, Labor Day, off. Students would return to school on Tuesday, September 5. Version 4 would have the veteran faculty beginning school on Tuesday, September 5 and Wednesday, September 6. Students would return to school on Thursday, September 7.

Dr. McFall said the LTA contract has a clause that says Committee cannot vote on a calendar that has the teachers return to school before Labor Day without a vote to do so by the LTA. The LTA will hold their meeting and vote on Wednesday, February 8.

Both versions of the calendar 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 days off for Rosh Hashanah and Good Friday. Version 4 would have the last day of school for students, if all five snow days were used, as Wednesday, June 27. Version 5 would have the last day of school for students, if all five snow days were used, as Monday, June 25.

Mr. Borden thanked the LTA for engaging in the conversation.

The Committee will vote on the 2017-2018 calendar at the next meeting.

Ms. Glass thanked the LTA and Dr. McFall for their work.

5. Mid-cycle Review of Superintendent

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

The Committee and Dr. McFall have been discussing Dr. McFall's progress toward her annual plan goals the last few meetings, which is required by the Massachusetts Educator Evaluation System. At this stage of the evaluation process, the Committee does not provide written feedback to the superintendent. Ms. Glass said that the Committee would determine whether they have enough information and vote on whether Dr. McFall's performance warrants an annual salary increase this evening.

Ms. Glass asked Dr. McFall how the Committee could help her to achieve her goals. Dr. McFall said that much of her work is process work, and the challenge is to figure out the measures to show the work. Her direct work is with the administrators and principals on supporting the Collaborative Practices work, and she said they have made great progress for their first year with this work, which is about changing the way they work together.

Dr. McFall noted that the work also meets all pieces of the district's Strategic Plan. She hoped that eventually, the professional development could be enveloped into the Collaborative Practices work.

Ms. Glass moved, and Mr. Borden seconded, the motion to approve Dr. Rebecca McFall's performance and that her performance merits entering into negotiation for an annual salary increase. The Committee voted unanimously to approve Dr. Rebecca McFall's performance and that her performance merits entering into negotiation for an annual salary increase.

Dr. McFall and the Committee will also be negotiating a new contract.

Ms. Glass thanked Dr. McFall for her work.

6. Superintendent's Report

Document: None.

Dr. McFall thanked Lincoln School 5-8 faculty Jaime Moody, Jenny Nam, Hilary Skelton, and METCO Academic Advisor Lateefah Franck and Principal Sharon Hobbs for hosting the book discussion on Ta-Nehisi Coates' book, *Between the World and Me*. She said they did a wonderful job facilitating the conversation, and she and Ms. Kinsella attended. She was pleased that the event brought in people she has never met, and termed it a good productive conversation. They are asking where to take the conversation next, and the feedback she has heard has been very positive. Dr. McFall said that Ms. Kinsella will add the evening to her Twitter feed.

Dr. McFall said that the Lincoln grades 7 and 8 attended the Urban Improv assembly with the Hanscom Middle School's 7th and 8th graders at the new Hanscom Middle School. The Improv group did scenarios and role plays on inequalities. Students from each campus talked with each other. Dr. McFall saw part of the event and thanked the Lincoln School Foundation [LSF] for funding the event. Ms. Wironen said it was a

great event, and Ms. Glass noted that she hoped it would lead to more student conversations.

7. Curriculum

None.

8. Policy

1. Review Policy ADC—Smoking, Second 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, February 2, 2017

Ms. Glass said that as the laws on marijuana change, they want to update the language in the policy to cover other substances too.

Ms. Glass moved, and Mr. Borden seconded, the motion to revise Policy ADC—Smoking as presented. The Committee voted unanimously to revise Policy ADC—Smoking as presented.

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

Documents: 1) Policy, Lincoln Public Schools, File: BBB-1, School Board Election, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Draft Policy, Lincoln Public Schools, File: BBB-1, School Board Election, Reaffirmed at School Committee Meeting of December 17, 1984, February 2, 2017

Ms. Glass wanted to reaffirm the policy on the election and update it from 1990.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to reaffirm Policy BBB-1—School Board Election as presented. The Committee voted unanimously to reaffirm Policy BBB-1—School Board Election as presented.

3. Review Policy DJB—Purchasing Policy, Second 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, Revised January 25, 2017

Mr. Creel revised the policy using the MASC draft language and noted that the Massachusetts Uniform Procurement statute, M.G.L. Ch. 30B, has codified the procurement process since last time the policy was revised in 1995.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to revise Policy DJB—Purchasing Policy as presented. The Committee voted unanimously to revise Policy DJB—Purchasing Policy as presented.

Ms. Glass thanked Mr. Creel for his work.

4. Review Policy DJC—Petty Cash, Second 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; 3) Draft Policy, Lincoln Public Schools, File: DJC: Petty Cash Accounts, Revised and adopted at School Committee Meeting of September 8, 1997, revised January 25, 2017

Mr. Creel added language since the last meeting that would require at least one report per year as is done with the revolving accounts.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to revise Policy DJC—Petty Cash as presented. The Committee voted unanimously to revise Policy DJC—Petty Cash as presented.

Ms. Glass thanked Mr. Creel for his work.

5. Review Policy EBA—Safety Inspection Policy, Second 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, Revised January 25, 2017

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.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to revise Policy EBA—Safety Inspection Policy as presented. The Committee voted unanimously to revise Policy EBA—Safety Inspection Policy as presented.

Ms. Glass thanked Mr. Creel for his work.

6. Review Recommended New Policy EB—Safety Program, Second 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, Revised January 25, 2017

Ms. Glass moved, and Mr. Borden seconded, the motion to adopt Policy EB—Safety Program as presented. The Committee voted unanimously to adopt Policy EB—Safety Program as presented.

Ms. Glass thanked Mr. Creel for his work.

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 \$750,839.06 and the accounts payable warrant totaling \$414,446.22 for a total of \$1,165,285.28. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved, and Mr. Christenfeld 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.

Ms. Glass thanked the Committee and the administration for their assistance with the presentation for last Monday's multi-Board meeting. She noted that their work is always better with collaboration.

Dr. McFall said that Ms. Glass did a wonderful job with her presentation.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, December 15, 2016; 2) Draft of Meeting Minutes, January 5, 2017

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the December 15, 2016 and January 5, 2017 meetings. The Committee voted unanimously to approve the minutes of the December 15, 2016 and January 5, 2017 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

Documents: 1) Letter to the Open Space and Recreation Plan Advisory Committee from Jennifer Glass, Chair, Lincoln School Committee, dated January 20, 2017; 2) Letter to Christine Sveistys, Lincoln Public Schools, from School Nutrition Association Member Services Team, dated January 17, 2017

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

14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to go into Executive Session for the purposes of discussing the contract with the federal government to run the schools at Hanscom Air Force Base and discussing the superintendent's contract negotiation. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes; Ms.

Wironen, yes. The Committee would not be returning to open session. The open session adjourned at 9:13 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, February 16, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary