

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, March 23, 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 7:03 pm. She thanked Mr. David Trant and Mr. Jim Cunningham for filming the meeting.

2. Chairperson's and Members' Reports

Mr. Christenfeld encouraged attendance at the Lincoln Middle School's production of The Lion King next week.

Ms. Glass reported that at the meeting on the Town Meeting warrant articles at the Council on Aging on Friday, the Council on Aging Board voted to support the school's warrant article 33 at Town Meeting.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to support warrant article 35, money for the feasibility study for the community center project, at Town Meeting on Saturday, March 25. The Committee voted unanimously to support warrant article 35, money for the feasibility study for the community center project, at Town Meeting on Saturday, March 25.

Mr. Christenfeld announced that this evening was Ms. Glass's last meeting. He said that he has been more and more impressed by her hard work, caring, intelligence, and judgment. He said that her capacity to work on so many things at once is amazing. He noted it had been a pleasure to work with her the past seven years that he has served on the Committee, and that she has given great service to the schools and the students.

Dr. McFall read a letter from the Administrative Team. She has sincere gratitude for Ms. Glass's support over the last five years. Ms. Glass has been an advocate for the administrators, teachers, and students. She has pushed them to improve their practices, has been a collaborative partner who has stood with them in trying times, and has done whatever has been needed. Dr. McFall thanked Ms. Glass for her guidance and said that Ms. Glass provided a safe place for Dr. McFall to share challenges. She said she was forever in her debt.

Dr. Mary Sterling, Assistant Superintendent from 2007 to 2014, said that Ms. Glass is the model of a public servant. Her positive attitude and quiet tenacity are only some of her wonderful qualities. Dr. Sterling said schools are complicated, and Ms. Glass asked the probing questions to understand that complexity and in doing so, she helped the administration think.

Ms. Glass thanked Mr. Sander, Dr. Sterling, and her family for attending the meeting. She noted that she has learned what collaborative learning is while serving for the last nine years. She said it is a fabulous team, and she valued that they question each other, share ideas, and shape thinking for the better. She said it has been a tremendous learning experience, and she thanked each for their support.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$300 Gift from Arabella [sic] Insurance Group

Documents: 1) Memorandum to School Committee and Becky McFall, from Sharon Hobbs, dated March 8, 2017; 2) Letter to Sharon Hobbs, Principal, from Beverly J. Tangvik, Arbella Insurance Foundation, dated February 22, 2017

2. Accept \$500 Gift from Hanscom Spouses Club

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Spouses Club, dated March 3, 2017

3. Accept \$50 Gift from Nancy Farley Marshall

Document: Memorandum to School Committee and Becky McFall, from Sharon Hobbs, dated March 1, 2017

4. Accept Gift of Laser Printer from Buckner Creel

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Robert Ford, Subject: Gift of a Laser Printer, dated March 6, 2017

5. Shift to Summer Work Hours

Document: None.

Ms. Glass moved, and Mr. Schmeitzler seconded, the motion to accept a \$300 donation from the Arbella Insurance Group to support the Lincoln 5th grade field trip to the 2017 Boston Symphony Orchestra Youth Concert, a \$500 donation from the Hanscom Spouses Club to support the purchase of t-shirts for students attending the Great East Festival on May 26, 2017, a \$50 donation from Nancy Farley Marshall for the Friends of Lincoln Music, a gift of a laser printer from Buckner Creel for confidential printing support, and to approve the shift to summer work hours to a four-day work week with office hours of 7:00 am to 5:00 pm from Monday, July 3, 2017 through Friday, August 11, 2017 for full-year employees. The Committee voted unanimously to accept a \$300 donation from the Arbella Insurance Group to support the Lincoln 5th grade field trip to the 2017 Boston Symphony Orchestra Youth Concert, a \$500 donation from the Hanscom Spouses Club to support the purchase of t-shirts for students attending the Great East Festival on May 26, 2017, a \$50 donation from Nancy Farley Marshall for the Friends of Lincoln Music, a gift of a laser printer from Buckner Creel for confidential printing support, and to approve the shift to summer work hours to a four-day work week

with office hours of 7:00 am to 5:00 pm from Monday, July 3, 2017 through Friday, August 11, 2017 for full-year employees.

Ms. Glass thanked the Arbella Insurance Group, the Hanscom Spouses Club, Ms. Marshall, and Mr. Creel for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Update on Health and Wellness

Document: None.

Ms. Glass welcomed Ms. Maureen Richichi and Ms. Eileen Dirrane, the school nurses from the Lincoln and Hanscom campuses. Ms. Richichi said that since 2010, the Health Services has been a district-wide service with two nurses and two assistant nurses that collaborates and shares resources. Ms. Richichi said they see 30 to 70 students per day for physical injuries and sickness, emotional and mental health issues, and to administer medicine to students, including those who suffer from ADHD. Students also suffer from chronic health conditions such as diabetes, asthma, and hunger. Some students require special treatments for rare health issues. Ms. Dirrane said there are 50 students who need Epi-pens and 50 who use inhalers for asthma. The Health Services see many students who suffer from emotional stress and have somatic complaints, and the Health Services staff has strategies, including meditation, to teach students how to cope with stress. The Health Services also assists staff members and communicates with teachers and parents.

In addition to the above services, Ms. Richichi noted that the Health Services staff covers field trips and absences, attends team meetings and other meetings, teaches puberty education classes for appropriate grades, works with middle school students, screens kindergartners, and meets with parents. Ms. Dirrane said that there are state-required reports on immunizations, body-mass index, Epi-pens and many other health issues, and the demands from the state are increasing. Ms. Richichi said a nurse or assistant nurse usually attends field trips, which number at least 20 per campus per year and include some overnight field trips. Ms. Dirrane said they provide trainings on how to administer Epi-pens and Narcan, American Heart Saver, CPR, AED, and First Aid. Ms. Richichi said they work on policy, too.

Moving forward, Ms. Richichi said the Health Services will be working on more emergency preparedness and big medical evacuations.

Mr. Christenfeld was concerned about the increased anxiety that students have. Ms. Richichi noted that fast-paced family life, the lack of sleep, the lack of breakfast and nutrition, and the use of technological devices in bedrooms add to anxiety. Ms. Emmons said the Wellness Committee will address these concerns next year.

Ms. Glass thanked Ms. Richichi and Ms. Dirrane for their work.

2. Student Feedback Survey Results

Documents: 1) Student Survey Results SY15-SY17, Grades 3-5; 2) Student Survey Results SY15-SY17, Grades 6-8; 3) Lincoln Public Schools, ESE Model – Grades 3-5, Spring 2017, Report created by Panorama Education; 4) Lincoln Public Schools, ESE Model – Grades 6-12, Spring 2017, Report created by Panorama Education

Dr. McFall said the student feedback surveys were administered to students in grades 3-8 in February. The results focus on a district-wide and a school-level, and this is the third year that students have taken the survey. The teachers have only had the results for a couple weeks. This year's results are compared to last year's. Dr. McFall thanked Mr. Ford for putting together the three-year spreadsheet.

Students in grades 3-5 results show that the district does well in the "growth mindset" questions, and the district is also strong in the "assessment and feedback" and "cognitive demand" areas. Dr. McFall said student results in grades 6-8 were not as positive, but as students age, they become more critical, which is true across the nation.

Dr. McFall said they will use the information when they develop the strategic plan for the next school year later this spring. She said that the survey results are for teachers to use to respond to their students. Dr. McFall said she will talk with faculty about the data and how they work with the data.

Dr. McFall noted that the rubrics and learning targets questions may be expanded. She noted that the surveys give each student a voice and the feeling that what they say matters, especially when teachers follow up on the results with students, and that is a good outcome.

Dr. McFall said that the data from the student surveys is not directly tied to teachers' evaluations, but supervisors can use the data as a discussion point with their supervisees for setting goals for the next year.

Dr. McFall would like to explore the "student interest" topic for grades 6-8 to see how to engage students in their learning and about differentiation and integration of curriculum. She congratulated Mr. Trant and his 6th grade team for their curriculum integration with forensics writing this year, which is one example of the interesting work happening on the campuses.

Dr. McFall said that they would administer the survey earlier in February next year so that teachers can follow up on the results before the end of the school year. She said they would continue to use Panorama and the current set of questions, and administering the survey has become easier.

Ms. Glass thanked Dr. McFall for her work.

3. Town Meeting Review

Document: Draft of PowerPoint presentation on Warrant Articles 33 and 34 for Annual Town Meeting

Ms. Glass went through her presentation on warrant articles 33 and 34 for Town Meeting, which will be held on Saturday, March 25. She said that they have been allotted 20 minutes for their presentation. Warrant article 33 asks the Town to remove the Massachusetts School Building Authority [MSBA] restriction on the funding that the Town voted to use in 2015 and repurpose the \$750,000 to fund a feasibility study for a Town-only funded school building project. The Committee supports this warrant article and has the support of other Town Boards and Committees for it. Warrant article 34 asks the Town to submit another Statement of Interest [SOI] to the MSBA. If article 33 passes, Ms. Glass will ask the Town to pass over article 34.

Ms. Glass showed the presentation at the March 8 multi-Board meeting and other meetings and arranged those slides in a different order. She said she had been working on taking out extraneous words and asked for feedback.

Dr. McFall will present for two to three minutes on the impact of the school building on education, and they will show pictures of the new Hanscom Middle School building.

Ms. Glass said that there will be three votes, and no school building design will be chosen without a vote of the Town. The school building project will be planned in parallel with the community center project if both warrant articles pass.

The Committee liked the presentation and noted that it had the right level of detail. Mr. Peyton Marshall, Chairman of the Finance Committee will present the financial information for a school building project and other Town projects.

Ms. Glass thanked the members for collaborating on the presentation.

6. Superintendent's Report

Document: Bullying Prevention PowerPoint, dated March 23, 2017

Dr. McFall invited all to attend the opening of the Wetland Boardwalk on Sunday, April 2 from 11:30 am to 12:30 pm. They are excited about it, and it has already been used.

Dr. McFall said that the Hanscom Primary School construction contract has been awarded to J & J Contracting, Inc., the same company that built the Hanscom Middle School. The Hanscom Primary School move will take place during April vacation.

On the request for information at the last meeting from Ms. Alisar Cohen, Dr. McFall reviewed bullying prevention information. Dr. McFall said seven incidents have been reported this school year, and two of those seven have been substantiated as bullying. She said that the definition of bullying is repeated events, not a singular event, and while she does not minimize the bullying for the students involved, in terms of the incidents reported, it is a low incidence of bullying. She said that they take very seriously reports of bullying and feedback, and if bullying is underreported, they cannot follow up on alleged incidents. She encouraged anyone to report bullying, either verbally or written on the bullying report form. Dr. McFall noted that Ms. Emmons and the principals held a parent information night a month ago on bullying prevention. She said that at the start of the next school year, they will send information on the bullying prevention plan and the forms to report it. Ms. Glass suggested that they include the information in the student handbook instead of separately. Ms. Emmons will re-establish the Wellness and Bullying Prevention Committees, and they need parents to serve on them.

Dr. McFall said that they will look at the curriculum, but they do have social-emotional curriculum with Responsive Classroom and Developmental Design, which are not bullying prevention curricula. They would consider another committee to review the curriculum and to get input, but she said it is not a quick decision and is an important one.

Dr. McFall mentioned that Panorama has a family survey that they will administer in late April or early May. She will bring draft questions to discuss this issue with the Committee and will also bring Panorama's survey questions. This way they can get input from parents and move forward.

Ms. Glass said the Committee will send a response letter to Ms. Cohen. Mr. Borden asked that they thank Ms. Cohen for speaking up and giving input.

Ms. Glass thanked Dr. McFall for her work.

7. Curriculum

None.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$702,515.90 and the accounts payable warrant totaling \$107,683.47 for a total of \$810,199.37. 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.

2. Pod C License Review and Vote

Documents: 1) LEAP: Lincoln Extended-Day Activities Program, Application to License Hartwell C Pod, Submitted to Lincoln School Committee, dated March 10, 2017; 2) License, Lincoln Campus – Pod C, FY 2018

Mr. Creel said that the LEAP program has leased or licensed the space at Pod C for an after-school program for over 35 years. He welcomed Ms. Kathryn Hawkins, LEAP Director, Ms. Deanna Mori, and Mr. Mark Crosby from the LEAP Board of Directors. Ms. Mori reported that their enrollment has increased from 82 students last year to 106 this year. Their limit is 120 students, and they serve students aged kindergarten and older, and the middle school program is growing.

Mr. Creel said that several years ago, the Committee decided that it would be better for LEAP to have a license instead of a lease, and the licenses are good for one year. LEAP's current license expires on June 30, 2017. Mr. Creel recommended an increased fee from \$30,400 to \$31,100 and that the Committee approve the license for July 1, 2017 to June 30, 2018.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to grant a license to Lincoln Extended-Day Activities Program [LEAP] for the operation of an affordable after-school and school year recess period care program for school-aged children in Pod C for Fiscal Year 2018 (July 1, 2017 to June 30, 2018). The Committee voted unanimously to grant a license to Lincoln Extended-Day Activities Program [LEAP] for the operation of an affordable after-school and school year recess period care program for school-aged children in Pod C for Fiscal Year 2018 (July 1, 2017 to June 30, 2018).

Ms. Glass thanked Mr. Creel for his work.

3. Executive Session

Document: None.

On motion by Ms. Glass, seconded by Mr. Borden, the Committee voted unanimously to go into Executive Session for the purpose of discussing the superintendent's contract. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes. The Committee went into Executive Session at 9:13 pm. The Committee would be returning to open session. The Committee voted to end Executive Session at 9:20 pm. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Mr. Borden, yes.

Ms. Glass returned the Committee to open session at 9:24 pm.

4. Superintendent Contract Ratification

Document: None.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to ratify a new contract for Dr. Rebecca McFall from July 1, 2017 to June 30, 2020, with a 2% salary increase for Fiscal Year 2018, as presented. The Committee voted unanimously to ratify a new contract for Dr. Rebecca McFall from July 1, 2017 to June 30, 2020, with a 2% salary increase for Fiscal Year 2018, as presented.

Dr. McFall thanked the Committee, noting that it was a pleasure to work for the Lincoln Public Schools. She noted it was an honor and a privilege to serve.

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

10. Old Business

None.

11. New Business

Document: None.

Ms. Glass said that on Thursday, April 27, they will hold the third annual District Strategic Plan session instead of a regular School Committee meeting. The session will be held in the Hartwell Multipurpose Room at 7:00 pm. She asked that parents attend to give input. Dr. McFall noted that they will plan the session at the next Committee meeting on April 6.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Letter to Ms. Lorraine M. Vargas Silva, Hanscom PTO President, from Rebecca E. McFall, Ed.D., Superintendent, dated March 13, 2017; 2) Letter to Mr. Michael Lueders, President, Lueders Environmental, Inc., from Rebecca McFall, Ed.D., Superintendent, dated March 13, 2017; 3) Letter to Ms. Wendy Rudner from Rebecca McFall, Ed.D., Superintendent, dated March 13, 2017; 4) Letter to Mr. and Mrs. Thomas

Sander from Rebecca McFall, Ed.D., Superintendent, dated March 13, 2017; 5) Letter to Dr. Elizabeth ten Grotenhuis, Head of Birches School, from Jennifer Glass, Chairperson, dated March 15, 2017 with Policy LBC, Relations with Nonpublic Schools

14. Adjournment

On motion by Ms. Glass, seconded by Ms. Salon, the Committee voted unanimously to adjourn at 9:25 pm.

The next School Committee meeting is tentatively scheduled for Thursday, April 6, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary