

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 8, 2017
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Jena Salon, Tara Mitchell. Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Al Schmertzler, Laurel Wironen (Hanscom Educational Liaison), Samaria Stallings (METCO Representative), Patricia Kinsella (Assistant Superintendent).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm.

2. Chairperson's and Members' Reports

Ms. Salon attended the 2nd grade celebration of learning. She said it was well done, and the section on continents was especially interesting. She thanked the PTO for providing t-shirts.

Mr. Borden attended last night's band and orchestra concert. He congratulated the students and teachers and said he really enjoyed the jazz band.

Mr. Borden said the students were going to Canobie Lake Park tomorrow.

3. Public Comments

None.

4. Consent Agenda

1. Accept Donation of \$200 from Timothy and Donna Coughlin

Document: Memorandum to School Committee and Rebecca McFall from Sharon Hobbs, Principal Grades 5-8, dated May 19, 2017

2. Accept Lincoln School PTO Donation of \$500

Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, Principal Grades 5-8, dated May 30, 2017

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a \$200 donation from Timothy and Donna Coughlin to be deposited into the Legacy Fund for the purpose in aiding in financial assistance for families of Grade 8 for the Washington, D.C. trip, and to accept a \$500 donation from the Lincoln School PTO to be deposited into the Grade 8 Class of 2017 graduation fund.

There being no discussion, the Committee voted unanimously to accept the motion.

Mr. Christenfeld thanked Timothy and Donna Coughlin and the Lincoln PTO for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Lincoln Scholarship Committee Report

Document: None.

Mr. Christenfeld welcomed Ms. Barbara Slayter, the Committee's Appointee to the Lincoln Scholarship Committee to present the end-of-year report. The Lincoln Scholarship Committee provides awards and scholarships to graduating residents of the Town. The Committee sent fundraising letters to all Lincoln residents in March. This year they received \$7,000 in contributions, which was more than last year, with most in the \$50 to \$100 range, but one of \$15 and one of \$1,000. Ms. Slayter said that the Scholarship Committee received applications from 13 students for the two awards and Ogden Codman Trust Scholarships, and 8 applications for the additional needs-based scholarships.

Ms. Slayter said the Scholarship Committee gives two awards, the Sumner Smith Community Service Award and the Fannie S. Campbell Academic Award. Each award is a one-time honor of \$500. This year's recipients were Daniel Peraghi and Jacklyn Abaria. The Committee also gives two Ogden Codman Trust Scholarships, the Ogden Codman Trust Scholarship of \$5,000 per year and the Ogden Codman Trust Opportunity Award of \$2,500 per year, in conjunction with the Ogden Codman Trust. This year's recipients were Iris Bennett and Camille Blanc.

Ms. Slayter said the Scholarship Committee decided to award a new one-time scholarship of \$2,500 for one year for a student who has demonstrated academic ability with an eye to the big picture. The scholarship was awarded to Raelin Amon.

Ms. Slayter said the Committee will decide the recipients of the needs-based scholarships in the end of June. The needs-based scholarships are \$2,000 to \$4,000 each.

Ms. Slayter said that Boston residents are not eligible for the awards or scholarships because the language that set the awards and scholarships up requires that recipients be Lincoln residents. She would like to discuss the issue because Boston students are highly qualified. Mr. Creel noted that the School Committee could potentially set up a trust that would need to be funded.

Ms. Slayter said this year they strengthened their relationship with the Codman Trust. She thanked Mr. Ken Mitchell and Ms. Susan Taylor for their work. She said the Codman Scholars dinner will be held on Thursday, June 15. She said the Scholarship Committee would like to increase the number of Lincoln households that contribute. The Committee sent letters to families to make them aware of the awards and scholarships.

Mr. Christenfeld thanked Ms. Slayter and the Scholarship Committee for their generosity and work.

2. Review 2017-2018 Strategic Plan, First Reading

Documents: 1) Lincoln Public Schools Strategic Plan, Approved by School Committee June 23, 2016; 2) Lincoln Public Schools, Core Values; 3) Draft, Some Ideas on Options to Reflect the Social and Emotional Development in the Strategic Plan, undated

Mr. Christenfeld said that they talked with the Administrative Team on Tuesday about the 2017-2018 Strategic Plan and thanked Dr. McFall and the Administrative Team for their work.

Dr. McFall thanked Mr. Ford for language around social and emotional learning and development and handed out the draft that had ideas on how to include that language in the Strategic Plan. Mr. Ford said that his draft has not yet been seen by other stakeholders. Dr. McFall suggested that they could refine the Plan or replace parts of it, but the Administrative Team would need to see the changes and agree on them. She said the social-emotional piece could be a new priority, they could also refine the language or add a priority. She said they could examine the vision and theory of action. The Committee considered the different options listed on the draft.

Mr. Christenfeld liked Option #3: Revise B2 and said that adding the words, “social and emotional learning” reflected the Tuesday conversation. He noted that the Committee is committed to revisiting the curriculum, and the document needs to reflect the focus on bullying. Mr. Borden was concerned that they not add more, and he wants students and staff to be confident and resilient and was more interested at aiming for that even if that was not stated explicitly in the Plan.

Dr. McFall said they were at the point where the work that needed to be done on the Plan was not by teachers, but by the Central Office staff. She said that the discussion would need to be tied to a bigger discussion on schedule. They also need to have a needs assessment conversation.

Dr. McFall asked if the vision statement needed to be revisited. Mr. Christenfeld wondered who the “we” referred to in the vision statement and suggested that the Committee’s Planning Session could address that. Mr. Ford suggested that they add “social and emotional development” in the vision statement. Mr. Borden did not think it was necessary to change the vision at this point to validate what the district will be doing next year.

Dr. McFall said that the vision statement rings true to the work that the district does, but she sees that the social-emotional whole child part is missing, and it would not be a lot of work to include it. She said that others would need to contribute to the vision statement. The Committee discussed whether to ask people in the community to look at it to see if the vision statement meant anything to them and if the statement should be updated. Mr. Borden felt there was no pressure to rewrite it at this time.

Dr. McFall, Mr. Creel, Mr. Ford, and Ms. Emmons explained that the Strategic Plan has been very helpful in prioritizing work, resources, monies, and energy. Dr. McFall said the tough piece is how to represent the work when reporting out. Dr. McFall said that the Strategic Plan should address only the instructional core of the district’s work and not the budget or other ongoing priorities. Mr. Christenfeld noted there is a tension between the Strategic Plan and the push to do new things versus acknowledging and reflecting all of the other things that have to be done.

Ms. Mitchell arrived at 7:42 pm.

Mr. Ford suggested that they add “develop social and emotional learning” to the vision statement and use Option #3 from his draft, which is to revise Strategic Priority B2. Mr. Borden said that if the words “social and emotional learning” are used as a placeholder for the words “confidence and resiliency,” he liked the idea. If the words are not, there needs to be more conversation.

Ms. Emmons suggested that the words “resilient and coping strategies” are a huge piece. Dr. McFall said they could use the words “self advocacy” or “self determination”. She said that they will work on the draft and have a second reading of the Strategic Plan.

Mr. Borden wanted to make sure the 5 Key Questions for Learning stayed on the Strategic Plan.

Mr. Christenfeld thanked the Administrative Team for their work.

3. Superintendent Summative Evaluation

Document: None.

Mr. Christenfeld said that the summative evaluation of Dr. McFall will take place at the Thursday, June 22 meeting.

Mr. Christenfeld said after the summative evaluation, the next step is that Dr. McFall will write a draft of her goals for next year. The Committee will approve Dr. McFall's goals in September.

4. Community Survey 2017 Results

Documents: 1) Lincoln Preschool Community Survey, Spring 2017; 2) Smith School Community Survey, Spring 2017; 3) Brooks School Community Survey, Spring 2017; 4) Hanscom Primary School Survey, Spring 2017; 5) Hanscom Middle School Survey, Spring 2017; 6) Compiled data charts and graphs on questions on strengths and areas to improve, comparing Smith, Brooks, Hanscom Primary, and Hanscom Middle

Dr. McFall said she would give a high-level review of the survey data from the Community Survey sent to parents that ended on May 26. She thanked Mr. Ford for compiling the data. She noted that over the summer, they will work with the data and will give an in-depth presentation in the fall on the results and how they compare with the Spring 2015 results. Dr. McFall said they would not discuss the Preschool results this evening. The rates of response were 30 parents for 116 students for Preschool, 119 parents for 310 students for the Smith School, 97 responses for 267 students for the Brooks School, 57 responses for 271 students for the Hanscom Primary School, and 58 responses for 253 students for the Hanscom Middle School. Dr. McFall said the results have been shared with the principals with the exception of the written comments.

Dr. McFall said the consistent items were that on security, most responded that parents support locked doors and use of the intercom, but the use of exterior cameras had support below 30%. Most parents want the district to spend less time on the MCAS exams; 76% of parents said there is prompt response to communication to the district; half of parents thought that homework did not serve an important purpose; 80% of students like school all or most of the time; and 75% said the school keeps families well informed.

Dr. McFall reported that strengths on the Lincoln campus were the art and music programs, out of classroom experiences, class size, and the English program. Areas for improvement were opportunities for advanced learning, math program, response to negative student behaviors, science and technology program, and extracurricular activities. The strengths on the Hanscom campus were the art and music programs, class size, the English program, and making all children feel included. Areas for improvement were extracurricular opportunities, opportunities for advanced learning, out of classroom experiences, elementary Spanish program, and social-emotional learning. Dr. McFall said she was interested to know how people understood the questions about behavior and

social-emotional learning. She also said that they spent two or three Wednesdays on professional development focused on English, and it shows as a strength. She asked if they used the same resources for science and math if it would show up on the survey, noting that it was a question about how to use resources.

Dr. McFall asked if there were certain pieces to be filtered by a demographic that the Committee would like to have more information on when they report in the fall. The Committee was concerned about bus safety, bullying, harassment, social cliques, field trips, athletics, and student discipline.

Dr. McFall said that they have used the data for the School Improvement Plans and in all principals' goals. The survey results will be posted on the website, www.lincnet.org.

Dr. McFall added that they will include written comments in their report in the fall. She asked the members to let her know if they see connections between the questions.

5. Approval of Hanscom FY18 Budget

Document: None.

Dr. McFall said that the Department of Defense Educational Activity [DoDEA] has awarded the contract to run the Hanscom Schools to the Lincoln Public Schools. Mr. Creel reviewed a PowerPoint presentation on the Hanscom budget for FY18. He said that the contract for FY18 was awarded at the Band 3 price of \$14,858,342.00, which is \$2.35 million more than the money the district received for FY17.

Dr. McFall said DoDEA had the district take the out-of-district tuition contingencies out and to include only those costs for the students who are currently known for the contract year on the Hanscom campus. She noted they would be able to submit a change order should additional students who need services arrive on the Hanscom campus. She also said since they submitted the proposal, two additional students who need services have arrived in the district. Mr. Creel thanked Ms. Emmons and the special education team for their work on the special education pieces of the Hanscom proposal.

Mr. Creel said they will discuss the amount of money to be taken out of the Hanscom Reserve Fund for FY17 at the next meeting. He mentioned that the district received money for the move to temporary quarters for the Hanscom Primary School.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the Hanscom budget in the amount of \$14,858,342.00 for FY18. The Committee voted unanimously to approve the Hanscom budget in the amount of \$14,858,342.00 for FY18.

Mr. Christenfeld congratulated and thanked Dr. McFall and Mr. Creel for their enormous amount of work on getting the contract.

6. School Building Committee Update

Document: None.

Mr. Christenfeld said that the School Building Committee [SBC] meets every other week on Wednesday evenings. They are moving along with the process to hire an Owner's Project Manager [OPM]. The screening committee has a pile of applications for

the OPM job and will rank the candidates and select finalists. The SBC anticipates that interviews for the finalists will occur on Wednesday, June 28 and Thursday, June 29. The finalist will be approved by the SBC at their Wednesday, July 12 meeting, and the SBC will recommend a finalist for the OPM to the School Committee for the School Committee's approval. Mr. Christenfeld said the School Committee will meet on Thursday, July 13 to review the recommendation of the SBC for the OPM, and, if approved, that the SBC enter into negotiations with the OPM.

Mr. Christenfeld said the SBC will host a forum on Wednesday, June 14 for the public to give input on the project criteria. There is a push to hire the architect, and the Board of Selectmen will meet on Monday, June 12 to discuss to what extent hiring an architect needs to collaborate with the Community Center Committee.

Mr. Christenfeld said that the SBC will meet twice in July, and one of the meetings will be a tour of the Hanscom Middle School. He said that if one wants to attend the tour, they need to give the administration advance notice in order to be approved to go onto the Hanscom Air Force Base.

6. Superintendent's Report

Document: None.

Dr. McFall said they gave a tour of the Hanscom Middle School building to 10 people from the Council on Aging. She said it was a great opportunity to talk to people, and she received great feedback. She said they will offer more tours of the HMS. She noted that people discussed the balance between new construction and renovation.

Mr. Christenfeld 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 \$1,543,188.59 and the accounts payable warrant totaling \$428,405.19 for a total of \$1,971,593.78. Mr. Christenfeld reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the warrants as presented. The Committee voted unanimously to approve the warrants as presented.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

1. Community Center Planning and Preliminary Design Committee

Document: None.

Mr. Christenfeld said that the Board of Selectmen will discuss and approve the members to the new Community Center Planning and Preliminary Design Committee [CCPPDC] at their meeting on Monday, June 12. He said there were applicants for the community at-large members. He asked if the School Committee wanted to appoint one Committee member to the CCPPDC. He volunteered to serve as the liaison, not a member, to the CCPPDC as he is already a member of the SBC.

Ms. Mitchell nominated Mr. Timothy Christenfeld as the liaison to the Community Center Planning and Preliminary Design Committee, and Mr. Christenfeld accepted the nomination. Ms. Mitchell moved, and Mr. Borden seconded, the motion to appoint Mr. Timothy Christenfeld as the School Committee's liaison to the Community Center Planning and Preliminary Design Committee. The Committee voted unanimously to appoint Mr. Timothy Christenfeld as the School Committee's liaison to the Community Center Planning and Preliminary Design Committee.

The Committee thanked Mr. Christenfeld for his willingness to serve. He will attend the Board of Selectmen's meeting on Monday, June 12.

11. New Business

1. Exit Interviews

Document: None.

Ms. Mitchell wanted to understand why some parents move their students from the Lincoln Public Schools to private schools and suggested that the Committee conduct exit interviews with these parents. She noted that she would like the data to see if there are any trends. She suggested that a Committee member be appointed to conduct the exit interviews. She wanted to know if it was possible to do it and asked where the data would go once they received it. She also wondered if the superintendent's office could give out the contact information to the Committee member without violating confidentiality.

There were some questions about whether or not the information would create a public record.

Dr. McFall said the secretaries could ask the parents if they would be amenable to being contacted by a Committee member to discuss the issue.

Dr. McFall will get some legal advice on how to proceed and report back.

2. School Committee Planning Session

Document: None.

Ms. Mitchell suggested that the Committee look at how they work before school starts in September. She would like to see if they can be more efficient. She suggested a discussion to reaffirm their priorities and to achieve their goals. She suggested a separate meeting to discuss the physical set-up, the packet and how it is put together, the format of meetings, working sessions, and discuss the time spent by members and the administration.

Mr. Christenfeld suggested these items be discussed at the July 13 meeting. He asked the members to let him know when they are not available so he can choose a meeting time.

12. Approval of Minutes
None.

13. Information Enclosures

Document: Memorandum to EDCO Board of Directors and Advisory Council Members, from Colleen Dolan, Re: EDCO Collaborative Update, dated May 25, 2017

The Committee did not discuss this item. It was for the Committee's information only.

14. Adjourn to Executive Session for the Purpose of Discussing:

Hanscom Contract
LTA Contract Ratification

The Executive Session that was originally scheduled was not held because the Hanscom Contract budget was approved, and the Lincoln Teachers' Association [LTA] contract was not ready to ratify.

15. Return to Open Session for the Purpose of Ratifying the LTA Contract

There was no need to return to open session.

16. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 8:56 pm.

The next School Committee meeting is tentatively scheduled for Thursday, June 22, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary