

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 8, 2016
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, Samaria Stallings (METCO Representative), Laurel Wironen (Hanscom Educational Liaison). Also present: Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services).

Absent: Becky McFall (Superintendent), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Ms. Glass, Chairperson, called the meeting to order at 7:05 pm.

2. Chairperson's and Members' Reports

Document: None.

Ms. Glass welcomed Ms. Samaria Stallings, Boston resident, who was joining the Committee as the METCO Representative. Ms. Stallings' daughter is a third generation Boston student, and Ms. Stallings grandmother helped to establish the METCO program. Ms. Stallings looks forward to working with the Committee, to be a voice for the Boston families, and to bring a different perspective to their work.

Ms. Glass welcomed Ms. Mary Emmons, the new Administrator for Student Services. Ms. Emmons started with the district on July 1.

Ms. Salon said the Back to School picnic had a great turnout. She thanked all involved for putting on the event.

Ms. Glass said that Dr. McFall and Mr. Ford were not in attendance because each had deaths in their families. Ms. Glass sent the Committee's condolences. Ms. Glass and the members expressed their condolences to Mr. Christenfeld, whose father-in-law passed away recently.

Ms. Glass congratulated Ms. Marcotte for her scholarship at Middlesex Community College.

3. Public Comments

None.

4. Consent Agenda

1. Appointment of Stephen Jenkins, M.D. as School Physician for 2016-2017

Document: Agreement of Services, School Physician, dated August 2, 2016

Massachusetts General Law Chapter 71, Section 53 requires school committees to appoint a school physician.

2. Accept Gift of \$300 from American International College

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: American International College Gift, dated August 31, 2016

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the appointment of Dr. Stephen Jenkins to serve as School Physician for the 2016-2017 school year and to approve a donation of \$300.00 from American International College in the form of an honorarium in recognition of the work of Kerry Hachey to purchase materials to support the Special Education program. The Committee voted unanimously to approve the appointment of Dr. Stephen Jenkins to serve as School Physician for the 2016-2017 school year and to approve a donation of \$300.00 from American International College in the form of an honorarium in recognition of the work of Kerry Hachey to purchase materials to support the Special Education program.

Ms. Glass thanked Dr. Jenkins for his willingness to serve. She also thanked American International College for their generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Delegate Appointee to deCordova Sculpture Park and Museum
Document: None.

Ms. Glass said that Mr. Daniel Elias, the Committee's Appointee to the deCordova's Sculpture Park and Museum's Board of Trustees, has served his three-year term. He would like to be reappointed for another three-year term.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to reappoint Mr. Daniel Elias as the School Committee's liaison to the deCordova Sculpture Park and Museum's Board of Trustees for a three-year term. The Committee voted unanimously to reappoint Mr. Daniel Elias as the School Committee's liaison to the deCordova Sculpture Park and Museum's Board of Trustees for a three-year term.

Ms. Glass thanked Mr. Elias for his work.

2. Recognition of Teachers Receiving Professional Teacher Status
Document: None.

Ms. Kinsella congratulated the teachers who have reached Professional Status. Licensed teachers who have completed three consecutive years of service to the Lincoln Public Schools are awarded Professional Status upon commencing their fourth year of teaching in the district. She said that earning Professional Status is a significant accomplishment.

The teachers who have earned Professional Status are Ms. Mairead Curtis, Hanscom Primary School; Ms. Elizabeth Eisenman, Hanscom Primary School; Mr. Christopher Gentel, Hanscom Middle School; Ms. Jaime Moody, Lincoln School K-8; Ms. Jenny Nam, Lincoln School 5-8; Ms. Kimberly Polster, Hanscom Primary and Middle Schools; Ms. Nicole Putnam, Hanscom Primary School.

Ms. Glass congratulated the teachers for their work.

3. Approval of Letter to State Representative Tom Stanley

Documents: 1) Draft of Letter to Representative Tom Stanley from Jennifer Glass and Peter Braun, dated September 13, 2016; 2) Draft, Education of Hanscom's Retiree-Family Children, An Update from the Board of Selectmen and School Committee, dated September 13, 2016

Ms. Glass said there are two items for this agenda item: 1) a draft of a thank-you letter to State Representative Tom Stanley for his legislation to fund Lincoln for the education of military children of Hanscom retirees who live in the Hanscom private housing, and 2) a draft of frequently asked questions about the education of Hanscom's retiree-family children and the legislation. She asked that the Committee vote on the two items.

Ms. Glass, Dr. McFall, Selectman Peter Braun, and Town Administrator Tim Higgins worked together to advocate for funding to support the education of children of military retirees who live on base at Hanscom. While Lincoln has a contract with the Defense Department to provide education to students of active military families, the children of military retirees are not included in the contract. Ms. Glass said there is a handful of students who fall into this category.

Ms. Glass said that students covered by the contract graduate from the Hanscom Middle School and attend Bedford High School. Bedford High School has no obligation to accept the students of retired military families because of the reimbursement formula. It has been agreed that the students of retired military families will now attend Lincoln-Sudbury Regional High School going forward.

Representative Stanley shepherded legislation through the State House to defray the cost of educating these students of retired military families. He included in the FY17 Budget, "not less than \$100,000 shall be made available to the town of Lincoln to mitigate the costs of educating the children of retired-military families." Representative Stanley announced the legislation in his July newsletter. Ms. Glass said that the amount is \$100,000, and is only in the budget for FY17. The district will advocate to add this aid to the state budget in subsequent years. The Committee had no changes for the thank-you letter to Representative Stanley.

Ms. Glass asked about the draft of frequently asked questions about the education of Hanscom's retiree-family children and the legislation. Mr. Christenfeld asked that the draft explain how the costs of educating each student are extrapolated and that the costs cannot simply be multiplied by the numbers given. Mr. Borden said the draft should mention that because Lincoln K-8 is a smaller district, the costs are not always decreased with a smaller number of students. Ms. Glass will incorporate the two suggestions.

Ms. Glass said that the Board of Selectmen will discuss the draft of the letter to Representative Stanley and sign it at their September 12 meeting.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the thank-you letter to Representative Thomas Stanley as presented and the draft of "Education of Hanscom's Retiree-Family Children: An Update from the Board of Selectmen and School Committee—September 13, 2016" as amended. The Committee voted unanimously to approve the thank-you letter to Representative Thomas Stanley as presented and the draft of "Education of Hanscom's Retiree-Family Children: An Update from the Board of Selectmen and School Committee—September 13, 2016" as amended.

Ms. Glass thanked Mr. Braun for his hours of work on the issue. The Education of Hanscom's Retiree-Family Children: An Update from the Board of Selectmen and School Committee—September 13, 2016 will be sent to the *Lincoln Squirrel* and posted on the school website, www.lincnet.org.

4. Update on Hanscom Primary School Building Project Document: None.

Mr. Creel said that the Hanscom Primary School building project is out to bid now, and they are using the best value solicitation method. Construction companies and people have been vetted, and they have takers for the solicitation, and the price is being discussed at this point. The construction contract has not yet been awarded.

Mr. Creel said that the move from the old Hanscom Primary School to temporary quarters will not occur in October as planned. The Department of Defense Educational Activity [DoDEA] has not given the go ahead to the move yet. Mr. Creel said that the next window to move will be the Christmas holiday.

5. Hanscom Calendar Change Documents: 1) Letter to Hanscom Families, Faculty, and Staff from Rebecca McFall, dated September 2, 2016; 2) 2016-2017 Hanscom Make-up Day Options Survey

Mr. Creel said that the Hanscom Primary School will not be moving to temporary quarters in October as planned, so the next time window to move will be the Christmas holiday. He said the contractor would have to give notice to the district by November 9 in order for the district to move during the Christmas holiday. Mr. Creel warned that the move date could change again.

Mr. Creel said two non-student days will need to be added to the school year calendar to accomplish the move; students could not attend school on those days. Hanscom Primary School teachers would need a day to pack and a day to unpack, and he suggested that teachers pack on Friday, December 23 and unpack on Tuesday, January 3. Hanscom Middle School teachers would not work on the packing and unpacking days.

Mr. Creel said the administration sent a survey to families, teachers, and staff for input on when to make up the two school days. The administration received 189 responses, and the majority responded that they wanted to make up the days on religious holidays Yom Kippur and Good Friday. Mr. Creel noted that if the move did not occur during the school year, and the district does not use all of the snow days, the extra days would be taken off at the end of the school year.

Mr. Creel recommended that the Committee change the school year calendar for the Hanscom Preschool, Hanscom Primary School, and Hanscom Middle School to have a half-day of school on Wednesday, October 12 and a half-day of school on Friday, April 14.

The change in the school calendar for Hanscom will not change the Lincoln Schools' calendar.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the change in the 2016-2017 school year calendar for the Hanscom Preschool, Hanscom Primary School, and Hanscom Middle School to have a half-day of school on

Wednesday, October 12 and a half-day of school on Friday, April 14. The Committee voted unanimously to approve the change in the 2016-2017 school year calendar for the Hanscom Preschool, Hanscom Primary School, and Hanscom Middle School to have a half-day of school on Wednesday, October 12 and a half-day of school on Friday, April 14.

Ms. Glass thanked Mr. Creel for his work.

Additional Reports Only

Report on New Faculty

Document: New Administration and Faculty Appointments—August 2016

Ms. Kinsella welcomed the 12 new administration and faculty members.

Ms. Glass welcomed them to the district.

Report on Summer Curriculum Professional Development

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on Summer Curriculum and Professional Development, dated September 1, 2016; 2) Summer Work 2016: Alignment with Strategic Objectives

Ms. Kinsella thanked her team for the good work and noted that the quality of the work and the projects was great. She noted that the teams have decided to continue their work. Ms. Kinsella reported that Ms. Heidi Fessenden will come for Institute Day on Tuesday, October 11.

Ms. Glass thanked all who were involved.

Report on Summer Facilities Projects

Documents: 1) Lincoln Public Schools Summer Facilities Projects 2016, Lincoln Campus, dated August 30, 2016; 2) Lincoln Public Schools Summer Facilities Projects 2016, Hanscom Campus, dated August 31, 2016

Mr. Creel updated the Committee on the Muster Field Boardwalk Project. The design has changed to accommodate a button bush. The framing will start in two weeks, and the black locust lumber for the decking will be delivered in November. Mr. Creel said they will have companies bid to install the decking instead. He said that volunteers can assist with pulling out the invasive species around the Boardwalk.

Mr. Creel was not sure when the ribbon cutting will be held. He thanked the Conservation Committee and Conservation Director Tom Gumbart for their assistance with the Project.

Ms. Glass thanked Mr. Creel for his work.

6. Superintendent's Report

None.

7. Curriculum

Document: None.

Ms. Kinsella said the district held a two-day orientation for new teachers that included sessions on the growth mindset and legal issues for students with special needs. The new teachers are a good mix of new teachers and ones with experience. Each of the new hires has a mentor, and the response to the orientation was wonderful.

Ms. Kinsella said they did professional development work until the first day of school. They are considering how to connect across the two campuses to make music. She noted that Ms. Gene Thompson-Grove of the School Reform Initiative [SRI] has worked on facilitative leadership training with administrators and teachers. Ms. Kinsella said that 20 new people will be trained for two days with Ms. Thompson-Grove this year. Ms. Thompson-Grove will also be available for small group consulting and support. Ms. Salon commented that one faculty member told her that the SRI training has made a huge difference for her.

Ms. Kinsella reported that the schools look great, and students were working right away.

Ms. Glass thanked Ms. Kinsella for her work.

8. Policy

1. Recommendation for New Policy DB – Annual Budget – First Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: DB, Annual Budget; 2) Massachusetts Association of School Committees [MASC] Policy, Annual Budget, File: DB

Ms. Glass thanked Mr. Creel for his research on budget policies. She said that Policy DB is not a policy that the district has at this time, but it is a foundation piece for their work on the budget. The draft language comes from the Massachusetts Association of School Committees. Mr. Creel recommended that the Committee adopt the policy because it appoints the superintendent as the budget officer.

Ms. Glass asked that they use gender neutral language—they/their instead of he/she—in all policies. She also suggested that they replace the first sentence in the draft policy with the first sentence in the first bullet point in Mr. Creel’s budget guidelines memorandum that reads, “The budget is the primary way that the School Committee and the Town supports [sic, support] the District’s educational vision, and our strategic priorities are the primary consideration when building the proposed annual budget.”

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

Ms. Glass thanked Mr. Creel for his work.

2. Review Policy DBC-R, Budget Deadlines and Schedules – First Reading

Document: Policy, Lincoln Public Schools, File: DBC-R, Budget Deadlines and Schedules, Reaffirmed at School Committee Meeting of January 21, 1985

Ms. Glass said the Committee should revise and reaffirm the current policy on budget deadlines and schedules. Mr. Creel noted that the Town bylaws require the Committee to submit the budget to the Finance Committee by December 15 each year.

Mr. Christenfeld suggested that under Submission to Finance Committee, they change the policy to read, “by December 15 or in accordance with Town bylaw.”

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

Ms. Glass thanked Mr. Creel for his work.

3. Review Policy DBI, Budget Implementation – First Reading

Document: Policy, Lincoln Public Schools, File: DBI, Budget Implementation, Reaffirmed at School Committee Meeting of January 21, 1985

Ms. Glass noted that the Committee should reaffirm the current policy on budget implementation. The policy shows that the superintendent is subject to the overall supervision of the Committee.

Ms. Glass asked that they use gender neutral language—they/their instead of he/she—in all policies.

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

Ms. Glass thanked Mr. Creel for his work.

4. Recommendation for New Policy DH – Bonded Employees and Officers, First Reading

Documents: 1) Draft, Policy, Lincoln Public Schools, File: DH, Bonded Employees and Officers, undated; 2) Massachusetts Association of School Committees [MASC] Policy, Bonded Employees and Officers, File: DH

Mr. Creel said the Committee needs to adopt a new policy on bonding insurance. The draft language comes from the Massachusetts Association of School Committees. He said that the cost of bonding is modest, and they have already bonded each person who receives and dispenses school funds. He noted that having the policy imposes the requirement to bond these employees.

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

Ms. Glass thanked Mr. Creel for his work.

5. Recommendation for New Policy DI—Fiscal Accounting and Reporting, First Reading

Documents: 1) Draft, Policy, Lincoln Public Schools, File: DI, Fiscal Accounting and Reporting, undated; 2) Massachusetts Association of School Committees [MASC] Policy, Fiscal Accounting and Reporting, File: DI

Mr. Creel said that the recommended policy's requirement that the Administrator for Business and Finance, under the Superintendent's supervision, be the agent of the Committee for keeping the financial records and accounts is not required according to the Massachusetts Association of School Committees. The superintendent is the agent in the MASC policy. He made additional changes to the MASC draft policy: to have the Administrator provide quarterly reports and to have the accounting systems compatible with the Town's.

Ms. Glass agreed that quarterly reports should continue.

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

Ms. Glass thanked Mr. Creel for his work.

6. Review Policy DJB-R—Purchasing Procedures, First Reading

Document: Policy, Lincoln Public Schools, File: DJB-R, Purchasing Procedures, Adopted at School Committee Meeting of May 15, 1995

Ms. Glass said that the administration does not do the purchasing work in the manner prescribed by the current policy and said that the policy should be eliminated.

She said that they will bring the policy back at the next meeting to vote to eliminate the policy.

7. Review Policy IA—Instructional Goals, First Reading

Document: Policy, Lincoln Public Schools, File: IA, Instructional Goals, Adopted at School Committee Meeting of March 4, 1985

Ms. Glass said that the policy on Instructional Goals is no longer done and said that the policy should be eliminated.

She said that they will bring the policy back at the next meeting to vote to eliminate the policy.

9. Facilities and Financial

1. Hanscom Snow Removal Contract

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buck Creel, Subject: Request for Award – Hanscom Snow Removal Services, dated August 26, 2015 [sic, 2016]; 2) Proposal to Lincoln Public Schools from D&P Contracting, Inc., 20 Cottage Road, Wayland, MA, dated August 30, 2016

Mr. Creel said that D&P Contracting, Inc. has done a fabulous job with snow plowing and removal on the Hanscom campus, especially with the construction going on. He noted that the owner is flexible and understands the situation. D&P Contracting, Inc. submitted a reasonable proposal that did not include a rate increase, but it may take more time to plow because of the construction.

Mr. Creel explained that the district could not prepare a scope of work that would work for a three-year period, which is the usual time period for contracts. As the construction will be going on and the circulation patterns can change, Mr. Creel recommended that the Committee award a one-year contract to D&P Contracting, Inc. as they did last year.

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to award the contract for snow removal at the Hanscom campus to D&P Contracting, Inc. for the 2016-2017 school year as presented. The Committee voted unanimously to award the contract for snow removal at the Hanscom campus to D&P Contracting, Inc. for the 2016-2017 school year as presented.

Ms. Glass thanked Mr. Creel for his work.

2. FY16 Budget Closeout

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY16 Budget Status, dated August 25, 2016

Mr. Creel reviewed his memorandum on the status of the FY16 budgets for the Lincoln and Hanscom campuses, noting that they both ended the fiscal year with surpluses and with all obligations met. The monies returned to the Town of Lincoln were \$224,201.64. He worked closely with Finance Director Colleen Wilkins and noted that the Schools are in a good position with the Finance Committee. The monies returned to the Hanscom Reserve Fund were \$438,766.40.

Mr. Borden wanted the Town and residents to know that the budget is well managed and thanked Mr. Creel for his work.

3. Establish Budget Guidelines and Timeline for FY18 Budget Process

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY18 Budget Guidelines, dated August 25, 2016; 2) Lincoln Public Schools, FY18 Budget Development Timeline, undated

Mr. Creel reviewed his memorandum on the budget guidelines for FY18, noting that he updated last year's memorandum. He mentioned that items to remember for FY18 are the district has not yet received a solicitation for the contract with the federal government to educate the students at Hanscom Air Force Base, they will negotiate a new teachers' contract, and the district will likely lose the full-day kindergarten grant. Mr. Creel was also concerned about the support from all grants and will get additional information on them. He asked the Committee for guidance.

Ms. Glass liked the goal-focused guidelines and the operational-process guidelines. She suggested that on the timeline he identify January 5 as a budget hearing. Mr. Creel will advertise the budget hearing in the *Lincoln Journal* and *Lincoln Squirrel*.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to establish the guidelines and timeline for the development of the FY18 budget as presented. The Committee voted unanimously to establish the guidelines and timeline for the development of the FY18 budget as presented.

Ms. Glass thanked Mr. Creel for his work.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, January 21, 2016; 2) Draft of Meeting Minutes, February 4, 2016; 3) Draft of Meeting Minutes, February 25, 2016

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the January 21, 2016, February 4, 2016, and February 25, 2016 meetings. The Committee voted unanimously to approve the minutes of the January 21, 2016, February 4, 2016, and February 25, 2016 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

Documents: 1) Letter to Ms. Trintje Gnazzo and Ms. Heather Veague, Lincoln School PTO Chairs, from Dr. Rebecca E. McFall, Ed.D., Superintendent, dated June 28, 2016; 2) Letter to Mr. David Crisafi from Dr. Rebecca E. McFall, Ed.D., Superintendent, dated September 1, 2016; 3) Letter to Mr. and Mrs. Gregory Salvucci from Dr. Rebecca E. McFall, Ed.D., Superintendent, dated September 1, 2016; 4) "Lincoln Student Receives Scholarship Award," *Lincoln Journal*, June 24, 2016

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 adjourn the meeting at 8:47 pm.

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

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary