

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, November 3, 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, Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Patricia Kinsella (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Samaria Stallings (METCO Representative).

1. Greetings and Call to Order

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

2. Chairperson's and Members' Reports

Ms. Glass said she, Dr. McFall, Mr. Creel, Selectman Peter Braun, Town Administrator Timothy Higgins, and State Representative Tom Stanley met with MSBA Executive Director Jack McCarthy and other MSBA staff members met on October 26 to discuss the MSBA process. She thanked Representative Stanley for setting up the meeting and for advocating for the Lincoln Public Schools.

Ms. Glass noted they updated the MSBA on the repairs done to the school buildings in the last year and asked whether there were any changes to the MSBA process. Mr. McCarthy said that the MSBA has already accepted 51 projects into the accelerated repair program, and Lincoln is not eligible to apply to this program. Lincoln's Statement of Interest [SOI] is in the core side of the MSBA's program and is one of 89 SOIs that the MSBA is evaluating this fiscal year. 14 to 16 districts of those 89 are invited, and the MSBA will notify districts in January 2017. The MSBA will issue official invites at their February Board Meeting.

Ms. Glass noted that the decision process leaves a tight window between notification from the MSBA and Annual Town Meeting in March. She will begin planning and reach out to the Board of Selectmen, the Finance Committee, and the Capital Planning Committee for a multi-board meeting in January to start the conversation about how to proceed in either case (acceptance or no). She noted that the deadline for warrant articles for Town Meeting is approximately January 23, 2017.

3. Public Comments

None.

4. Consent Agenda

1. Hanscom Middle School Grade 8 Overnight Field Trip to Washington, D.C., Gettysburg, PA and Hershey Park, Hershey, PA

Documents: 1) HMS Field Trip Proposal 2017, Hanscom's Walk Through History, Proposal Submitted by Mr. Jason Peledge, Grade 7-8 Social Studies teacher at

HMS, dated October 25, 2016; 2) HMS Family Grade 8 Spring Trip Survey and Summary of Responses; 3) Education First, Explore America, Washington, D.C. and Gettysburg Trip Flyer from Monday, June 5 to Thursday, June 2017; 4) Education First, Tour Itinerary; 5) HMS Gettysburg/DC/Hersey [sic Hershey] Park Field Trip, Parent Info and Enrollment Meeting Agenda, October 13, 2016; 6) Gettysburg and Washington, D.C. Trip, Behavior Contract; 7) Washington, D.C./Gettysburg/Hersey [sic Hershey] Park Trip, June 5-8, 2017

2. Accept Gift of \$1,000 from Hanscom Federal Credit Union
 Document: Memorandum to School Committee and Becky McFall,
 Superintendent, from Erich Ledebuhr, Subject: Hanscom Federal Credit Union, dated
 October 25, 2016

Dr. McFall said that the Washington, D.C. trip for Hanscom 8th graders was a big success last year.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve an overnight field trip for the Hanscom Middle School eighth graders to Washington, D.C., Gettysburg, PA, and Hershey Park, Hershey, PA from June 5 to June 8, 2017 and to accept a donation of \$1,000 from Hanscom Federal Credit Union for Hanscom Cares for the Hanscom Middle School eighth graders overnight field trip to Washington, D.C., Gettysburg, PA, and Hershey Park, Hershey, PA. The Committee voted unanimously to approve an overnight field trip for the Hanscom Middle School eighth graders to Washington, D.C., Gettysburg, PA, and Hershey Park, Hershey, PA from June 5 to June 8, 2017 and to accept a donation of \$1,000 from Hanscom Federal Credit Union for Hanscom Cares for the Hanscom Middle School eighth graders overnight field trip to Washington, D.C., Gettysburg, PA, and Hershey Park, Hershey, PA.

Ms. Glass thanked the Credit Union for their generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Report on Subgroup Performance for Spring 2016

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on Subgroup Performance for Spring 2016, dated November 3, 2016; 2) Appendix A: MCAS Achievement, Grades 3-8; 3) Appendix B: Common Writing Assessment, Grades 1-8; 4) Appendix C: Fountas & Pinnell Assessment, Grades 1-5; 5) Appendix D: Student Interview Model, Grades K-3; 6) Appendix E: Overlap of Student Subgroups

Ms. Kinsella reviewed her report on subgroup performance for spring 2016, which includes the student assessment results from the Key Yearly Measures [KYM] presented at the last meeting except for the STAR Math Assessment. The KYM are measures of student growth and achievement and are MCAS [Massachusetts Comprehensive Assessment System], Common Writing, and Fountas & Pinnell for literacy and MCAS and the Student Interview Model for mathematics. The purpose of assessments is to inform instruction for each student, and each assessment is a look at a moment in time. Ms. Kinsella thanked Mr. Ford for his work gathering and analyzing the data and creating the data charts.

Ms. Kinsella said that the report does not include data for subgroups of fewer than 10 students. The state defines the subgroups that are High Needs, which include: English Language Learners [ELL] and Former ELL, Economically Disadvantaged, and Students with Disabilities; Race/Ethnicity, which includes African American, Asian, Hispanic/Latino, Multiple Race/Non-Latino and White; and Gender.

Ms. Kinsella said there were not many changes from last year's MCAS scores, but each racial group showed some improvement, and the Asian and Multiple Race subgroups performed the best. The High Needs subgroup on both campuses scores lower than the non-High Needs subgroup, which is consistent with results throughout the Commonwealth and the country. Ms. Kinsella noted that they are committed to the high achievement of every student.

Ms. Kinsella noted that the Common Writing Assessment gives grades 1-5 students scores in nine areas—Idea Development, Organization, Sentence Fluency, Word Choice, Voice, Grammar, Capitalization, Punctuation, and Spelling. Students in grades 6-8 receive six of those subscores. She reviewed the Idea Development subscore, and students in the High Needs subgroup scored lower than those in the non-High Needs subgroup, and on the Lincoln campus the range is wider between those subgroups. She noted that there are significant differences between genders. The Administrative Council will meet next week to examine the data and decide on next steps.

Ms. Kinsella said the Fountas & Pinnell assessment, which is given to students in grades 1-5, showed that girls scored higher than boys. She said that the assessment makes it easier to know when and how to intervene with students.

The Student Interview Model for Mathematics for students in K-grade 3 has shown a small difference between students with High Needs and students with Non-High Needs. Ms. Kinsella said there has been much training with teachers for scoring this assessment.

Ms. Kinsella said the more accurate the data, the easier it is to help students who have challenges. The goal is to have all students meet the benchmarks, but no school district has met that goal. The administration looks at risk factors for students and is proactive with them. Ms. Emmons noted that research shows that students learn best in a general education setting that is inclusionary.

Ms. Kinsella said that overall, the district has improved how it collects the assessment data. The next steps are to look at what other districts that have better scores are doing to get students to meet the benchmarks. The Administrative Council will look critically at the data and put together a plan with the faculty. The Principals and Content Specialists are looking at their intervention practices and what is selected. She said that teachers need a student information system that allows teachers to access the assessment data quickly to inform instruction for each student.

Ms. Glass thanked Ms. Kinsella and Mr. Ford for their work.

2. Review State of the Town Agenda

Document: State of the Town Agenda, Saturday, November 12, 2016

Ms. Glass said that the Committee does not have any formal item on the State of the Town Meeting on Saturday, November 12, but she urged residents to attend. The agenda will include a discussion of the Complete Streets Program from the Department

of Transportation. Ms. Glass noted that there was a public forum in October for the Complete Streets Program, which includes roads, paths, walkways, and other transportation issues. She encouraged all to take the survey at www.lincolntown.org. The Complete Streets Program will be discussed at another public forum in December.

3. National Association for the Education of Young Children (NAEYC) Accreditation

Document: Accreditation Fees, National Association for the Education of Young Children (NAEYC)

Dr. McFall said that in the past the district has applied for the NAEYC accreditation for the Preschool and for Kindergarten. The accreditation was required for Kindergarten in order to receive the full-day Kindergarten grant. Now that the district is not receiving funds for the full-day Kindergarten grant, Dr. McFall asked if the Committee would approve not renewing the NAEYC accreditation process.

Dr. McFall said that the Preschool has just renewed their accreditation, which is good until April 1, 2022. The Kindergarten accreditation renewal is on a different cycle, and they would simply not renew when it expires. She said public school districts do not need NAEYC accreditation because they meet statewide expectations, and the accreditation is more helpful to private preschools. Dr. McFall said the accreditation process causes them to do a self-assessment on a regular basis and requires staff and assistants to be CPR trained, which they will still do.

Mr. Creel said that the full-day kindergarten grant will not be available, and from 2006 to 2014, the district spent \$42,000 to achieve NAEYC accreditation. He continued that in the last two and a half years, the district paid \$15,000 to receive a \$49,000 grant.

Ms. Glass moved, and Mr. Borden seconded, the motion to discontinue participation in the NAEYC accreditation process for Kindergarten and Preschool. The Committee voted unanimously to discontinue participation in the NAEYC accreditation process for Kindergarten and Preschool.

Ms. Glass thanked Dr. McFall and Ms. Fagan for their work.

6. Superintendent's Report

Dr. McFall had no report.

7. Curriculum

Ms. Kinsella had no report.

8. Policy

1. Review Policy GBEC, Drug-Free Workplace, Second Reading

Documents: 1) Policy, Lincoln Public Schools, File: GBEC, Drug-Free Workplace, Adopted at School Committee Meeting of March 9, 1992; 2) Draft Policy, Lincoln Public Schools, File: GBEC, Drug-Free Workplace, dated October 28, 2016

Ms. Glass said that GBEC and GBEC-R are the policy and the procedures, and she wanted to have all in one policy and eliminate GBEC-R. Mr. Borden suggested that they add “or any non-medical use of any controlled substance” where the words “controlled substance” are in the policy.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve Policy GBEC, Drug-Free Workplace, as revised. The Committee voted unanimously to approve Policy GBEC, Drug-Free Workplace, as revised.

2. Review Policy GBEC-R, Implementation Plan of Drug-Free Awareness Program, Second Reading

Document: Policy, Lincoln Public Schools, File: GBEC-R, Implementation Plan of Drug-Free Awareness Program, Adopted at School Committee Meeting of March 9, 1992

Ms. Glass said they incorporated the last paragraph of GBEC-R into the new GBEC and she wanted to eliminate GBEC-R.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to delete Policy GBEC-R, Implementation Plan of Drug-Free Awareness Program. The Committee voted unanimously to delete Policy GBEC-R, Implementation Plan of Drug-Free Awareness Program.

3. Review Policy IHAMB, Parental Notification Relative to Sex Education, Second Reading

Documents: 1) Policy, Lincoln Public Schools, File: IHAMB, Parental Notification Relative to Sex Education, Adopted at School Committee Meeting of December 1, 1997; 2) Massachusetts General Law, Ch. 71, Public Schools, Section 32A, Sex education; policy regarding notice to parents, exception; 3) Draft Policy, Lincoln Public Schools, File: IHAMB, Parental Notification Relative to Sex Education, dated October 28, 2016

Ms. Glass noted that they added M.G.L. Chapter 71, Section 32A to the references and deleted the sentence about the 1997-98 mailing.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to revise Policy IHAMB, Parental Notification Relative to Sex Education as presented. The Committee voted unanimously to revise Policy IHAMB, Parental Notification Relative to Sex Education as presented.

6. Review Policy JICFB—Bullying Prevention, First Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: JICFB, Bullying Prevention, Revised at School Committee Meeting of November 7, 2013, dated October 24, 2016; 2) Lincoln Public Schools, Bullying Prevention and Intervention Plan, Revised October 24, 2016; 3) Appendix A: Attendance List from the Community Forum held on November 10, 2010; 4) Appendix B: Bullying Incident Reporting Form; 5) Appendix C: Bullying Investigation Report Form

Massachusetts General Law Ch. 71, § 37O was amended in April 2014 to require school districts to recognize that some students “may be more vulnerable to being targets of bullying based on actual or perceived differentiating characteristics.” The amendments also protect students from staff-on-student bullying, cyberbullying, and retaliation.

Dr. McFall said that the Committee needs to vote on the amended policy but not the Bullying Prevention and Intervention Plan. Ms. Emmons updated the policy and the plan and said the policy defines target and retaliation, and added the word “cyber-bullying.”

Ms. Emmons noted that the plan recommends strategies to support students to prevent bullying. The district will need to revisit the plan, which will be available on the school website, www.lincnet.org. The plan includes reporting forms that are available for anyone to report bullying.

Mr. Borden wanted the policy to use broad terms because of technology’s rapid advance and suggested the term “online content” on page two instead of “cyber”. Mr. Ford will look into the definition of “cyber” with Ms. Emmons and make needed changes. Mr. Borden also said that the word “target” should be in quotations on page two just before Prohibitions.

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

Ms. Glass thanked Ms. Emmons for her work.

7. Recommendation for New Policy JICH, Alcohol, Tobacco or Other Drug Use by Students Prohibited, First Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: JICH, Alcohol, Tobacco, and Other Drug Use by Students Prohibited, Adopted at School Committee Meeting of October 20, 2016; 2) Policy, JICH, Alcohol, Tobacco, and Drug Use By Students Prohibited, Adopted at School Committee Meeting of October 20, 2016; 3) Draft Policy, **IHAMB [sic, IHAMA]**, Teaching About Alcohol, Tobacco, and Drugs, MASC March 2016; 4) Draft Policy, GBEC, Drug-Free Workplace Policy, MASC March 2016

Massachusetts General Law Ch. 71, § 96, An Act Relative to Substance Abuse, Treatment, Education, and Prevention requires a policy that alcohol, tobacco, and drug use is prohibited by students. Ms. Emmons noted that the policy is to cover school property and school functions. The policy was adopted at the October 20 meeting.

Ms. Glass said there was no change in the policy’s content, but there are changes in wording that are needed. Mr. Borden was concerned about the definition of “controlled substance” and that the appropriate use of a prescribed medication would not be allowed under the policy as written. Ms. Glass suggested that they add “or any non-medical use of any controlled substance” so that the second sentence reads, “A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any product containing alcohol; tobacco, including vapor/E-cigarettes; marijuana; steroids; or any non-medical use of any controlled substance.”

Ms. Emmons will consider if there are other changes that need to be made to the policy and bring it to the next meeting.

Ms. Glass thanked Ms. Emmons for her work.

8. Review Policy GBM—Salary Payment for Snow Days

Document: Policy, Lincoln Public Schools, File: GBM, Salary Payment for Snow Days, Approved at School Committee Meeting of April 22, 1985

Ms. Glass said they would like to delete Policy GBM—Salary Payment for Snow Days because they do not do it anymore. Dr. McFall added that if the schools have to close early because of inclement weather, they do not dock their pay.

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

9. Review Policy JEB—Entrance Age

Document: Policy, Lincoln Public Schools, File: JEB, Entrance Age, Reaffirmed at School Committee Meeting of March 20, 2003

Ms. Glass said that they would like to reaffirm Policy JEB—Entrance Age as written. Ms. Kinsella asked whether the second paragraph's definition of "another school" would include students who are home schooled as the district does not write home school plans for students who do not meet the age requirements. Ms. Glass said the policy requires students to meet the requirements of the second paragraph, and Kindergarten is not mandatory.

Dr. McFall said they would consider if the policy should be more explicit about home schooled students and will bring the policy back for another reading.

Mr. Christenfeld arrived at 8:23 pm.

4. Review Policy IJ—Instructional Material Selection, Public Complaints About Curriculum or Instructional Material, First Reading

Documents: 1) Draft Policy, Version A, Lincoln Public Schools, File: IJ, Instructional Materials, dated October 12, 2016; 2) Draft Policy, Version B, Lincoln Public Schools, File: IJ, Instructional Materials, dated October 12, 2016; 3) Draft Policy, Version C, Lincoln Public Schools, File: IJ, Instructional Materials, dated October 28, 2016; 4) Education Laws and Regulations, Advisory on School Governance, <http://www.doe.mass.edu/lawsregs/advisory/cm1115gov.html.#IVS>, IV, Selection and Purchase of Textbooks and Educational Materials, last updated November 1, 1995; 5) Massachusetts General Law, Ch. 71, Public Schools, Section 37, Powers and duties; superintendent serving joint districts; 6) Massachusetts General Law, Ch. 71, Public Schools, Section 48, Textbooks and school supplies; 7) Massachusetts General Law, Ch. 71, Public Schools, Section 50, Change of school books; 8) Policy, Lincoln Public Schools, File: IJ, Instructional Material Selection, Public Complaints About Curriculum or Instructional Material, Reaffirmed at School Committee Meeting of February 11, 1985

The Committee decided that the district should have two policies about instructional material selection: the first, IJ, should be about selecting materials only, and the second, KEC, should be about what to do when there are complaints about the

materials. The decision requires a reworking of the current Policy IJ and the addition of a new Policy KEC.

There was discussion on whether Policy IJ should include guidelines for instructional material selection, as in version A, or if the policy has no guidelines like version B. Version C combines parts of both. Mr. Christenfeld did not want guidelines to be part of Policy IJ. Ms. Glass said that bullets 6 and 7 could be moved up to be bullets 2 and 3. Ms. Salon and Mr. Borden thought it helped to have guidelines in Policy IJ for staff to refer to, and Ms. Glass said that it explains the baseline criteria to the community.

Ms. Glass suggested that they take out bullets 2, 3, 4, 5 and include the words, “a body of materials” in the second sentence of paragraph two so that the sentence reads, “Because instructional programs and materials are of great importance, the School Committee expects the professional staff to select a body of materials that are aligned with the following criteria:”.

Ms. Glass moved, and Ms. Salon seconded, the motion to adopt Version C of Policy IJ, Instructional Materials, without bullets 2, 3, 4, 5 and include the words, “a body of materials” in the second sentence of paragraph two. The Committee voted unanimously to adopt Version C of Policy IJ, Instructional Materials, without bullets 2, 3, 4, 5 and include the words, “a body of materials” in the second sentence of paragraph two.

Ms. Glass thanked Mr. Christenfeld for his work.

5. Recommendation for New Policy KEC, Public Complaints About the Curriculum or Instructional Materials, First Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated October 13, 2016; 2) Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated October 26, 2016; 3) Policy, Lincoln Public Schools, File: IJ, Instructional Material Selection, Public Complaints About Curriculum or Instructional Material, Reaffirmed at School Committee Meeting of February 11, 1985

Ms. Glass said the recommended new policy, KEC, is to handle complaints about curriculum and instructional materials and comes in part from former Policy IJ and similar policies from Weston and Wayland. Mr. Christenfeld mentioned that the new policy communicates to parents on how to work through issues.

Ms. Glass suggested that the words, “who shall follow an established procedure” be added to the end of the fourth sentence in paragraph two so that the sentence reads, “Following a discussion with the Principal, the matter may then be brought to the attention of the Superintendent, who shall follow an established procedure.”

Mr. Christenfeld will come back with a clean copy of revised policy KEC for the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$727,376.13 and the accounts payable warrant totaling \$121,880.87 for a total of \$849,257.00. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Borden seconding the motion. The Committee voted unanimously to approve the warrants.

2. RFP for Lincoln Bus Contract

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Contract Amendment and Option Exercise-Bus Transportation, dated October 25, 2016; 2) Amendment 2 to CONTRACT For School Bus Transportation, Lincoln Public Schools, Lincoln, Massachusetts, undated; 3) Amendment 3 to CONTRACT For School Bus Transportation, Lincoln Public Schools, Lincoln, Massachusetts, undated

Mr. Creel reviewed his memorandum about amending the bus contract for resident Lincoln School students for FY18. The current contract of five years gave three years of service and two option years. The Committee will be in Option Year 2 for FY18. While the Committee could have a new competition for transportation services, Mr. Creel asked Doherty's to provide new pricing from the original contract, which for Option Year 2 was \$370 per bus, a 5.7 % increase over FY17's cost of \$350 per bus. Doherty's agreed to provide transportation for the same price as this year's. Mr. Creel said it was in the district's best interest to accept Doherty's price of \$350 per bus for FY18 instead of having an open competition with other companies. He asked that the Committee authorize the Chairperson to sign Amendment 2 to change the contract price and to sign the unilateral modification to utilize Option Year 2.

Ms. Glass moved, and Mr. Borden seconded, the motion to amend the contract with Doherty's Garage, Inc. to incorporate new pricing for Option Year 2, and to exercise the contract option for bus service for Option Year 2. The Committee voted unanimously to amend the contract with Doherty's Garage, Inc. to incorporate new pricing for Option Year 2, and to exercise the contract option for bus service for Option Year 2.

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, June 9, 2016; 2) Draft of Meeting Minutes, June 23, 2016; 3) Draft of Meeting Minutes, September 8, 2016; 4) Draft of Meeting Minutes, October 6, 2016

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the June 9, 2016, June 23, 2016, September 8, 2016 and October 6, 2016

meetings. The Committee voted unanimously to approve the minutes of the June 9, 2016, June 23, 2016, September 8, 2016 and October 6, 2016 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

Documents: 1) Resolution Against Lifting the Cap on Commonwealth Charter Schools, dated October 20, 2016; 2) Letter to Lynn Fagan, Preschool Coordinator, from NAEYC Academy for Early Childhood Program Accreditation, dated October 27, 2016; 3) NAEYC Accreditation Decision Report

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 conducting strategy sessions for collective bargaining with the Lincoln Teachers' Association. The vote was: 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 9:11 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, November 17 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary