

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, November 17, 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 7:03 pm. She thanked David Trant for filming the meeting.

2. Chairperson's and Members' Reports

Mr. Schmertzler attended the EDCO meeting, and U.S. Representative Katherine Clark was the speaker.

Mr. Christenfeld urged all to attend the Middle School fall plays, which will play this evening and Friday night at 7:00 pm.

Mr. Christenfeld and Dr. McFall attended last week's EDCO Board Meeting. The Board approved the plan to decrease the assessments of member districts; this year Lincoln will pay \$14,000, next year Lincoln will pay \$9,000, and the year after that, Lincoln will pay \$6,000.

Mr. Christenfeld offered condolences to Mr. Tom Sander, whose brother-in-law passed away.

Ms. Glass has reached out to the Chairpersons of the Board of Selectmen, the Finance Committee, and the Capital Planning Committee for a multi-board meeting to start the conversation about how to proceed with the Lincoln school buildings depending on whether the Massachusetts School Building Authority [MSBA] invites the Town into the funding pipeline. She said the Chairpersons are happy to collaborate, and the four Boards are co-sponsoring the meeting, which will be held either Monday, January 30 or Tuesday, January 31, 2017, and she will confirm the date. She said there will be another multi-board meeting on Wednesday, March 8, 2017, if needed.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$1,000 Gift from Hanscom Spouses Club

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Spouses Club, dated October 31, 2016

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$1,000 from the Hanscom Spouses Club 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 accept a donation of \$1,000 from the Hanscom Spouses Club 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 Hanscom Spouses Club for their generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Presentation of Preliminary FY18 Budget

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY18 Budget Guidelines, revised September 8, 2016; 2) Lincoln Public Schools, FY18 Budget Development Timeline; 3) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2018 Budget Guideline, dated October 17, 2016; 4) Lincoln Public Schools, FY18 Preliminary Budget Book

Dr. McFall thanked the district's administrative team for their collaboration and participation in putting together the preliminary budget for FY18. This evening will be the first budget discussion and presentation. Dr. McFall indicated that the improvement initiatives for each campus will be presented. The FY18 Preliminary Budget Book with all its detail is available at www.lincnet.org.

Dr. McFall said that for the Lincoln campus, the Finance Committee has given town departments a 2.5% guideline increase in the base budget from FY17, which is an increase of \$265,942. The Lincoln appropriation will be \$11,176,203 for FY18. Dr. McFall said that the Finance Committee process does not include that Town departments submit a preferred budget for FY18.

Dr. McFall said that for the Hanscom campus, the district is currently in the Band 3 enrollment. To continue the same program as FY17 with the improvement initiatives on the Hanscom campus would cost \$13,844,449. The Hanscom contract will be new next year and the district is waiting for the solicitation to be published. The current contract is in its fifth year, and the last contract was awarded for the one year with four one-year renewals. The administration will bring the information to the Committee when they have it.

Dr. McFall said that for both Hanscom and Lincoln campuses, the core programs are included in the base budget, and the other expenditures are aligned with the core values and strategic plan. Other considerations are that: there must be parity in programs between the two school campuses, the class sizes must adhere to the class size policy guidelines, and the district will host 91 Boston students through the METCO program. For the revenue assumptions, in addition to the Lincoln appropriation and Hanscom contract, there will be an increase in the METCO grant, there will be level funding in the other grants received, and the user fees will remain the same except for an increase for the Lincoln Preschool.

The budget drivers are class sizes, personnel, special education out-of-district placements, and employee benefits for Hanscom employees. Employee benefits for

Lincoln school employees are paid for through the Town's budget instead of the school's. Dr. McFall said the potential impacts and uncertainties for FY18 are that the housing at Hanscom is 97-98% full; the enrollment numbers at the Lincoln 5-8 school are decreasing; the move date of the Hanscom Primary School; and actual spending on a full year's utilities at the new Hanscom Middle School. In addition, Mr. Creel mentioned that the receipts have decreased for food service and the tuitions for after school program attendance have decreased.

Mr. Creel said that 78% of the operating expenses are for personnel, with 71.2% for wages and 7.2% for benefits. 55% of the Full Time Equivalents [FTEs] are teachers. The staffing will stay the same as in FY17 with two exceptions: 1) a decrease to a half-time custodian for the Hanscom Primary School because of the move and the temporary school quarters; and 2) a decrease of one special education tutor at Hanscom. Site Based Management Funds have been allocated at the same levels as FY17.

Dr. McFall said that the enrollment projections they used for FY18 came from the five-year cohort survival model which includes the October 1, 2016 enrollment report. The Lincoln schools will have the same number of sections as in FY17. The enrollment projections for Hanscom came from the September 30, 2016 enrollment report. She did not recommend that they cut the number of sections in any grade.

Dr. McFall said the FY18 Lincoln budget includes a total of \$64,615 in improvement initiatives, and the cost for the initiatives is included in the budget request, so there is no budget gap for FY18. Once improvement initiatives are funded, they may become part of the base budget in the next year to carry on the existing school program.

Ms. Emmons presented the improvement initiatives for the student services department. For the district, she proposed a .1 FTE increase to the deaf and hearing consultant for \$1,564 on the Lincoln campus and \$1,738 on the Hanscom campus. The second initiative is a district-wide crisis prevention intervention coordinator for \$1,065 on the Lincoln campus and \$958 on the Hanscom campus, which would increase by .1 FTE. The third initiative is \$4,403 on the Lincoln campus and \$4,888 on the Hanscom campus for coverage for evaluation team meetings for the purpose of eligibility or re-eligibility for special education.

Ms. Kinsella presented the improvement initiative for the curriculum and instruction department. \$15,800 would be used for graduate course tuitions, professional texts, workshops, talks, and other activities to support innovation and risk taking. Dr. McFall noted that the Lincoln School Foundation [LSF] will also fund these activities, and she said that she and Ms. Kinsella have met with the LSF to have a more rigorous process for evaluating proposals.

Ms. Collmer presented the improvement initiative for the Lincoln K-4 campus, an upgrade of the robotics kits for \$18,675, which would purchase 42 new kits.

Ms. Fagan presented the improvement initiative for the Preschool. It would fund an additional tutor on the Lincoln campus for \$7,034.

Mr. Ford reviewed the technology budget and said that a major initiative for 2016-2017 was to start the selection process for a new student information system to replace the Aspen system, which has many limitations. He noted that the implementation costs would be \$30,000 the first year, and the money would be spent in FY18. There is a list of systems that are approved by the state, and they would choose one from that list.

Mr. Ford's improvement initiative, the student information system, for the Lincoln campus would cost \$15,100.

Dr. Hobbs and Mr. Creel had no improvement initiatives for their departments.

Dr. McFall said that the improvement initiatives for the Hanscom campus total \$74,515. For the district, Ms. Emmons proposed a .1 FTE increase to the deaf and hearing consultant for \$1,564 on the Lincoln campus and \$1,738 on the Hanscom campus. The second initiative is a district-wide crisis prevention intervention coordinator for \$1,065 on the Lincoln campus and \$958 on the Hanscom campus, which would increase by .1 FTE. The third initiative is \$4,403 on the Lincoln campus and \$4,888 on the Hanscom campus for coverage for evaluation team meetings for the purpose of eligibility or re-eligibility for special education. Ms. Kinsella presented the improvement initiative for the curriculum and instruction department is professional development that supports innovation and risk taking for \$15,800.

Mr. Schmertzler left the meeting at 8:19 p.m.

Mr. Ledebuhr's improvement initiative for the Hanscom Middle School which was an upgrade of the robotics kits for \$9,055.

Ms. Fagan presented the improvement initiative for the Preschool, which is an additional tutor for \$27,434. She noted that the extra hours would allow the tutor to attend specials with students, and it would allow them to maintain the required student-teacher ratios and to meet their contractual obligations.

Mr. Ford's improvement initiative, the student information system, for the Hanscom campus would cost \$14,900.

Dr. McFall and Mr. Creel presented improvement initiatives that were considered but not put forward in the FY18 budget.

Dr. McFall said that they will come to the Committee when they hear from the Department of Defense Educational Activity [DoDEA] on the Hanscom contract. At that point, Dr. McFall will ask the Committee to vote on the Hanscom budget. She noted that they may negotiate a change order with DoDEA for additional funding.

Dr. McFall said the budget will be on the Committee's agenda for the next few meetings, so if there are any materials or information that the Committee needed, please let her know. The Committee will vote on the FY18 budget at their January 19, 2017 meeting.

Ms. Glass thanked Dr. McFall, Ms. Kinsella, Ms. Emmons, Mr. Ford, Mr. Creel and the administrative team for their work.

2. Therapy Dog Pilot Program

Documents: 1) Therapy Dog Pilot Program description; 2) Use of a Therapy Dog in Schools Description; 3) Staff Request for Use of a Therapy Dog; 4) Handler Request to Use a Therapy Dog in School; 5) Parent/Guardian Permission to Participate with a Therapy Dog and Handler; 6) Letter to Parents and Guardians from Mary Emmons, Administrator for Student Services, undated

Ms. Emmons welcomed Ms. Jennifer Wolf, Coordinator of Student Services. Ms. Wolf said her friend, Ms. Cricket Potter, owns a therapy dog named Teddy, and they would like to volunteer to work with students. Ms. Potter and Teddy have been trained and certified by Therapy Dog International. Ms. Wolf said they would like to start the

pilot program in December for a two-hour session once a week. The pilot would start on the Lincoln campus and could possibly expand to the Hanscom campus.

Ms. Wolf said that the sessions would last 30 minutes and be offered to students who have social, emotional, or reading difficulties as research has shown that dog therapy is beneficial for these students. The session would be for one student or for a group of students. Teachers or specialists would recommend students for the dog therapy, and the district would send permission slips for parents to sign. Ms. Wolf has talked with School Nurse Maureen Richichi about students and staff who are allergic to dogs and those who are afraid of dogs, and they would minimize the interaction with the whole population by entering the school at the door closest to the room where they would work. Ms. Potter and Teddy would not walk through the hallways at class passing times. Teddy would be bathed just before he came to school to limit dander.

Ms. Glass noted that the plan sounds exciting and would be well received. She thanked Ms. Wolf and Ms. Emmons for their work.

6. Superintendent's Report

Dr. McFall had no report.

7. Curriculum

Document: None.

Ms. Kinsella had no report. Ms. Glass said that the librarian was teaching younger students to research a school-approved website and how they could figure out if a website had good information and how to evaluate online sources.

8. Policy

1. Review Recommendation for New Policy LBC – Relations with Nonpublic Schools, First Reading

Document: Draft Policy, Lincoln Public Schools, File: LBC, Relations with Nonpublic Schools, dated November 8, 2016

Ms. Glass said that state law requires private schools that want to open in a district be approved by the School Committee of that district. The Birches School came to the Committee for its initial approval in 2012, and the Committee approved it using the state guidelines and reapproved it in 2014 for grades K-3. The district currently has no policy on approving nonpublic schools. Ms. Glass said that the draft policy is a combination of guidelines from the Department of Elementary and Secondary Education [DESE] and the Massachusetts Association of School Committees [MASC].

Ms. Glass noted that the Committee does not have direct oversight for any private school within the Town, but the Committee has the ability to approve the program. Mr. Christenfeld said the Committee needs to make sure the school has plans and that their stated information follows the guidelines, but the Committee does not have the responsibility to regulate them. Dr. McFall said that the Committee needs to consider the viability of the private school, the impact on the community and that accreditation is highly encouraged.

Ms. Glass said that she will look into the 2007 guidelines from the DESE and will look at other districts' policies and bring information to the next meeting.

The Birches School will attend the next meeting to seek approval for a K-8 school and currently operates as a K-6 school.

2. Review Recommendation for New Policy KEC, Public Complaints About the Curriculum or Instructional Materials, Second Reading

Documents: 1) Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated November 8, 2016; 2) Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated October 13, 2016; 3) Draft Policy, Lincoln Public Schools, File: KEC, Public Complaints About the Curriculum or Instructional Materials, dated October 26, 2016; 4) 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.

Dr. McFall said that the procedure for complaints will be on the school website, www.lincnet.org.

Ms. Glass moved, and Mr. Borden seconded, the motion to adopt Policy KEC, Public Complaints About the Curriculum or Instructional Materials, as presented. The Committee voted unanimously to adopt Policy KEC, Public Complaints About the Curriculum or Instructional Materials, as presented.

3. Review Policy JICFB—Bullying Prevention, Second 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 they updated the language on “cyber-bullying,” which is the language used in the regulation. Ms. Glass said that the second paragraph on page five should read, “In addition, the district recognizes and addresses in the Bullying Intervention Plan, students who may be vulnerable to being targets of bullying based upon actual or perceived differentiating characteristics. For these vulnerable students, the district will identify steps to support the acquisition of skills, knowledge and strategies needed to prevent or respond to bullying.”

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to revise Policy JICFB, Bullying Prevention, as revised. The Committee voted unanimously to revise Policy JICFB, Bullying Prevention, as presented.

Ms. Glass thanked Ms. Emmons for her work.

4. Review Policy JICH, Alcohol, Tobacco or Other Drug Use by Students Prohibited, Second Reading

Documents: 1) Draft Policy, dated November 8, 2016, Lincoln Public Schools, File: JICH, Alcohol, Tobacco, and Other Drug Use by Students Prohibited, Adopted at School Committee Meeting of October 20, 2016; 2) 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; 3) Policy, JICH, Alcohol, Tobacco, and Drug Use By Students Prohibited, Adopted at School Committee Meeting of October 20, 2016; 4) Draft Policy, IHAMB [sic, IHAMA], Teaching About Alcohol, Tobacco, and Drugs, MASC March 2016; 5) 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. The first sentence should read, "The School Committee prohibits the use or consumption by students of alcohol, tobacco products, marijuana or marijuana products, or misuse of other drugs on school property or at any school function. The misuse of other drugs includes prescription drugs or over-the-counter medications not used as intended and when not administered by district medical staff or parents/guardians."

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to revise Policy JICH, Alcohol, Tobacco or Other Drug Use by Students Prohibited, as edited. The Committee voted unanimously to revise Policy JICH, Alcohol, Tobacco or Other Drug Use by Students Prohibited, as edited.

Ms. Glass thanked Ms. Emmons for her work.

5. Review Policy GBM—Salary Payment for Snow Days, Second Reading

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 moved, and Ms. Salon seconded, the motion to eliminate Policy GBM—Salary Payment for Snow Days. The Committee voted unanimously to eliminate Policy GBM—Salary Payment for Snow Days.

6. Review Policy JEB—Entrance Age, Second Reading

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. Dr. McFall added to the second sentence after Grade 1: “but who have attended a kindergarten program in a public school or accredited private school” so that the sentence reads, “Children transferring from another school who do not meet the entrance age requirements for Grade 1 but who have attended a kindergarten program in a public school or accredited private school may be admitted to the Lincoln first grade with the permission of the Principal.”

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to reaffirm Policy JEB—Entrance Age as presented. The Committee voted unanimously to reaffirm Policy JEB—Entrance Age as presented.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$765,842.67 and the accounts payable warrant totaling \$324,117.12 for a total of \$1,089,959.79. Ms. Glass moved, and Mr. Borden seconded, the motion to approve the warrants pending verification of Mr. Schmertzler’s review. The Committee voted unanimously to approve the warrants pending verification of Mr. Schmertzler’s review.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

Document: Draft of Meeting Minutes, October 20, 2016

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the October 20, 2016 meeting. The Committee voted unanimously to approve the minutes of the October 20, 2016 meeting.

The set of minutes will be posted on the website.

13. Information Enclosures

None.

14. Adjournment

On motion by Ms. Glass, seconded by Mr. Christenfeld, the Committee voted unanimously to adjourn the meeting 9:52 pm.

The next School Committee meeting is tentatively scheduled for Thursday, December 1 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary