

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, December 15, 2016
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chairperson), Tim Christenfeld (Vice Chairperson), Jena Salon.
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).

Present Remotely: Peter Borden.

Absent: Al Schmertzler, Laurel Wironen (Hanscom Educational Liaison), 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 Mr. David Trant and Mr. Jim Cunningham for filming the meeting.

Ms. Glass announced that Mr. Borden is participating in the meeting remotely via cell phone because of significant geographic distance. There was a quorum of Committee members physically present in the meeting room. As required by the "Remote Participation" provision, Mr. Borden stated that no other person was in proximity that could exert undue influence on him. All votes must be recorded as roll call votes this evening. The Committee approved the use of the "Remote Participation" provision of the Open Meeting Law, M.G.L. Ch. 30A, §§ 18-25, on November 7, 2013, and the enabling authority or controlling regulation is 940 C.M.R. 29.1(8). This is the sixth time the Committee has had a member participate remotely.

2. Chairperson's and Members' Reports

Mr. Christenfeld attended last week's a capella, chorus, and choir concert. He thanked Ms. Karen Sheppard for her work with the students.

Ms. Glass thanked Mr. Martin Dermady, the Committee's appointee to the Lincoln Library Board of Trustees, for his work bringing the Local Heroes program to fruition. The program draws on Lincoln residents and the wider community to discuss their career choices and to be role models for students.

Ms. Glass said that despite State Representative Thomas Stanley's efforts to obtain funding to defray the costs of educating the children of Hanscom's retirees. Governor Baker eliminated the funding last week in a round of "9C" cuts. [M.G.L. Chapter 29, Section 9C requires that when projected revenue is less than projected spending, the Governor must act to ensure a balanced budget.] Ms. Glass, Dr. McFall, and Selectman Peter Braun met with Representative Stanley to start the process again to restore the funding for next year.

3. Public Comments

Document: None.

Parents Ms. Alisar Cohen, Mr. Tareef Kawaf, and Ms. Marieme Amoa requested that the Muslim holidays be added to the school calendar for the 2017-2018 school year. They said that the district should be inclusive, respect diversity and teach students to be role models in this issue.

4. Consent Agenda

1. Accept Gift from Griffiss Institute for HMS STEM Award

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Griffiss Institute, Inc., dated November 30, 2016

2. Accept Gift from Foundation for Metrowest

Document: Memorandum to School Committee from Sharon Hobbs, Re: Foundation for Metrowest Donation, dated December 6, 2016

3. Accept Gift from Albion P. Bjork

Document: Memorandum to School Committee from Buckner Creel, Subject: Gift for the Betty Bjork Professional Development Fund, dated December 6, 2016

4. Accept Gift from Diane Lind and Bruce Maclellan

Document: Memorandum to School Committee from Buckner Creel, Subject: Gift for the Betty Bjork Professional Development Fund, dated December 6, 2016

5. Accept Gift from Mr. and Mrs. Thomas Haslett

Document: Letter to Town of Lincoln from Fidelity Charitable, dated November 28, 2016

Ms. Glass moved, and Ms. Salon seconded, the motion to accept a donation of \$29,600.00 from Griffiss Institute, Inc. for equipment for STEM and Maker Space classroom at Hanscom Middle School, a donation of \$1,325.00 from the Foundation for Metrowest to the Lincoln School 5-8 Youth in Philanthropy program, a donation of \$300.00 from Albion P. Bjork for the Betty Bjork Professional Development Fund, a donation of \$200.00 from Diane Lind and Bruce Maclellan for the Betty Bjork Professional Development Fund, and a donation of \$100.00 from Mr. and Mrs. Thomas Haslett for the METCO Coordinating Committee. The Committee voted unanimously to accept a donation of \$29,600.00 from Griffiss Institute, Inc. for equipment for STEM and Maker Space classroom at Hanscom Middle School, a donation of \$1,325.00 from the Foundation for Metrowest to the Lincoln School 5-8 Youth in Philanthropy program, a donation of \$300.00 from Albion P. Bjork for the Betty Bjork Professional Development Fund, a donation of \$200.00 from Diane Lind and Bruce Maclellan for the Betty Bjork Professional Development Fund, and a donation of \$100.00 from Mr. and Mrs. Thomas Haslett for the METCO Coordinating Committee. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes.

Ms. Glass thanked the Griffiss Institute, the Foundation for Metrowest, Mr. Bjork, Ms. Lind and Mr. Maclellan, and Mr. and Mrs. Haslett for their generous donations. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Brooks School Grade 6-8 Student Overnight Field Trip to Highland Center, Crawford Notch (Bretton Woods), NH

Documents: 1) Overnight Field Trip Outdoor Winter Overnight Trip; 2) The Lincoln School, Field Trip Permission Slip from Steve Cullen and Jaime Moody; 3) Lincoln Winter Overnight Highland Center Weekend, January 14-15, 2017 Itinerary; 4) Outdoor Club: Overnight Proposal 2016-Highland Center; 5) Late Night and Overnight Field Trip Proposal, File IICA-E2

Ms. Glass welcomed Mr. Steve Cullen, Lincoln Grade 8 Social Studies teacher, and Ms. Jaime Moody, Lincoln K-8 METCO Academic Advisor, to discuss their request for the Outdoor Club's overnight trip to the Appalachian Mountain Club's [AMC] Highland Center in New Hampshire. The trip dovetails with the strategic plan.

Ms. Moody said the Outdoor Club has existed for three years and has expanded to Lincoln and Boston residents with the purpose of exposing students to the outdoors. The Club is open in the fall and winter terms for all students in grades 6-8, and 150 students have been involved.

Mr. Cullen explained that this would be their third overnight trip, and he and Ms. Moody have been trained by the AMC to lead these trips. The trip will be for one night, and they will receive some assistance by AMC staff. Mr. Cullen said they have received a grant that will pay for most of the trip's costs, and Dr. Hobbs said the Legacy Fund can pay the remaining costs so that students do not have to pay to go on the trip.

Ms. Glass said it is a great program that generates lots of student excitement.

Ms. Glass moved, and Ms. Salon seconded, the motion to approve the Brooks School, Grades 6-8 overnight field trip to the Highland Center, Crawford Notch (Bretton Woods), New Hampshire on January 14 and 15, 2017. The Committee voted unanimously to approve the Brooks School, Grades 6-8 overnight field trip to the Highland Center, Crawford Notch (Bretton Woods), New Hampshire on January 14 and 15, 2017. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes.

Ms. Glass thanked Mr. Cullen and Ms. Moody for working with the Outdoor Club.

2. FY18 Budget Discussion

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 presented additional information about the last meeting's recommendation that the district add a 4th section of 4th grade for the Lincoln campus for FY18 because the cohort of students has additional needs. She and Mr. Creel discussed the issue with the Finance Committee. Dr. McFall reported that Ms. Emmons and Ms.

Fagan have looked at the preliminary number of preschoolers who would become kindergarteners, and she noted that they are fairly confident that they could adjust the number of kindergarten sections on the Lincoln campus from four sections to three sections as they have projected 48 students. She estimated that the cost for the 4th section of 4th grade would be \$115,000, and if they reduced the kindergarten sections from four to three, they are close to covering that expense in the FY18 budget.

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. The FY18 Lincoln budget includes a total of \$64,615 in improvement initiatives, which was included in the budget request. Dr. McFall said that the Finance Committee process does not include that departments submit preferred budgets.

Dr. McFall said if four sections of kindergarten are needed on the Lincoln campus, they could consider cutting improvement initiatives or site-based management funds. She said that they do not want to postpone the student information system. Mr. Creel said they will have a clearer picture of the number of entering kindergarteners until after Town Meeting. He said they could consider other funding sources for some improvement initiatives, such as the robotics kits. They could also use up to \$40,000 from revolving funds, but doing so would increase their risk.

Ms. Glass and Mr. Christenfeld said they would keep the Finance Committee updated, and they wanted to proceed with Dr. McFall's recommendation that they increase the number of sections in 4th grade from three to four. They also asked that Mr. Creel keep the list of potential funding shifts in case it is needed.

The Finance Committee will meet with the School Department about the FY18 budget in January.

Dr. McFall said that for the Hanscom campus, the district is currently in the Band 3 enrollment band. To continue the same program as FY17 with the improvement initiatives on the Hanscom campus in FY18 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 first year with four one-year renewals. Dr. McFall said they will bring new information to the Committee when they have it.

Dr. McFall said the FY18 budget will be on the Committee's agenda for the next few meetings, and asked the Committee to let her know if they need additional materials or information. The FY18 Preliminary Budget Book is available at www.lincnet.org. The Committee will vote on the FY18 budget at the January 19, 2017 meeting.

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

3. Lincoln Agency Annual Report/Town Annual Report: Planning Document: None.

Dr. McFall said that she writes the Annual Report for the schools. Mr. Christenfeld and Mr. Borden wrote the Lincoln Agency Report last year. Mr. Christenfeld said that the Agency Report is submitted to the Finance Committee, and he projected that he and Mr. Borden would have a draft of the Executive Summary ready in

mid-January, with the timeline for a completed Report to the Finance Committee by mid-February. Mr. Christenfeld would check to see if Mr. Eric Harris is still the Finance Committee's liaison to the schools.

Ms. Glass thanked Dr. McFall, Mr. Christenfeld, and Mr. Borden for their willingness to write the two reports.

4. 2017-2018 Academic Year Calendar, First Reading

Documents: 1) 2017-2018 Number of School Days Calendar, Revised December 5, 2016; 2) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 1, Students Return Before Labor Day, Revised December 5, 2016; 3) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 1a, Students Return Before Labor Day, Revised December 5, 2016; 4) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 2, Students Return After Labor Day, Revised December 5, 2016; 5) Lincoln Public Schools, Lincoln, MA, 2017-2018 Academic Year Calendar, Version 3, Students Return After Labor Day, Revised December 5, 2016

Dr. McFall said that they do not have all of the information needed for the 2017-2018 academic year calendar. The Lincoln Teachers' Association [LTA] has not yet voted whether the teachers will be willing to return to school before Labor Day. Dr. McFall has not had any input or feedback from the teachers yet, but she has sent a survey to them. Dr. McFall noted that the Administrative Council likes Version 1A, which has students starting school before Labor Day. She said Version 2 would end school on June 25 if they used the five snow days.

Dr. McFall said that other school districts have handled religious holidays by not taking off any of the religious holidays, Good Friday, Rosh Hashanah, Yom Kippur, or the Muslim holidays. She noted that the pool of substitutes to cover holidays is small, and it is a challenge for the district. School cannot be held on state and federal holidays. Dr. McFall said that it might be possible to hold a half day of school on Good Friday.

Dr. McFall has suggested that they move Institute Day, the day-long professional development day for teachers and administrators, back to January.

Dr. McFall recommended Version 1A of the 2017-2018 academic year calendar, which has Institute Day in January. Version 1A also allows teachers to start the last week of August.

Dr. McFall said that they will gather the information from the teachers and the LTA and bring it to the next meeting.

Ms. Glass thanked Dr. McFall for her work.

5. Feedback on Parent Conference Process

Document: None.

Ms. Kinsella said that last year, the Report Card Committee met to discuss what changes to make, if any, with the reporting system. The Report Card Committee found that teacher conferences with parents have a high value, and parents want personal, precise, and timely information about their children's progress in school. The Report Card Committee suggested that for this academic year, for students in grades K-5, there

would be two parent conferences and two report cards. This would create four distinct reporting periods.

The administration and teachers just held the first round of parent conferences for the school year. At these conferences, the administration prepared new conference forms for teachers to complete because the administration wanted to give parents written feedback as they had eliminated two of the report cards. Ms. Kinsella sent a survey to parents, and 64 of them responded. 90% of parents received the new conference forms. Parents found the conference forms helpful, and they believed that the form and the conference went together well—60% of respondents thought the form and conference were very helpful, and 30% of them thought those were helpful.

Ms. Kinsella said there were three themes in the feedback from parents. Parents value conversation with knowledgeable teachers more than they value the form. The language on the form was confusing, and some parents thought the form was a report card. Parents also value ongoing brief communication from teachers, such as a weekly email message. Parents also wished that conferences could be longer.

Ms. Kinsella thanked Mr. Ford for getting the information into Aspen. While the faculty reported that the form did not have an impact on the information that teachers shared with parents, the narrative comments showed otherwise. Ms. Kinsella surveyed teachers, and 33 of them responded. 60% of the teachers thought the form would work well, but 40% did not. The themes in the feedback from teachers were that teachers value the opportunity to talk with parents.

Ms. Kinsella noted that teachers received the forms too close to the conference dates to make the forms fully effective. She also said that they needed to work on how to fill out the forms for students who have Individualized Education Plans [IEPs].

In January, K-5 students will receive their first report cards. The next parent conferences will be in March and April. Ms. Kinsella said the Administrative Council will look at the survey data and make adjustments.

Ms. Glass thanked Ms. Kinsella and the Report Card Committee for their work.

6. Review Superintendent Evaluation Process

Documents: 1) Memorandum to School Committee Members and Dr. Becky McFall, Superintendent, from Jennifer Glass, Re: Formative Assessment Process, dated December 15, 2016; 2) Policy, File CBI, Evaluation of the Superintendent, Revised at School Committee Meeting of March 6, 2014; 3) Policy, File CBI-R, Procedures for the Superintendent's Evaluation, Revised at School Committee Meeting of March 6, 2014; 4) Annual Superintendent Evaluation Timeline, undated; 5) Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System, A Guide for the School Committee, School Councils, and Parents, Prepared by Massachusetts Association of School Committees, Revised, November 2012

Ms. Glass said that the superintendent evaluation process is a five-step cycle. They were coming up to the formative assessment now, and at the January 5 meeting, Dr. McFall will provide mid-cycle information on how her goals are going. The Committee and Dr. McFall will also prepare for the conversation on the formative assessment, which will happen at the January 19 meeting.

The Committee members do not submit anything in writing at this stage. Ms. Glass said that the formal part of the mid-cycle evaluation will be on January 19, where the Committee will vote on whether Dr. McFall's performance warrants a salary increase. Ms. Glass also noted that it is a contract negotiation year for Dr. McFall. Dr. McFall's salary and contract have to be ready before Town Meeting in March.

Ms. Glass asked that Dr. McFall present her goals and the highlights for discussion.

Ms. Glass thanked Dr. McFall for her work.

Additional Report Only: Food Services

Document: Memorandum to School Committee, Superintendent, Administrator for Business & Finance from Cathleen Higgins, Director of Food Services, Subject: School Committee Update, dated November 30, 2016

Questions and Answers

Mr. Creel noted that they have had an increase in participation at Hanscom, and the salad bar was popular with the staff and faculty.

Ms. Glass thanked Ms. Higgins and her staff for their work.

6. Superintendent's Report

Document: None.

Dr. McFall attended the Grade 5-6 Band Concert last night. She noted that it was great to see and to hear the progress that students have made playing their instruments. She said the trombones were great. She also enjoyed watching the teachers work with the range of performers.

Ms. Glass thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Ms. Kinsella showed projects that give a stream of positive energy from the schools so that teachers see what the administration thinks is great work. Her Twitter handle is @PKinsella__LPS.

Ms. Kinsella reported that Ms. Becca Fasciano's wellness students at the Maker Space at Hanscom have a challenge to design an assistive device for a climber who was hard of hearing so that the climber would know when she had reached the top.

Ms. Kinsella attended the METCO Directors conference a week and a half ago. She noted that the speaker, Dr. Cornell West, was fabulous.

Ms. Kinsella said that she and Mr. Ford are using information from the state to prepare for the new MCAS exam preparation. The Department of Elementary and Secondary Education [DESE] will send the district sample test items in January 2017.

Ms. Kinsella said that the content specialists and principals had a mini retreat on intervention and worked on scheduling and conducting needs assessments for different intervention programs.

Ms. Glass thanked Ms. Kinsella for her work.

8. Policy

1. Recommendation for New Policy AB—The People and Their School District, Second Reading

Document: Draft Policy, Lincoln Public Schools, File: AB, The People and Their School District, dated December 1, 2016

Ms. Glass said the draft policy comes from the Massachusetts Association of School Committees [MASC]. She noted that while there are federal and state laws that the Committee has to follow, local school districts also have rights and responsibilities. She said the policy shows that the Committee needs to communicate with the community.

Ms. Glass moved, and Ms. Salon seconded, the motion to adopt Policy AB—The People and Their School District, as presented. The Committee voted unanimously to adopt Policy AB—The People and Their School District, as presented. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes.

2. Review Current Policy JFAA-R—Admission of Resident Students, Administrative Procedures, Second Reading

Documents: 1) Policy, Lincoln Public Schools, File: JFAA-R, Admission of Resident Students Administrative Procedures, Revised at School Committee Meeting of May 6, 1985; 2) Policy, Lincoln Public Schools, File: JEB, Entrance Age, Revised at School Committee Meeting of November 17, 2016

Ms. Glass said the Committee should delete Policy JFAA-R, Admission of Resident Students Administrative Procedures, because it is a procedure that they do not do anymore, and they already have Policy JEB, Entrance Age.

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to delete Policy JFAA-R, Admission of Resident Students Administrative Procedures. The Committee voted unanimously to delete Policy JFAA-R, Admission of Resident Students Administrative Procedures. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$758,482.87 and the accounts payable warrant totaling \$261,432.95 for a total of \$1,019,915.82. Mr. Creel said that Mr. Schmertzler reviewed the warrants. Mr. Christenfeld moved, and Ms. Glass 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. The roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

None.

13. Information Enclosures

Document: Letter to Air Force Association, Paul Revere Chapter from Rebecca E. McFall, Superintendent, dated December 2, 2016

The letter was for the Committee's information and was 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 roll call vote was as follows: Ms. Glass, yes; Mr. Christenfeld, yes; Ms. Salon, yes; Mr. Borden, yes. The Committee would not be returning to open session. The open session adjourned at 8:31 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, January 5, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary