

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, May 11, 2017
 Donaldson Room, Town Hall, 16 Lincoln Road, Lincoln, MA
 OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Al Schmertzler, Jena Salon, Tara Mitchell, 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

Mr. Christenfeld, Chairperson, called the open session to order at 7:04 pm.

2. Chairperson's and Members' Reports

Ms. Salon attended the 2nd grade puppet show and reading, which was terrific. She said it was nice to see students reading with enthusiasm and pride and thanked the 2nd grade team.

Mr. Christenfeld said that the new School Building Committee [SBC] had its first meeting on Wednesday, May 3 and said they are fortunate to have an experienced group and staff members. The SBC nominated Mr. Chris Fasciano as Chair and Ms. Kimberly Bodnar as Vice Chair. He noted that Ms. Jennifer Glass of the Board of Selectmen and Ms. Gina Halsted of the Finance Committee will work on outreach.

Mr. Christenfeld said the next SBC meeting will be held Wednesday, May 17 at 7:30 pm at the School Library. The focus of the next meeting will be on the draft Request for Services [RFS] for an Owner's Project Manager [OPM], and Mr. Christenfeld projected that it would be mid- to late July to get to the end of that process. The RFS will include the scope and objectives of the project in addition to the selection criteria for the OPM.

3. Public Comments

None.

4. Consent Agenda

1. Accept Donation of \$100 from Marilyn LaBoy
 Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: DC Trip, dated April 27, 2017

2. Accept Donation of \$1000 from Lincoln School PTO
 Document: Memorandum to School Committee and Becky McFall, from Sharon Hobbs, dated April 13, 2017

3. Accept Donation of \$500 from Hanscom PTO

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom PTO, dated April 4, 2017

4. Accept Donation of \$100 from Peter and Miriam Borden

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, dated April 5, 2017

5. Accept Donation of \$100 from Heather Anderson and Louis Silvestro

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, dated April 5, 2017

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to accept a \$100 donation from Marilyn LaBoy to support the Hanscom Middle School students participating in the Washington, D.C. and Gettysburg, PA 2017 overnight field trip, a \$1000 donation from the Lincoln School PTO to support the Lincoln School Grade 6 Museum of Science 2017 overnight field trip, a \$500 donation from the Hanscom PTO to purchase t-shirts for students attending the Great East Festival on May 26, 2017, a \$100 donation from Peter and Miriam Borden to support the Lincoln School's Legacy Fund for providing financial assistance for families of Lincoln School 8th graders to attend the 2017 Washington, D.C. overnight field trip, and a \$100 donation from Heather Anderson and Louis Silvestro to support the Lincoln School's Legacy Fund for providing financial assistance for families of Lincoln School 8th graders to attend the 2017 Washington, D.C. overnight field trip.

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

Mr. Christenfeld thanked Ms. LaBoy, the Lincoln School PTO, the Hanscom PTO, Mr. and Mrs. Borden, and Ms. Anderson and Mr. Silvestro for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Assistant Superintendent Finalist Interview with Nan Murphy

Document: Resume, Nan Murphy

Mr. Christenfeld noted that there were four finalists for the position of assistant superintendent, and this evening they would spend 15 minutes with each candidate. He asked each to introduce themselves, and each member would ask one question to each candidate. Each member had a feedback form for each finalist to submit to Dr. McFall.

Mr. Christenfeld welcomed Ms. Nan Murphy, a finalist for the position of Assistant Superintendent.

The Committee asked the following questions:

What are your ideas about the role of the assistant superintendent in mentoring faculty and give examples of your role as a mentor?

Sometimes the district has a harder time enlisting faculty to do new initiatives and priorities. How would you work with faculty to implement new initiatives?

What aspect of professional development for teachers produces the greatest positive outcome for students?

The work of the assistant superintendent is not always visible. How would you communicate your work to stakeholders on curriculum and instruction in the district?

With improvement initiatives, there are qualitative measures and quantitative approaches, and how do you use the information so that you know where best to focus efforts?

Mr. Christenfeld thanked Ms. Murphy for her interest in the Lincoln Public Schools.

2. Report on School Improvement Plans—Lincoln School and Preschool Documents: 1) School Improvement Plan, End of Year Report, Lincoln Preschool, 2016-2017; 2) Lincoln School, School Improvement Plan 2016-2017

Mr. Christenfeld welcomed Lincoln K-4 and 5-8 Principals Sarah Collmer and Sharon Hobbs to present their end-of-year report on the School Improvement Plan. Ms. Collmer and Dr. Hobbs thanked their School Council members—parents Cindy DeChristofaro, John Lynch, Audrey Kalmus, Cathie Bitter, teachers Melissa Webster, Claudia Fox Tree, Jaime Moody, and community member Gina Halsted—for their service. The principals explained that the goals were extensions of the work accomplished in the 2015-2016 school year.

Ms. Collmer reviewed goal 1, “K-4 Faculty will implement school wide expectations and develop a shared understanding of the skills, strategies and supports that meet the social emotional needs of each student.” The Faculty Advisory Committee worked on the consequences of rule breaking and developed a shared understanding of principles of behavior. The Student Support Team developed action plans that included implementation of specific strategies, behavior plans, and data collection. The work gave students consistency and stability and helps students learn from their mistakes.

Ms. Collmer reviewed goal 2a, “K-4 Faculty will implement an instruction block for targeted instruction for all students.” The 2nd grade team presented their intervention block work at the Strategic Plan Forum on April 27, and she said it was very successful. Ms. Collmer said other grades worked together even though the scheduling is a challenge, and they will strive for additional small group work because there were positive learning outcomes.

Dr. Hobbs reviewed goal 2b, “To know our learners, deeply and through a cultural lens, so that we can better differentiate instruction.” The faculty learned about brain research, cultural stereotypes, and gender and LGBTQ issues, and she noted that teachers’ practice changed as a result of this work. Students gave feedback to teachers and said that they all wanted to be treated that they can meet the expectations.

Dr. Hobbs reviewed goal 3, “To support teachers as they implement collaborative practices that will create professional learning communities focused on student learning.” There are 20 faculty groups in the building working on many projects, including a motor challenge to understand student needs in physical education and 6th grade teachers working across subjects to solve a crime.

The principals said it is a balance to have district-wide goals and a school initiative. Dr. McFall said that at the Strategic Plan Forum, the feedback was that they should focus on fewer things but dig deeply into the items they choose.

Mr. Christenfeld welcomed Preschool Coordinator Lynn Fagan to present her end-of-year report on the School Improvement Plan. Ms. Fagan thanked the School Council members—parents Meryem Ghazal, and Justin Morrison and teachers Diane Mackenzie and Lynne Cushing—for their service.

Ms. Fagan reviewed the three goals: 1) With the support of educators, preschool students will have increased opportunities for ownership of their learning experiences and engagement within the Lincoln community; 2) Student instruction in the area of literacy will be differentiated to meet individual needs based on the use of literacy observation tools; and 3) Early educators and administrators will collaborate to improve the process for students and families as they transition from preschool to kindergarten within the district.

Ms. Fagan said that for the first goal, they prepared a survey and the results showed that parents wanted to be more involved. They piloted conferences that were student led, and the students were excited but then shy when they were to present to their parents. Students have had choices in their activities. These actions will be continued next year.

For the second goal, Ms. Fagan said they had an instruction block, and literacy observation tools were used with all students. They maximized staffing and flexible groupings of students. Next year they will continue this work in math and literacy.

For the third goal, Ms. Fagan thanked Dr. McFall, Ms. Kinsella, and Ms. Emmons for their help with this goal. The preschool and kindergarten staffs spent two afternoons to share strengths and information to improve the transition process. She said there was positive feedback, and they will work together to make changes for the district.

Mr. Christenfeld thanked Ms. Collmer, Dr. Hobbs, and Ms. Fagan for their work.

3. Assistant Superintendent Finalist Interview with Darcy Fernandes Document: Resume, Darcy Fernandes

Mr. Christenfeld welcomed Ms. Darcy Fernandes, a finalist for the position of Assistant Superintendent.

The Committee asked the following questions:

What are your ideas about the role of the assistant superintendent in mentoring faculty and give examples of your role as a mentor?

Sometimes the district has a harder time enlisting faculty to do new initiatives and priorities. How would you work with faculty to implement new initiatives?

What aspect of professional development for teachers produces the greatest positive outcome for students?

The work of the assistant superintendent is not always visible. How would you communicate your work to stakeholders on curriculum and instruction in the district?

With improvement initiatives, there are qualitative measures and quantitative approaches, and how do you use the information so that you know where best to focus efforts?

Mr. Christenfeld thanked Ms. Fernandes for her interest in the Lincoln Public Schools.

4. Discussion and VOTE to Accept 2017-2018 Lincoln School Foundation [LSF] Grants

Documents: 1) Letter to Lincoln School Committee Members from DJ Mitchell, Lincoln School Foundation Co-Chair, dated May 5, 2017; 2) Lincoln School Foundation, Grant Applications 2017-2018 Chart; 3) Lincoln School Foundation, Grants Approved by the LSF Board for 2017-2018

Mr. Christenfeld welcomed Ms. DJ Mitchell and Ms. Lucy Maulsby from the Lincoln School Foundation [LSF]. Ms. Mitchell said this year, the LSF has reworded their mission statement and discussed how the LSF can best help the district. The LSF's mission is to inspire and fund innovation that fosters critical thinking, collaboration, and authentic learning experiences for every student in the Lincoln Public Schools. The LSF asks residents for financial support. Teachers and administrators district-wide are eligible to submit grants, and the LSF and Ms. Kinsella, Dr. McFall collaborate to decide where best to use the money. Ms. Mitchell thanked Ms. Kinsella and Dr. McFall and the administration and teachers for collaborating with them.

Ms. Mitchell and Ms. Maulsby reviewed the ten grants totaling \$47,037.40 that the LSF approved. The grants will fund projects from a yoga and mindfulness workshop to site visits for teachers to schools that teach experiential learning to a classroom that integrates technology across the curriculum. The grants are spread around the district and include projects at the Hanscom schools. Dr. McFall said the collaboration with the LSF is great and thanked them.

Mr. Christenfeld moved, and Mr. Schmertzler seconded the motion to accept the 2017-2018 school year Lincoln School Foundation grant awards as presented. The Committee voted 4 to 0 to accept the 2017-2018 school year Lincoln School Foundation grant awards as presented. Ms. Tara Mitchell abstained.

Mr. Christenfeld thanked Ms. DJ Mitchell and Ms. Maulsby and the LSF for their generosity and work.

5. Assistant Superintendent Finalist Interview with Jessica Rose Document: Resume, Jessica Rose

Mr. Christenfeld welcomed Ms. Jessica Rose, a finalist for the position of Assistant Superintendent.

The Committee asked the following questions:

What are your ideas about the role of the assistant superintendent in mentoring faculty and give examples of your role as a mentor?

Sometimes the district has a harder time enlisting faculty to do new initiatives and priorities. How would you work with faculty to implement new initiatives?

What aspect of professional development for teachers produces the greatest positive outcome for students?

The work of the assistant superintendent is not always visible. How would you communicate your work to stakeholders on curriculum and instruction in the district?

With improvement initiatives, there are qualitative measures and quantitative approaches, and how do you use the information so that you know where best to focus efforts?

Mr. Christenfeld thanked Ms. Rose for her interest in the Lincoln Public Schools.

6. Report on Strategic Priorities A1 and A2

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Report on Strategic Priorities A1 and A2, dated May 11, 2017; 2) Appendix A: Sample Meeting Agendas; 3) Appendix B: ATLAS: Learning from Student Work Protocol; 4) Appendix C: December/January 2016-17 Student Survey Results

Ms. Kinsella highlighted parts of her report on their work on Strategic Priority A1, “Continue to develop, demonstrate, and expand team-based collaborative practices, Facilitative Leadership, and coaching capacity,” and Strategic Priority A2, “Create a culture and develop structures that support innovation and risk-taking to improve student learning.”

Ms. Kinsella said that they did work on Strategic Priority A1 that will continue next year. She said that the work accomplished in the collaborative practices area was demonstrated at the April 27 forum, and the Lincoln Principals presented additional examples in their end-of-year School Improvement Plans this evening, and the Hanscom Principals will present their end-of-year School Improvement Plans at the May 25 meeting.

For A2, the Lincoln Principals presented additional examples in their end-of-year School Improvement Plans this evening, and the Hanscom Principals will present their end-of-year School Improvement Plans at the May 25 meeting. Ms. Kinsella said that the work they have done this year on A2 will also continue. She is working on the workshops for the summer professional development work for teachers.

Ms. Kinsella said the work this year has been terrific, and the district is lucky to have teachers who are willing to take academic risks to improve student learning.

Mr. Christenfeld thanked Ms. Kinsella for her work.

7. Assistant Superintendent Finalist Interview with Thomas Martellone

Document: Resume, Thomas Martellone

Mr. Christenfeld welcomed Mr. Thomas Martellone, a finalist for the position of Assistant Superintendent.

The Committee asked the following questions:

What are your ideas about the role of the assistant superintendent in mentoring faculty and give examples of your role as a mentor?

Sometimes the district has a harder time enlisting faculty to do new initiatives and priorities. How would you work with faculty to implement new initiatives?

What aspect of professional development for teachers produces the greatest positive outcome for students?

The work of the assistant superintendent is not always visible. How would you communicate your work to stakeholders on curriculum and instruction in the district?

With improvement initiatives, there are qualitative measures and quantitative approaches, and how do you use the information so that you know where best to focus efforts?

Mr. Christenfeld thanked Mr. Martellone for his interest in the Lincoln Public Schools.

8. May 1 Enrollment Update

Documents: 1) May 1 Enrollment, Lincoln Public Schools; 2) Projected 2017-2018 Enrollment, Lincoln Public Schools, as of May 10, 2017

Dr. McFall said the enrollment numbers for the 2017-2018 school year continue to change. For the Lincoln campus, 32 children are registered for Kindergarten, and adding four Boston students would give them 36 Kindergarteners, with 18 students per section if there were only two sections. Dr. McFall said they would like to have nine Boston students attend the Lincoln Kindergarten, and they would adjust the number of Boston students to not go over the 91 students. The Committee approved three sections of Kindergarten in the 2017-2018 budget, and the Committee did not need to vote again. Dr. McFall asked that the Committee approve three sections of Kindergarten with nine Boston students on the Lincoln campus. The administration continues to monitor the situation.

For the Hanscom campus, Dr. McFall said the enrollment numbers continue to change. There are 12 more students registered for kindergarten than they had anticipated.

The Committee asked if there was concern over the drop of 40 students for the Lincoln campus in the 2017-2018 school year, and Dr. McFall said that families are moving in and out of the district, and a few students will attend private schools, but there was nothing that raises concerns. Ms. Mitchell asked if the district conducts exit interviews with parents of students who will attend private schools and asked if a Committee member should conduct those interviews.

Mr. Christenfeld thanked Dr. McFall for her work.

Ms. Wironen left the meeting at 10:13 pm.

9. Discuss Scholarship Committee Appointment Process

Document: Draft, School Committee Seeks Candidates for Lincoln Scholarship Committee, dated May 1, 2017

Mr. Christenfeld said that the Committee's appointee to the Scholarship Committee, Ms. Barbara Slayter, will have served her three-year term at the end of this school year. He has spoken with Ms. Slayter, and she would like to serve another term. The Committee can reappoint her without having a process to find someone to serve. He noted that Town Clerk Susan Brooks asked that the Committee have this term be for two years, so that the members who serve have staggered terms. The new term would end in 2019.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to reappoint Ms. Barbara Slayter as the Committee's appointee to the Lincoln Scholarship Committee for a two-year term ending in 2019. The Committee voted unanimously to reappoint Ms. Barbara Slayter as the Committee's appointee to the Lincoln Scholarship Committee for a two-year term ending in 2019.

Mr. Christenfeld will notify Ms. Slayter of her reappointment and thanked her for her work on the Scholarship Committee.

10. Community Center Planning and Preliminary Design Committee Charge Documents: 1) Community Center Planning & Preliminary Design Committee (PPDC) Charge; 2) Letter to Members, Board of Selectmen, Members, Lincoln School Committee, Tim Higgins, Town Administrator, Becky McFall, Superintendent, from Jennifer Glass, Board of Selectmen, Re: Campus Coordination Group Proposal, dated May 8, 2017; 3) Community Center Planning & Preliminary Design Committee (PPDC), Call for Volunteers, May, 2017; 4) School Building Committee, April, 2017; 5) School Building Committee, Call for Volunteers, April, 2017

Mr. Christenfeld welcomed Selectmen Ms. Jennifer Glass and Mr. Jonathan Dwyer to discuss the charge to the Community Center Planning and Preliminary Design Committee. At the Annual Town Meeting in March, attendees approved monies for feasibility studies for the school building and for the community center project at the Ballfield Road campus. The Board of Selectmen has approved the charge to the Community Center Planning & Preliminary Design Committee [CCPPDC], and the new CCPPDC and the School Building Committee [SBC] will need to collaborate closely. The Board of Selectmen will name the CCPPDC members at their June 12 meeting.

Ms. Glass said that there would need to be a formalized planning process for the collaboration between the CCPPDC and the SBC to have a cohesive campus vision and Mr. Dwyer suggested an integrated Campus Coordination Group to that end. Ms. Glass asked whether the School Committee wanted a formal representative on the Campus Coordination Group or if it was enough to have a School Committee liaison. Ms. Glass asked for feedback.

Mr. Christenfeld thought it would be more helpful to wait until the CCPPDC was formed. He also suggested that they will discuss the issue at the next School Committee meeting on May 25 to see which School Committee member is available to serve.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to endorse Ms. Glass's May 8, 2017 memorandum on the Campus Coordination Group Proposal as presented. The Committee voted unanimously to endorse Ms. Glass's May 8, 2017 memorandum on the Campus Coordination Group Proposal as presented.

11. Superintendent Summative Evaluation Process

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent, from Tim Christenfeld, School Committee Chairperson, Re: Superintendent Summative Evaluation Procedure, dated May 5, 2016 [sic]; 2) Lincoln Public Schools, Annual Superintendent Evaluation Timeline, undated; 3) Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents, Prepared by the Massachusetts Association of School Committees, Revised, November 2012; 4) Superintendent Performance Indicators: Priorities Agreed Upon by Superintendent McFall and the School Committee, Lincoln Public Schools, 2012-13; 5) Superintendent's Annual Plan for 2016-2017

Mr. Christenfeld said that the Committee would be holding the summative evaluation process for the superintendent in the next two meetings, May 25 and June 8.

The Committee uses the Massachusetts Model System for Educator Evaluations, and the Committee is at the 5th and last step in the process. Each member will fill out a Summative Evaluation Form and will submit their form to Mr. Christenfeld by June 1. Mr. Christenfeld will prepare a draft composite Summative Evaluation from those forms that will be discussed at the June 8 meeting.

Dr. McFall has given the members evidence of the work accomplished toward her annual goals.

Mr. Christenfeld thanked Dr. McFall for her work.

12. VOTE on Proposed Hanscom FY18 Budget

Document: None.

There is no contract at this time with the Department of Defense to run the Hanscom schools for the 2017-2018 school year, so the Committee skipped this item.

6. Superintendent's Report

Document: None.

Dr. McFall said that the District Art Show will be held in the Hartwell Multipurpose Room, and the reception will be held on Thursday, May 18 from 4 to 6 pm.

Dr. McFall said that the community survey has been sent, and the administration is receiving responses. The deadline to submit a response to the survey is Friday, May 26. Dr. McFall will present a summary of the survey results at the end of the school year.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

None.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$2,269,329.43 and the accounts payable warrant totaling \$515,830.86 for a total of \$2,785,160.29. Mr. Creel noted that these are three sets of warrants, which is the reason they are larger than usual. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the warrants as presented. The Committee voted unanimously to approve the warrants as presented.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, February 2, 2017; 2) Draft of Meeting Minutes, February 16, 2017; 3) Draft of Meeting Minutes, March 23, 2017

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the February 2, February 16, and March 23, 2017 meetings. The Committee voted unanimously to approve the minutes of the February 2, February 16, and March 23, 2017 meetings.

The sets of minutes will be posted on the website.

13. Information Enclosures

None.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to go into Executive Session for the purposes of discussing FY18 wages for non-union personnel, negotiations on the Lincoln Teachers' Association [LTA] contract, negotiations on the Hanscom contract, and the purpose of investigating charges of criminal misconduct or the filing of criminal complaints. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Ms. Mitchell, yes. The Committee would not be returning to open session. The open session adjourned at 10:28 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, May 25, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,

Sarah G. Marcotte

Recording Secretary