

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, May 25, 2017
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
 OPEN SESSION

Present: Peter Borden (Vice Chairperson), Jena Salon, Tara Mitchell. 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: Tim Christenfeld (Chairperson), Al Schmertzler, Laurel Wironen (Hanscom Educational Liaison), Samaria Stallings (METCO Representative).

1. Greetings and Call to Order

Mr. Borden, Vice Chairperson, called the open session to order at 7:05 pm.

2. Chairperson's and Members' Reports

Mr. Borden attended the String Spring Fling last night, and he said it was delightful.

Dr. McFall said the District Art Show was incredible, and the student work was wonderful. She was impressed with the numbers of people who attended, and she thanked parents, the art teachers, and custodial staff for their work on it.

Dr. McFall attended last night's Hanscom Middle School concert and said it was great. She also said that the Hanscom Art Show was terrific.

3. Public Comments

None.

4. Consent Agenda

1. Lincoln School Grade 8 Overnight Field Trip to Washington, D.C., May 29-June 1, 2018

Documents: 1) Late Night and Overnight Field Trip Proposal, dated May 15, 2017; 2) Washington, D.C. Trip Details, WorldStrides Flyer and Registration Form; 3) Lincoln School Eighth Grade Trip to Washington, D.C. Itinerary; 4) Letter to Parents from Steve Cullen, dated May 11, 2018; 5) Washington, D.C. Trip Justification; 6) Letter to Parent/Guardian from Maureen Richichi, School Nurse, undated; 7) Lincoln School, Washington, D.C. Trip 2018, Medical Care Consent Form; 8) Lincoln School, Washington, D.C. Trip 2018, Health/Emergency Info; 9) Lincoln School, Washington, D.C. Trip 2018, Prescription and Non-Prescription Medication Authorization; 10) Lincoln Public Schools, Financial Assistance Application; 11) Lincoln Public Schools, Financial Assistance Verification Form; 12) Check List for the DC Trip, May 29-June 1, 2018, undated; 13) Lincoln Public Schools, Washington Trip Experience, Parent Signature Form; 14) Washington, D.C. Trip Behavior Contract; 15) Washington, D.C. Trip, Emergency Contact Information; 16) Field Trip Permission Form, Washington, D.C. May 29-June 1, 2018; 17) Parent Notice, Important Informational Meeting, Washington, D.C. Trip Flyer

2. Accept \$200 Gift from Lincoln Land Conservation Trust

Document: Memorandum to School Committee, from Sharon Hobbs, Principal Grades 5-8, Re: Lincoln Land Conservation Trust gift, dated May 19, 2017

3. Lincoln School Grade 7 Overnight Field Trip to Sargent Camp, Hancock, NH, October 17-20, 2017

Documents: 1) Late Night and Overnight Field Trip Proposal; 2) Check List for Sargent Camp, October 17-20, 2017; 3) Lincoln School Seventh Grade Trip to Sargent Camp Itinerary; 4) Letter to Parents; 5) Lincoln Public Schools, Financial Assistance Application; 6) Lincoln Public Schools, Financial Assistance Verification Form

Mr. Borden moved, and Ms. Salon seconded, the motion to approve the Lincoln School Grade 8 Overnight Field Trip to Washington, D.C., scheduled for May 29 – June 1, 2018, to accept a \$200 donation from the Lincoln Land Conservation Trust to purchase materials to build bluebird boxes for the Lincoln School 1st and 6th graders, and to approve the Lincoln School Grade 7 Overnight Field Trip to Sargent Camp in Hancock, NH, scheduled for October 17-20, 2017. The Committee voted unanimously to approve the Lincoln School Grade 8 Overnight Field Trip to Washington, D.C., scheduled for May 29 – June 1, 2018, to accept a \$200 donation from the Lincoln Land Conservation Trust to purchase materials to build bluebird boxes for the Lincoln School 1st and 6th graders, and to approve the Lincoln School Grade 7 Overnight Field Trip to Sargent Camp in Hancock, NH, scheduled for October 17-20, 2017.

Mr. Borden thanked the Lincoln Land Conservation Trust for their generous gift. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Report on School Improvement Plans for Hanscom Primary and Hanscom Middle Schools

Documents: 1) Hanscom Primary School, School Improvement Plan, Year End Report, 2016-2017, Kristen St. George, Interim Principal; 2) Hanscom Middle School, School Improvement Plan, 2016-2017 Year End Report, Erich Ledebuhr, Principal

Mr. Borden welcomed Hanscom Primary School Interim Principal Kristen St. George and Hanscom Middle School Principal Erich Ledebuhr to present their end-of-year report on the School Improvement Plans.

Ms. St. George reviewed, with a slide presentation, goal 1: “Faculty will develop a shared understanding of the elements of high quality, balanced, targeted, and differentiated small group reading instruction that is evident in small group reading instruction K-3.” She noted that they built on last year’s goal and focused on comprehension conversations, fluency, and word work. She said that small group reading was happening in all classrooms. Ms. St. George said faculty were trained and developed strategies for prompting students, and all have prompting guides and common language. The entire team, from instructional assistants, tutors, teachers, interventionists, and coaches, monitors student progress and collaborates on targeted instruction for

students. She noted that they expect most students to meet the benchmarks in June. Next year, they will continue with the professional development for tutors and assistants.

Ms. St. George reviewed goal 2: “Preschool through grade 3 faculty will develop a shared vision for teaching, learning, collaboration, and community that impacts current practice and in preparation for the new Hanscom Primary School facility.” Ms. St. George said that their daily work and team work is collaborative, which will help with creating their shared vision for teaching in the new building. The HPS moved to temporary quarters over April vacation. A strategic plan for the shared vision will be developed over the summer to be worked on in 2017-2018. The IST and BESST teams have a newly structured protocol, and Ms. St. George said she hears the thread of collaborative practice work throughout.

Mr. Ledebuhr reviewed goal 1: “Faculty will expand a shared understanding of high quality, school-based collaborative practices.” He noted that this year, they asked how to stretch their canvas to impact student learning. The new building has changed their instructional practice.

Mr. Ledebuhr introduced the 4th grade team teachers Ms. Liz Clancy, Ms. Andrea Eagan, Ms. Michelle Pehl, and Ms. Carole Whelton, who presented on their collaborative work with the implementation of the new math curriculum, *Everyday Math 4*. Teachers put students in flexible groups based on student needs. Research has shown that students need a balance of preview and review to learn math skills, and students also need to grapple with math ideas to close the gaps. Students received differentiated instruction, and teachers assigned students to groups based on the data teachers analyzed, routines, and group size. Students’ social, behavioral, and emotional issues also determined a type of group. Teachers also grouped students by fact fluency to solve problems and noted that some students are very good at solving problems but do not have fact fluency, while other students have the opposite issue. The flexible groups changed based on student needs. The collaboration worked well for students and teachers but was time consuming, but HMS works differently now, and Mr. Ledebuhr said he was extremely proud of the work.

Mr. Ledebuhr reviewed goal 2: “Faculty will review and recommend changes in our schedule to better meet the instructional needs of our students and shared vision.” Teachers met on the schedule and reviewed different schedule options. Mr. Ledebuhr said the biggest drivers are the required number of instructional minutes, available staff, and course leveling. They will continue with the work next year.

Mr. Ledebuhr introduced Ms. Monica Albuixech, IT Specialist, Mr. Christopher Gentel, Art teacher, and Kristin Hall, Drama teacher, who presented on their collaboration on an interdisciplinary unit about colonial life for 5th graders, as an example of flexible schedules. The teachers wanted to create a project that would use the break-out spaces and the Makerspace and choose a topic that all specials could join. The assignment was to become colonial characters and to build a colonial village in the school where students would learn skills from colonial times, such as sewing, dancing and games, candlemaking, weaving, calligraphy and printmaking. Students researched characters and events and their crafts. Parents came to see the village and were pleased. The teachers reported that students became experts in one thing and learned a lot about many parts of colonial life. The feedback from students was positive, and Ms. Hall said

students were invested in thinking about what it was like to live in those times. Ms. Albuixech noted it was successful, and they hope to do it again next year.

Dr. McFall thanked the teachers and said she was proud of their work.

Mr. Borden thanked Ms. St. George, Mr. Ledebuhr, and the teachers for their work.

2. Assistant Superintendent Recommendation

Documents: 1) Letter to Lincoln Public Schools from Jessica Rose; 2) Jessica D. Rose, Resume

Dr. McFall announced formally that she recommended that the position of Assistant Superintendent be offered to Ms. Jessica Rose. Ms. Rose would start on July 1, 2017. Dr. McFall asked the Committee to accept her recommendation of Ms. Rose and for permission to enter into contract negotiations with Ms. Rose.

Mr. Borden moved, and Ms. Mitchell seconded, the motion to accept Superintendent Rebecca McFall's recommendation of Jessica Rose for the position of Assistant Superintendent and to allow Superintendent Rebecca McFall to enter into contract negotiations with Jessica Rose for a salary commensurate with her experience, not to exceed \$140,000. The Committee voted unanimously to accept Superintendent Rebecca McFall's recommendation of Jessica Rose for the position of Assistant Superintendent and to allow Superintendent Rebecca McFall to enter into contract negotiations with Jessica Rose for a salary commensurate with her experience, not to exceed \$140,000.

3. Report on District Strategic Plan Priorities (All Priorities)

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Strategic Priorities, Year End Report, dated May 18, 2017; 2) Memorandum to School Committee from Patricia Kinsella, Re: Report on Strategic Priorities B2 and C2, dated May 25, 2017; 3) Math PD, 2016-17, Early Planning Document: Thinking Through Professional Learning; 4) Math: The Language Lens, Wednesday, February 15, 2017; 5) Math PD, May 3, 2017, Team Goals Identified in Advance of Session #3; 6) Math PD, May 3, 2017, Team Notes Created During Session #3; 7) Math PD, May 3, 2017, Teacher Feedback for Session #3; 8) Math PD, May 3, 2017, Follow-up Email from Math Specialists to Grade-Level Teams Regarding Session #3; 9) Lincoln Public Schools, Digital Literacy and Computer Science Learning Expectations; 10) Lincoln Public Schools Strategic Plan, 11) Lincoln Public Schools Strategic Priority Maps for 2016-2017, A1, A2, B1, B2, C1, C2, D1, D2, dated September 29, 2016

Dr. McFall noted that the district has made much progress in comparison with five years ago, and at the April Strategic Plan Forum, tonight, and in their work developing next year's Strategic Plan, they have showed the impact their work has had for students this year.

Ms. Kinsella reviewed the work accomplished on Strategic Priority B2: "Continue refining curriculum to align with state and district standards in science, ELA [English Language Arts], math, and digital literacy and computer science." She showed photographs of work and their efforts in science and math.

Mr. Ford reviewed the work accomplished on digital literacy and computer science, part of Strategic Priority B2. He noted that the work on the state standards began in 2014. The standards have four strands: 1) computing and society; 2) digital tools and collaboration; 3) computing systems; and 4) computational thinking. They held professional development sessions on computer science and had pilot lessons for K-8 students. The standards are different depending on the grade level and are broken into K-2, 3-5, and 6-8. A few of the curriculum pilots were on coding, the makerspace, and the hour of code. Mr. Ford said this summer he will lead professional development on computational thinking. Next year they will realign the curriculum to address the new learning expectations. He noted they will look into instructional technology and will integrate technology with the other curriculum areas.

Ms. Kinsella highlighted the work accomplished on Strategic Priority C2: “Continue to provide educators and administrators with professional development that focuses on content area knowledge and teaching strategies that address the 5 Key Questions for Learning.”

Mr. Ford reviewed the work accomplished on Strategic Priority A2: “Create a culture and develop structures that support innovation and risk-taking to improve student learning.” He noted that they partnered with the Lincoln School Foundation [LSF] on the Innovation Accelerator for teachers to share innovative best practices. He said there are three videos uploaded for teachers to use. Teachers can send feedback to each other through the Accelerator, an internal web portal.

Mr. Borden thanked Ms. Kinsella, Mr. Ford, and Dr. McFall for their work.

4. Report on Results of MS Math Review – CMP3 Selection

Documents: 1) Letter to Parents/Guardians from Patricia Kinsella, Assistant Superintendent, dated May 11, 2017; 2) Sequence of Math Courses at Lincoln-Sudbury Regional High School, undated

Ms. Kinsella said that the MS Math Materials Review Committee, comprised of middle school math teachers, special educators, the middle school math content specialist, middle school principals, and Ms. Kinsella, reviewed math curricula for the last two years for students in grades 6-8. In April, the Review Committee has selected unanimously *Connected Mathematics Project 3* [CMP3]. Students will begin learning the new math program in September 2017. Ms. Kinsella said adopting the new curriculum will be a major change in how the district teaches middle school mathematics.

Ms. Kinsella said that they held parent sessions about the new curriculum, and showed the PowerPoint presentation about CMP3 that Math Content Specialist Ellen Metzger gave to parents. She thanked Ms. Metzger for her work. Mr. Ford said that the PowerPoint presentation is available at www.lincnet.org.

Ms. Kinsella said that CMP3 is investigations based and student centered, aligns with Massachusetts state standards, and builds students’ mathematical practice. She said the Review Committee also liked the open-ended questions and the clear representations of concepts. Ms. Kinsella noted that while CMP3 requires much language, students can approach problems from different angles. She noted that Ms. Metzger met with the Math Coordinator at Lincoln-Sudbury, who is pleased with the selection, and students of varying abilities and skills remain engaged.

Ms. Kinsella said that the district has the new text and materials, and the mathematics faculty will have professional development on the materials this summer. She said that in the fall, there will be a sequence of professional development on collaborative learning in math class, and all faculty will do a peer observation and examine student work.

Ms. Mitchell said that parents were happy to hear about the new math curriculum, and Ms. Salon was pleased that the new curriculum gives opportunities for differentiation. Mr. Borden indicated that the Committee gives its full support to the new middle school mathematics curriculum.

Mr. Borden thanked Ms. Kinsella and the MS Math Materials Review Committee for their work.

5. Superintendent Report on Annual Plan and Superintendent Performance Standards

Document: Superintendent's Annual Plan for Evaluation, 2016-2017, including End-of-Year Report

Dr. McFall reported that since her mid-year report not much more has been accomplished on her goals. The four goals that Dr. McFall is working on are: 1) Student Learning Goal: Work with administrators to develop and carry out processes to support faculty teams as they carry out Collaborative Practices (Professional Learning Communities); 2) Professional Practices Goal: Educate myself and the administrative team about new legislation related to Transgender students and the LGBTQ community. Ensure that our practices and policies support all students and provide safe learning environments for all students; 3) District Improvement Goal 1: Develop an avenue of opportunity for faculty to take instructional risks that engage students in authentic and innovative ways; and 4) District Improvement Goal 2: Develop an Administrator Handbook for Educator Evaluation.

Dr. McFall reported that the work on the first goal had been presented at the last School Committee meeting. The work on the second goal has been extended, and the district had training to assist administrators with the new legislation and to support students and families. She noted that the feedback on the training was great, and she would like to extend the training to faculty, but the question is when to hold it. She will discuss the issue at the June 6 administrative team meeting. Dr. McFall explained that they will make single restrooms gender neutral and change the signs to reflect that and noted that the issue will be part of the facilities upgrade. They are also updating terms on forms. For the third goal, the administration worked with the Lincoln School Foundation [LSF] to visit sites that use innovative practices and to decide on the joint funding of opportunities. For the fourth goal, Dr. McFall said that she has not been able to develop the Administrator Handbook as other priorities and events, such as implementing the first year of the computer-based MCAS, took precedence. She explained that her first two years were spent with implementing the new Massachusetts Educator Evaluation System, and she needs to revisit the work. She noted that some changes have been made to the Massachusetts system, and there are changes in the regulations which require her to revise the process somewhat. She will revisit and recalibrate the practices before putting the handbook together.

Dr. McFall noted that she has uploaded her self-assessment and summary and evidence to Synergy. She has also sent a survey to the administrative team. She asked if additional evidence was needed.

The Committee thanked Dr. McFall for her work.

6. Approval of Hanscom FY18 Budget

Document: None.

Dr. McFall said that she and Mr. Creel continue to communicate with the Department of Defense Educational Activity [DoDEA], and their guidance has changed. Dr. McFall and Mr. Creel developed a revised cost proposal, and DoDEA asked them to take the out of district tuition contingencies out and to include only those costs for the students who are currently on the Hanscom campus. She noted they would be able to submit a change order should additional students who need services arrive on the Hanscom campus. Dr. McFall said she thought the district was close to being awarded the contract.

Mr. Creel thanked Ms. Emmons and the special education team for their work on the special education pieces of the Hanscom proposal.

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 could not approve the budget.

6. Superintendent's Report

Document: None.

Dr. McFall noted that tomorrow, Friday, May 26, was the last day to respond to the community survey, and she thought the response was in the 80 percent range.

Mr. Ford said that their first year of computer-based MCAS has gone fairly well, and the exam was similar to the paper-based exam. He said the network and the devices worked well, with 96% teachers responding, but with only a few minor technical issues. He noted that the support plan worked well, and 89% of the faculty responded that they felt prepared, and 92% of the students responded they felt prepared.

Mr. Ford noted that there is room for growth. Students need more practice with the equation editor in the math exam. Another issue is to look at authentic ways to do online writing. Ms. Kinsella said that one area was that the text box for the writing portion of the exam was not very big, and students could not see the entire page. He said that next year they could give the online MCAS to more grade levels.

Mr. Ford thanked Mr. Jonathan Feinberg for giving Boston students opportunities to learn computer programming in the METCODE program. He noted that the students were very engaged in the work.

Mr. Borden thanked Dr. McFall, Mr. Ford, and Ms. Kinsella for their work.

7. Curriculum

None.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel said that Mr. Schmertzler had not reviewed the warrants and recommended that the Committee pass over them. The Committee passed over the warrants.

10. Old Business

1. Community Center Planning and Preliminary Design Committee

Document: None.

The Committee passed over this item as Mr. Christenfeld would provide the update.

11. New Business

1. Eagle Scout Project

Document: None.

Mr. Creel explained that a Boy Scout working on his Eagle Scout project has proposed to modify the playground behind Pod B, where Magic Garden is. He would like to repair and repaint, and the storage shed will be replaced with a storage box. The scout will do the work on a weekend so that it will not disrupt school, and the work will cost \$270.

Mr. Creel said that the storage box will be locked and will be accessed by adults only.

Mr. Borden thanked Mr. Creel for his work.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent, from Rob Ford, Director of Technology, Re: DESE SIMS Data Audit Report, dated May 16, 2017; 2) Letter to Rebecca E. McFall, Ed.D., from Patricia A. Rydlak, Auditor IV, Audit and Compliance Unit, Massachusetts Department of Elementary and Secondary Education, dated May 11, 2017; 3) Massachusetts Department of Elementary and Secondary Education, SIMS Data Audit Report; 4) Letter to Ms. Marilyn LaBoy from Rebecca E. McFall, dated May 18, 2017; 5) Letter to Ms. Trintje Gnazzo and Ms. Heather Veague, Lincoln School PTO Co-Chairs, from Rebecca E. McFall, dated May 18, 2017; 6) Letter to Ms. Lorraine M. Vargas Silva, Hanscom PTO President, from Rebecca E. McFall, dated May 18, 2017; 7) Letter to Mr. and Mrs. Peter

Borden from Rebecca E. McFall, dated May 18, 2017; 8) Letter to Ms. Heather Anderson and Mr. Louis Silvestro from Rebecca E. McFall, dated May 18, 2017

The Committee did not discuss these items. They were for the Committee's information only.

14. Adjournment

On motion by Mr. Borden, seconded by Ms. Mitchell, the Committee voted unanimously to adjourn the meeting at 9:54 pm.

15. Executive Session

The Executive Session that was originally scheduled was not held.

The next School Committee meeting is tentatively scheduled for Thursday, June 8, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary