

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 22, 2017
Hartwell Multipurpose Room, Hartwell Building, Ballfield 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).

Absent: Samaria Stallings (METCO Representative), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:02 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld attended the Hanscom Middle School graduation with pleasure. He thanked Erich Ledebuhr, Hanscom Middle School Principal, for marshalling the students through, and Colonel Roman Hund, Base Commander, for his commencement address. He congratulated the students.

Mr. Christenfeld also attended the Lincoln School graduation with pleasure. He thanked Principal Sharon Hobbs and Steve Cullen for their work. He congratulated the students.

Mr. Christenfeld noted it was Assistant Superintendent Patricia Kinsella's last meeting. He said that the district has learned so much from her work in the last four years, and the district is immensely grateful to have had her here. He wished her the best.

3. Public Comments

None.

4. Consent Agenda

1. Accept Donation of \$200 from Hanscom Spouses Club

Document: Memorandum to School Committee and Becky McFall from Erich Ledebuhr, Subject: 8th Grade Graduation Activities, dated June 7, 2017

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a \$200 donation from the Hanscom Spouses Club in support of the Hanscom Middle School 8th grade graduation activities and Ice Cream Social.

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

Mr. Christenfeld thanked the Hanscom Spouses Club for their generous gift. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Retiree Recognition

Document: None.

Mr. Christenfeld welcomed Mr. Michael Haines, Facilities Manager, and Robert Curran, who was retiring. Mr. Curran served as a custodian at the Hanscom Primary School for the last 16 years. Mr. Haines spoke of Mr. Curran's sense of humor and his willingness to work and think "in and out of the box." Mr. Haines congratulated him and wished him well in retirement. Mr. Curran received a chair and thanked Dr. McFall, Mr. Creel, Ms. Kinsella, Mr. Ledebuhr, and Mr. Haines.

Mr. Christenfeld welcomed Mr. Erich Ledebuhr, Hanscom Middle School Principal, and Mr. Fred Lipton, who was retiring. Mr. Lipton served as a science teacher at the Hanscom Middle School for the last 22 years. Mr. Ledebuhr spoke of Mr. Lipton's 45-year teaching career and said that Mr. Lipton's room was a favorite destination for students and colleagues. Mr. Ledebuhr congratulated him and wished him well in retirement. Mr. Lipton received a lamp and thanked Mr. Ledebuhr and the district.

Mr. Christenfeld thanked Mr. Curran and Mr. Lipton for their work for the Lincoln Public Schools and congratulated them on their retirement.

2. Vote to Delegate Members of CASE and EDCO Collaboratives

Document: None.

Lincoln is a member of the Concord Area Special Education [CASE] and Educational Collaboratives [EDCO], and state regulations require committees to delegate voting members, who have to be the superintendent or a member of the School Committee, to the boards of directors of each collaborative for the year. Dr. McFall currently serves on both boards as the voting member. Mr. Christenfeld currently serves as the non-voting member to the EDCO Board of Directors.

Mr. Schmertzler arrived at 7:20 pm.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education [CASE] for 2017-2018. The Committee voted unanimously to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education [CASE] for 2017-2018.

Dr. McFall will be the Chairperson of the Board of Directors of the CASE Collaborative next year.

Ms. Mitchell volunteered to be the non-voting member to the EDCO Board of Directors.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to appoint Ms. Tara Mitchell as a non-voting member to the Board of Directors for the Educational Collaborative [EDCO] for 2017-2018. The Committee voted unanimously to appoint Ms. Tara Mitchell as a non-voting member to the Board of Directors for the Educational Collaborative [EDCO] for 2017-2018.

Mr. Christenfeld thanked Dr. McFall and Ms. Mitchell for their willingness to serve. He will contact Colleen Dolan, EDCO Executive Director, to let her know that Ms. Mitchell will serve.

3. School Building Committee Update Document: None.

Mr. Christenfeld said the School Building Committee [SBC] met last night and discussed the Request for Services [RFS] for a design firm. As required by law, the RFS will be published in the Central Register on June 28. The pre-bidding conference will be held on Thursday, July 6 at 10 am. He said that at its Wednesday, July 12 meeting, the SBC will appoint a review committee to examine proposals and to choose the companies to interview, and to recommend a finalist. The SBC will meet on Wednesday, August 23 to decide on the recommendation of the review committee, which will be sent to the School Committee. The School Committee will meet on Thursday, August 24 to decide on the SBC's recommendation of the design firm.

Mr. Christenfeld said that the process to hire an Owner's Project Manager [OPM] continues. The screening committee has a pile of applications for the OPM positions and will rank the candidates and select finalists. The SBC will interview finalists on Wednesday, June 28 and Thursday, June 29 in the Hartwell Multipurpose Room. The finalist will be approved by the SBC at their Wednesday, July 12 meeting, and the SBC will recommend a finalist for the OPM to the School Committee for the School Committee's approval. The School Committee will meet on Thursday, July 13 to review the recommendation of the SBC for the OPM, and, if approved, to authorize that the SBC enter into negotiations with the OPM. Mr. Creel noted that several firms attended the OPM briefing meeting.

Mr. Christenfeld said the SBC's forum on Wednesday, June 14 for the public to give input on the project criteria went well and had a decent turnout. He thanked Mr. Borden and Ms. Mitchell for their assistance. Attendees were given a survey, and they have already received 219 responses. The survey will be open until Saturday, July 15 for community members to respond.

Mr. Christenfeld said that the Board of Selectmen approved the members to the new Community Center Planning and Preliminary Design Committee [CCPPDC] at their meeting on Monday, June 12. He said four applicants for the community at-large members were approved. He said there are questions about how many design firms are needed. He noted that the Board of Selectmen said the SBC can proceed with their process of hiring a design firm, and while the CCPPDC may overlap, the CCPPDC has not yet met but will have its first meeting on Monday, June 26 at 7:00 pm at Town Offices.

Mr. Christenfeld said that the SBC will meet twice in July, and one of the meetings will be a tour of the Hanscom Middle School. If one wants to attend the tour, they need to give the administration advance notice in order to be approved to go onto the Hanscom Air Force Base.

4. Review 2017-2018 Strategic Plan, First [sic] Reading

Documents: 1) Lincoln Public Schools Strategic Plan, Approved by School Committee June 23, 2016; 2) Lincoln Public Schools, Core Values; 3) Draft, Some Ideas on Options to Reflect the Social and Emotional Development in the Strategic Plan, undated

The District's Strategic Plan sets the priorities for and guides the work of the administration and is reviewed before each school year. The Plan focuses on the instructional core of the district's work and not the budget or other ongoing priorities.

Mr. Christenfeld said the drafts of the Strategic Plan 2017-2018 will be reviewed and voted on at the July 13 meeting.

Mr. Christenfeld thanked Dr. McFall and the Administrative Team for their work.

5. Superintendent Summative Evaluation

Documents: 1) Evaluation Forms from each member of the Committee; 2) Composite Evaluation Form combined from the individual member Evaluation Forms

The Committee is required by law to evaluate the superintendent's performance, and this evening the Committee will complete the last step in the evaluation cycle. The Committee follows the Massachusetts Educator Evaluation System.

Mr. Christenfeld said that the evaluation forms from the members are given to Dr. McFall for feedback and guidance. Mr. Christenfeld has compiled the written comments, checks, and rating boxes into a document that assembles the written comments. The Committee needed to agree on an overall performance rating this evening.

Mr. Christenfeld said that the ratings and comments were positive overall, and several ratings "exceeded expectations." He noted that for the administrator's evaluation handbook, the ratings were "needs improvement." He said that Dr. McFall's professional practice goal was met at a high level, and overall standards scored "proficient," with management scoring "exemplary." Mr. Christenfeld said Dr. McFall's work had a high impact on student learning. He said the consensus on her rating was that she performed at a "proficient" level for the year.

Mr. Christenfeld said the district is fortunate that Dr. McFall has led the district to a high level of functioning on a day-to-day basis. He said her reports were clear and on time, and her reports to the community and parents are admirable and thoughtful. Contract negotiations with the federal government to run the Hanscom schools and with the Lincoln Teachers' Association have been approved. Ms. Salon said that Dr. McFall's work to shift learning into a place where students can take ownership of it is exciting. Mr. Borden agreed and added that she has provided inspired leadership. The Committee thanked her for her work.

Dr. McFall thanked the Committee for the feedback and asked them to share their ideas for her growth and improvement.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to assign a summative evaluation performance rating of proficient to Dr. Rebecca McFall for 2016-2017. The Committee voted unanimously to assign a summative evaluation performance rating of proficient to Dr. Rebecca McFall for 2016-2017.

Mr. Christenfeld said Dr. McFall will write a draft of her goals for next year. The Committee will approve Dr. McFall's goals in September.

Additional Reports

Summer Curriculum and Professional Development, Report Only

Documents: 1) Memorandum to School Committee from Patricia Kinsella, Re: Preview of Summer Curriculum Work and Professional Development, dated June 22, 2017; 2) Summer 2017 Curriculum and Professional Development Projects

Questions and Answers

Ms. Mitchell said she was thrilled to see the summer lineup of professional development opportunities that involved all schools and grade levels.

Mr. Christenfeld thanked Ms. Kinsella for her work.

Special Education Parent Advisory Council (SEPAC), Report Only

Documents: 1) SEPAC Year End Presentation 2016/2017 by Lincoln SEPAC; 2) Lincoln District SEPAC Team Action Plan, April 11-13, 2017

Questions and Answers

The SEPAC collaborates with the district to give input into and support for the programming for students who have special needs.

Ms. Emmons showed a PowerPoint presentation on the SEPAC report. The SEPAC attended a conference at the Advancing Parent Professional Leadership in Education [APPLE] Leadership Institute at which Ms. Emmons and SEPAC Co-Chair Kelly Anne O'Connor created an action plan, which is a two-year vision on how to expand the capacity of the SEPAC moving forward.

The SEPAC will do outreach activities, including a survey to parents, in the next school year to get parents involved and to assist them.

Mr. Christenfeld thanked Ms. Emmons and the SEPAC for their work.

6. Superintendent's Report

Document: None.

Dr. McFall said they have hosted a three-day course for the administrative team and teacher leaders about work on high-impact teams with Research for Better Teaching [RBT]. She felt that a different focus was needed for the third day, and so she and Dr. Jessica Rose, the new assistant superintendent, planned today's session that focused on a deep discussion on their work and what they do as a district. Dr. McFall will follow up and use RBT's presenters later.

Ms. Emmons said that today's conversation was outstanding, thoughtful, and inspiring and put those attending in a place to move forward.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Ms. Kinsella thanked the Committee for their support over the last four years.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,364,521.43 and the accounts payable warrant totaling \$296,701.90 for a total of \$1,661,223.33. 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.

2. Re-affirm Summer Warrant Process

Document: None.

Mr. Creel said that in the past few years, over the summer months, the Committee has voted to “deputize” the Chairperson to sign the warrants. Mr. Creel will report the amounts spent to the whole Committee at the end of the summer. The process avoids a situation where bills remain unpaid for two months. He recommended that the Committee appoint the Chairperson for this task. Mr. Christenfeld offered to serve in July, and Mr. Schmertzler offered to serve in August.

Mr. Borden moved, and Mr. Schmertzler seconded, the motion to appoint Mr. Timothy Christenfeld to sign the accounts payable and payroll warrants during July 2017 and to appoint Mr. Al Schmertzler to sign the accounts payable and payroll warrants during August 2017.

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

Mr. Christenfeld thanked Mr. Creel for his work.

3. FY17 Budget End-of-Year Report

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY17 Budget Status, dated June 15, 2017

Mr. Creel reviewed his memorandum on the FY17 budget, noting that the Lincoln Public Schools will end the fiscal year with a budget surplus with all financial obligations met. For the Lincoln campus, he estimated that there were \$328,863 in unspent budget balances, and noted that the number is not yet finalized because the district is closing out obligations and covering operational requirements. In past years, the Committee has used some surplus funds to prepay special education tuitions and collaborative fees and to return the remaining surplus funds to the Town. Mr. Creel recommended that for FY17, the Committee authorize the administration to prepay up to \$140,000 of known FY18 special education tuition and collaborative fees and to return the remaining funds, approximately \$189,000, to the Town.

For the Hanscom campus, Mr. Creel reported that the budget surplus was approximately \$192,000. As the new contract with the federal government has been

negotiated, Mr. Creel said that instead of prepaying for special education costs, the District may request equitable adjustment of the contract price if the District has an increase of special education costs. Mr. Creel recommended that the Committee authorize the administration to return the surplus funds, approximately \$192,000, to the Hanscom Reserve Fund.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to authorize the school administration for the Lincoln campus, to prepay up to \$140,000 of known FY18 special education tuition and collaborative fees and to return the remaining funds, approximately \$189,000, to the Town of Lincoln, and for the Hanscom campus, to return the surplus funds, approximately \$192,000, to the Hanscom Reserve Fund.

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

Mr. Christenfeld thanked Mr. Creel for his work.

4. Report on FY17 Revolving Accounts

Document: Memorandum to Lincoln School Committee and Becky McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finances, Subject: Current status – FY17 Revolving Funds and Legacy Gift Account, dated June 20, 2017

Mr. Creel reviewed his memorandum on FY17 revolving accounts. M.G.L. Ch. 44 §53E 1/2 allows Town Meeting to approve revolving accounts that hold family-paid fees from fiscal year to fiscal year for specified purposes instead of going into the general fund. The School Department has five revolving accounts: transportation, athletics, Lincoln After School Music Program [LASMP], School lunch, and Legacy Fund Gift accounts.

Mr. Creel recommended no changes to the fees for any of the five accounts. He noted they are monitoring the LASMP. The fees were increased last year, and there has been a decrease in participation, and the expenses have increased. He noted this was the third year that the account had a negative balance. Mr. Creel said the participation rate was down for the School lunch fund, and Brooks has the lowest rate. He said the Legacy Fund, a gift account to provide financial assistance for field trips, is low, but he did not yet know what the Class of 2017's gift would be. He warned the balance could be expended for the fall 7th grade trip to Sargent Camp. Mr. Creel said they would make sure there was a space for parents to contribute to the Fund account, and he will talk with the principals to raise money.

Mr. Christenfeld said that if the Legacy Fund's balance did not increase, the issue should be discussed before the budget cycle.

Mr. Christenfeld thanked Mr. Creel for his work.

5. GASB 45 Allocation for Hanscom Retirees

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: GASB 45 obligation – Hanscom budget, dated June 16, 2017

Mr. Creel reviewed his memorandum on the Governmental Accounting Standards Board's [GASB 45] requirement for contributions to the Town's Group Liability

Insurance Fund that covers retirees' benefits. The benefits are mostly for health insurance. The Committee has been setting money aside in the Fund each year since 2008, and the Finance Committee would like to continue the contributions.

Mr. Creel said that if the Committee approves the transfer, he will notify the Town's Finance Director, Colleen Wilkins.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town of Lincoln's Group Liability Insurance Fund. The Committee voted unanimously to approve a transfer of \$100,000 from the Hanscom Health Insurance Reserve Fund to the Town of Lincoln's Group Liability Insurance Fund.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

None.

11. New Business

Document: None.

Mr. Christenfeld said the Committee will meet Thursday, July 13 at 10 am. The Committee will vote on the School Building Committee's [SBC] recommendation for the Owner's Project Manager [OPM]. He expected that the SBC will vote on the OPM at its July 12 meeting. He said that the Committee will also discuss their goals, self-assessment, reforms, and procedures. He said that the School Committee was not meeting on Wednesday, July 12.

Ms. Mitchell suggested that the Committee use the self-assessment form from the Massachusetts Association of School Committees [MASC] and that each member fill out a copy before the meeting that could be compiled.

Mr. Christenfeld said that the Committee will use the MASC form for self-assessment and asked that the members send it to him when they have completed it so that he could compile the answers. Ms. Mitchell will put together an agenda.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Letter to Mr. and Mrs. Timothy Coughlin from Rebecca E. McFall, Superintendent, dated June 16, 2017; 2) Letter to Ms. Trintje Gnazzo and Ms. Heather Veague, Lincoln PTO Chairs, from Rebecca E. McFall, Superintendent, dated June 16, 2017

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

14. Adjourn to Executive Session for the Purpose of Discussing:

LTA Contract Ratification

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to adjourn to executive session for the purpose of discussing the contract with the Lincoln Teachers' Association at 8:43 pm. The roll call vote was: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Ms. Mitchell, yes; Ms. Wironen, yes. The Committee would be returning to open session.

Ms. Wironen left the meeting at 8:43 pm.

15. Return to Open Session for the Purpose of Ratifying the LTA Contract

Mr. Christenfeld called the open session to order at 9:17 pm.

Mr. Christenfeld thanked the leadership of the Lincoln Teachers' Association and the negotiation team of Dr. McFall, Mr. Creel, Mr. Borden, and Ms. Jennifer Glass for a long productive negotiation of the LTA's contract. He noted the contract will be in force for three years.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to ratify the contract with the Lincoln Teachers' Association for three years starting September 1, 2017 to August 31, 2020 as presented. The Committee voted unanimously to ratify the contract with the Lincoln Teachers' Association for three years starting September 1, 2017 to August 31, 2020 as presented.

16. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn the meeting at 9:18 pm.

The next School Committee meeting is tentatively scheduled for Thursday, July 13, 2017 at 10:00 am in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary