

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, July 13, 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. Also present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services).

Absent: Laurel Wironen (Hanscom Educational Liaison), 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 10:11 am. He welcomed Dr. Jessica Rose, the new assistant superintendent. The meeting was not taped.

2. Chairperson's and Members' Reports

Mr. Christenfeld attended the first meeting of the new Community Center Planning and Preliminary Design Committee [CCPPDC] on Monday, June 26. He said the CCPPDC does not yet have a chairperson, and the CCPPDC's next meeting will be Monday, July 24. The new committee is writing a Request for Qualifications [RFQ] for an architect, with proposals due after Labor Day and interviews in September. There was discussion about whether the Town should hire one or two architectural firms for the school building and the community center since the Council on Aging discovered that different architectural firms specialize in buildings for older populations while other firms specialize in school buildings. Mr. Christenfeld said the School Building Committee [SBC] and CCPPDC will discuss joint functions. He noted that the SBC will hire an architect and likely there will be a separate architect for the community center. He said that the School Committee has the jurisdiction over the school buildings and Pods, and there are many moving parts, and the community center project will have to come to the School Committee to discuss the use of space.

Mr. Christenfeld said the SBC will meet on Wednesday, August 23 to recommend the designer for the Lincoln school building project to the School Committee. The School Committee will meet on Thursday, August 24 to discuss and to vote on the SBC's recommendation.

Mr. Borden will share the link to Swampscott's combined high school and senior center project, built in 2015.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$1,500 Gift from Civil War Preservation Trust

Document: Memorandum to School Committee and Becky McFall from Erich Ledebuhr, Subject: Civil War Preservation Trust, dated June 28, 2017

2. Accept \$100.05 Gift from Christine Sviestys

Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, Subject: Soccer Backdrop, dated June 29, 2017

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept a gift of \$1,500 from the Civil War Preservation Trust in support of Jason Peledge and the Hanscom Middle School 8th grade overnight trip to Gettysburg, PA and to accept a gift of \$100.05 from Christine Sviestys for a soccer backdrop for the Lincoln School 5-8. The Committee voted unanimously to accept a gift of \$1,500 from the Civil War Preservation Trust in support of Jason Peledge and the Hanscom Middle School 8th grade overnight trip to Gettysburg, PA and to accept a gift of \$100.05 from Christine Sviestys for a soccer backdrop for the Lincoln School 5-8.

Mr. Christenfeld thanked the Civil War Preservation Trust and Ms. Sviestys for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Approve Lincoln School Building Project, Owner's Project Manager

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Award of Owner's Project Manager (OPM) Contract—Lincoln School Project, dated July 12, 2017

Mr. Creel reviewed his memorandum on the SBC's recommendation of a company to provide Owner's Project Manager services for the Lincoln School Study. Massachusetts General Law requires building projects with an estimated cost of \$1.5 million or more to have an Owner's Project Manager [OPM] to oversee the project and that the company that provides OPM services has to be selected by a qualifications-based process. The design firm will be selected using the same process. The SBC's OPM selection panel was Craig Nicholson, Peter Sugar, Michael Haines, Dr. McFall, and Mr. Creel. Mr. Creel said that the SBC wanted to select the OPM before reviewing the qualifications for the designer.

After going through the selection process discussed in the memorandum, Mr. Creel said two firms ranked at the top: Daedalus Projects and Hill International. Mr. Creel said that Daedalus Projects has completed several projects in Lexington, and their experience is with elementary and middle school projects. Hill International has experience with high school projects. The SBC voted unanimously for the ranking of firms: Daedalus Projects, Hill International, Leftfield, and Colliers International. Mr. Creel said that the SBC decided on Daedalus Projects because of their experience with elementary and middle schools.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to authorize the Administrator for Business and Finance to enter into negotiations with Daedalus Projects, and to authorize the Committee Chairperson to award the contract to provide owner's project manager services for the Lincoln School Study, subject to agreement upon the fee and the language of the contract document. The Committee voted unanimously to

authorize the Administrator for Business and Finance to enter into negotiations with Daedalus Projects, and to authorize the Committee Chairperson to award the contract to provide owner's project manager services for the Lincoln School Study, subject to agreement upon the fee and the language of the contract document.

Dr. McFall thanked Mr. Creel for his work.

Mr. Christenfeld thanked Mr. Creel, the OPM Selection Panel, and the SBC for their work.

2. School Committee Self-Evaluation and Discussion of Physical Set [Up]

Documents: 1) Grid of Meeting Conditions, undated; 2) Lincoln Public Schools: School Committee Goals 2016-2017, Approved at School Committee Meeting of October 6, 2016; 3) School Committee Self-Evaluation, Charting the Course, Massachusetts Association of School Committees (2010)

Mr. Christenfeld said that Ms. Mitchell wanted to discuss the physical set up of meetings because it is hard to hear and to see the members with the current arrangement of the tables. Given that the meetings are usually televised and taped, and that the administration gives PowerPoint presentations that are shown on a screen at the opposite end, and there are audience members at times, the Committee discussed the logistics. The Committee agreed to configure the tables in an angled V to encourage participation.

The Committee discussed meeting format. While the meeting format will remain formal to honor the process of conducting governmental business, the agendas will build in more opportunities for public comment, especially when there are topics of considerable interest. Mr. Borden suggested that the School Committee have more nonvoting meeting sessions to discuss topics with more depth.

The Committee discussed meeting packets and the information provided. Dr. McFall said the administration likes to give the members enough time to examine the information in the packets and gives them to members a week in advance of meetings. There are times when all of the information is not yet available one week before the meeting, and in that case, the information is brought to the meetings. Ms. Salon said that items that become available the same day of the meeting are difficult to review in time for the meeting. The members agreed that on the blue sheets that summarize the actions, recommendations, people involved, and votes to be taken, the administration will include whether additional information will be forthcoming. Dr. McFall said that they are no longer using Synergy to upload the packet information to the Committee's iPads, and the administration may use encrypted Google documents with passwords for access. She emphasized that they are working on this issue.

The Committee discussed how much raw data, such as MCAS scores, should be presented at meetings. The members did not want the administration to create reports for the sake of creating reports. Ms. Mitchell suggested nonvoting working sessions for more detailed analysis of data, and Mr. Borden wanted reports that focused on insights from the data. Mr. Christenfeld said it was useful to receive the raw data because the data keeps them accountable. Mr. Borden suggested that the administration mark interesting pieces of data. Ms. Mitchell was interested in how they communicate to the public on the work that is being done at the schools. Mr. Borden wanted to experiment with other meetings and said it was the Committee's responsibility, not the

administration's. Dr. McFall said that the administrators could not opt out of these other meetings. Mr. Christenfeld noted that there are other groups, such as the PTO, Principals' coffees, and School Councils that hold some of these discussions, and meetings require work.

Mr. Christenfeld said that the Communication to Community rubric on the document would be discussed at the August 24 meeting.

Mr. Christenfeld said the School Committee goals would be discussed at the August 24 meeting.

3. Review of 2017-2018 Strategic Plan

Document: Draft, Lincoln Public Schools Strategic Plan, dated July 13, 2017

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. The words appearing in red were added from the last discussion about the Plan.

Dr. McFall said they added the words "social and emotional" in the vision, strategic objectives, and strategic priorities sections of the Plan. She said that the Administrative Team wanted the vision to make sure that the social and emotional part included the whole child perspective in it. She said that in previous strategic plans, curriculum and instruction were included in one of the strategic objectives' boxes, but this year the Team put "curriculum" and "instruction" in two separate boxes. She suggested that strategic priority B2 could be more general, and in the work plans the team would be more specific about the work that they would do under this priority. She asked for input.

The Committee discussed whether B2 felt generic instead of strategic, and Dr. McFall said that what appears in the Plan can mean how the district's resources—money and time—will be used. She said they will focus on social and emotional learning and will do a needs assessment in this area. Ms. Emmons suggested the words, "developing competencies for all students." Mr. Christenfeld said that should be included. Mr. Borden was concerned that the Plan was missing the why and the priority. Dr. McFall said they will include "develop social and emotional learning competency" on the Plan and include the needs assessment of social and emotional learning in their work plan. Mr. Christenfeld indicated that he was pleased with the rest of the Plan and only Strategic Priority B2 needed work, and that he wanted the language to reflect what the district is doing and not create any extra work. Dr. Rose said that Lincoln stood out for its Strategic Plan because it gives a sense of what is important to the district.

Dr. McFall will bring the revised draft document to the Central Office and Administrative Teams for their review and input.

Mr. Christenfeld said the draft will be discussed at the August 24 meeting.

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

4. Review Draft of Superintendent's Annual Plan

Document: Draft Superintendent Annual Plan for 2017-2018, undated

The Committee is required by law to evaluate the superintendent's performance, and this morning the Committee will begin the first step in the evaluation cycle: determining the superintendent's goals for the year. The Committee follows the Massachusetts Educator Evaluation System. There are three types of goals that have to be included: one in student learning, one in professional practice, and two in district improvement goals.

Dr. McFall presented her draft, stressing that it was challenging to choose goals that would reflect what she has been able to do as much of her work is to coach and to collaborate with the administrative team. The student learning goal is especially challenging. The other challenge is to determine what evidence to use that demonstrates her work on a goal. She noted that other districts use the Strategic Plan as the measure of the superintendent's work instead of the superintendent's personal goals. She asked that the Committee consider how to deal with this issue.

Mr. Christenfeld said the Committee will discuss Dr. McFall's goals at the August 24 meeting and will approve her goals in September.

Mr. Borden left the meeting at 12:03 pm.

6. Superintendent's Report

None.

7. Curriculum

None.

8. Policy

None.

9. Facilities and Financial

1. Warrant Approval

None.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

None.

13. Information Enclosures

None.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 12:12 pm.

The next School Committee meeting is tentatively scheduled for Thursday, August 24, 2017 at 9:30 am in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary