

πMINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, September 7, 2017
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
 OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Jena Salon, Tara Mitchell, Laurel Wironen (Hanscom Educational Liaison). Also present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance), Jessica Rose (Assistant Superintendent), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

Absent: Al Schmertzler, Simone Johnson (METCO Representative).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm. He thanked David Trant and Jim Cunningham for taping the meeting.

2. Chairperson's and Members' Reports

Mr. Christenfeld thanked Dr. McFall for the opening day meeting for staff and administrators, which he said was great. He enjoyed the discussion on collaboration. Students and parents were asked to submit answers to: What makes good teachers great? Mr. Christenfeld thanked students and parents for submitting answers.

Ms. Salon thanked the 3rd grade teachers for hosting a warm and welcoming Open House.

3. Public Comments

None.

4. Consent Agenda

1. Approve Overnight Field Trip to Fall Festival at Cardigan in Alexandria, NH
 Documents: 1) Late Night and Overnight Field Trip Proposal, signed August 31, 2017; 2) Fall Festival at Cardigan Flyer, Youth Opportunities Program, September 30 to October 1

Dr. McFall explained that the overnight trip will be for students in grades 6-8 who are in the Outdoor Club extension. The program is offered through the Appalachian Mountain Club's Youth Opportunities Program in Education, Leadership, and Adventure. Students receive training about the outdoors. This fall event is the first time the Lincoln School will go. The Outdoor Club is chaperoned by teachers Steve Cullen and Jaime Moody.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the overnight field trip to the Fall Festival at Cardigan in Alexandria, New Hampshire on September 30 to October 1, 2017 for grades 6-8 students in the Outdoor Club. The Committee voted unanimously to approve the overnight field trip to the Fall Festival at Cardigan in Alexandria, New Hampshire on September 30 to October 1, 2017 for grades 6-8 students in the Outdoor Club.

Mr. Christenfeld thanked Mr. Cullen and Ms. Moody for offering the trip.

5. Time Scheduled Appointments

1. SBC Update

Document: None.

Mr. Christenfeld said that the School Building Committee [SBC] has met twice since the last School Committee meeting. He noted that the SBC has an outreach subcommittee. At last week's SBC meeting, the SBC met with design architect Symmes Maini & McKee Associates [SMMA] and Owner's Project Manager [OPM] Daedalus Projects to plan the next two months of meetings. They have organized visits to the new Hanscom Middle School and to the Lincoln school buildings for Wednesday, September 13 and visits to two other new school buildings on Friday, September 22 from 8:30 to 4:30. He asked that people contact Dr. McFall if they would like to go on any of the visits and encouraged people to attend.

Dr. McFall included that on Monday, September 25, they will hold an internal focus group with the Hanscom Middle School faculty. On Thursday, September 28, there will be an educational visioning session with faculty. Both sessions are not open to the public.

Dr. McFall said there will be a tour of the new Martin Luther King School in Cambridge, a new net zero building, on Tuesday, October 3, and she invited people to attend but to let her know they are planning to attend. She noted that a group of educators and SBC members will be attending the tour. On that same day, the SBC is holding two community visioning sessions from 8:00 to 10:00 am and 7:00 to 9:00 pm that will deal with the vision for the campus site plan. On Tuesday, October 17, the SBC is holding two community visioning sessions on the educational vision from 8:00 to 10:00 am and 7:00 to 9:00 pm. Dr. McFall said they are finalizing the details and will put together a schedule. She included that the SBC and Community Center Planning and Preliminary Design Committee [CCPPDC] will meet at the Council on Aging, Bemis Hall, on Friday, October 20.

Mr. Christenfeld said the SBC had a joint meeting with the CCPPDC. He said the Campus Coordination Group, comprised of Dr. McFall, Town Administrator Mr. Timothy Higgins, SBC Chair Chris Fasciano and SBC member Craig Nicholson, and CCPPDC Chair Ellen Meyer Shorb and CCPPDC member Owen Beenhouwer, met this morning.

Mr. Christenfeld and Mr. Ed Lang of the Green Energy Committee met with the Fellowship Manager of the Center for Green Schools, Phoebe Beierle. Ms. Beierle emphasized that the design process and the construction project should be used as teaching tools for students.

Mr. Christenfeld said that on Wednesday, September 20, the SBC will discuss values and priorities and receive input from other Town boards. At last night's meeting, the Parks and Recreation Department and Water Board presented. The September 20 meeting will include the Conservation Commission, Planning Board, Green Energy Committee, Historical Commission, and the Commission on Disabilities.

Dr. McFall will send a schedule of the meetings via email.

2. School Committee Long-Term Agenda

Document: Lincoln Public Schools, Draft FY18 School Committee Long-Term Agenda, undated

Mr. Christenfeld said that the Long-Term Agenda evolves during the year and asked for any additions or deletions. He said that the current draft has some meetings that do not have many items, and they could add discussions on bigger issues. He said the September 28 meeting has room.

Dr. McFall said that the administrative team is digging into the results of last spring's community survey and will report on their findings later in the year. She mentioned that there were many things that are not yet on the agenda, and the administration is preparing their work plans, which need to be included.

Mr. Borden asked that they include policy review with the list of policies and a work plan for updating them. Mr. Christenfeld said policy work will be included through the year.

Mr. Christenfeld said they will consider which discussions to include and will fill in items on the agenda at the September 28 meeting.

3. School Committee Goals, First Reading

Documents: 1) Draft, Lincoln Public Schools: School Committee Goals 2017-2018; 2) Lincoln Public Schools: School Committee 2017-2018 Goals and Action Items, Draft, undated but handed out at September 7, 2017 meeting

Mr. Christenfeld said that Committee policy requires them to set goals. The Committee will check-in at mid-year to see how they have progressed on meeting their goals. The Committee will create a work plan similar to the ones created by the administration to ensure that their work gets accomplished.

Ms. Mitchell and Mr. Borden prepared the draft of the goals document after the last meeting. Much of the goals document was the same as the 2016-2017 version. Ms. Mitchell noted they added strategic priority A2: "Help the community conceptualize what being an 'innovative district' would look like and assess the community's need/desire/willingness to support the philosophy, budget, and physical structures needed to achieve the desired goal."

Dr. McFall asked that they add the negotiations for custodians' contract to D2. For A2, she said it was important that the administration and Committee define "innovation" in the same way so there is a shared understanding.

Mr. Christenfeld asked that the members let him know if they have other changes to the goals document. Ms. Mitchell will edit the goals document.

Mr. Christenfeld noted that the Goals and Action Items Draft will be discussed at the September 28 meeting.

4. Superintendent's Annual Goals, Second Reading

Document: Superintendent's Annual Plan, 2017-2018, undated

The Committee is required by law to evaluate the superintendent's performance each year and follows the Massachusetts Educator Evaluation System. This evening the

Committee will approve the goals, the first step in the process. There are three types of goals that have to be included: student learning, professional practice, and district improvement. Dr. McFall has set five goals for 2017-2018.

As suggested at the last meeting, Dr. McFall included the Lincoln School building project as district improvement goal 3: “Appropriately fulfill the necessary leadership role of the superintendent in order to successfully complete the feasibility study, 20% schematic design phase of the Lincoln School building project.” The Committee was pleased that the goals reflect the amount of important work that is happening.

Dr. McFall noted that the first meeting of the Campus Coordination Group occurred this morning. She said the educational vision of the building entails their current practices, vision, and planning, and the architect will share the current best practices in 21st century learning and design. Dr. McFall said the principals have asked for volunteers to help; the full administrative team and a large number of faculty with representation from all departments and grades will be involved with the educational vision. Mr. Christenfeld said that while teacher input on the design process is crucial, they cannot promise that the building will have everything that is suggested.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve Dr. Rebecca McFall’s Superintendent’s Annual Plan, 2017-2018, as presented. The Committee voted unanimously to approve Dr. Rebecca McFall’s Superintendent’s Annual Plan, 2017-2018, as presented.

Mr. Christenfeld thanked Dr. McFall for her work.

Additional Reports Only:

Report on New Faculty

Document: Lincoln Public Schools, New Administration and Faculty Appointments, August 2017

Mr. Christenfeld welcomed Dr. Rose to the district. He congratulated the new faculty members.

Recognition of Teachers Receiving Professional Status

Document: Lincoln Public Schools, Recognition of Teachers Receiving Professional Teacher Status (PTS), undated

Professional teacher status is achieved after a teacher has completed the three previous consecutive school years in a school district, pursuant to [M.G.L. c. 71, § 42](#). Professional teacher status is sometimes referred to as tenure.

Mr. Christenfeld congratulated the nine teachers who achieved professional teacher status—Kaitlyn DiStefano, Laura English, Rebecca Fasciano, Lindsay Forsberg, Kathryn (Manley) Rinaldo, Jane Mosier, Jason Peledge, Hilary Skelton, and Carol Walker. He also noted that the district has two teachers, Rachel Goldner and Christine Portlock, who have served the district for 25 years.

Report on Extended School Year Programs (ESY)

Document: Memorandum to School Committee and Dr. Rebecca McFall, Superintendent, from Mary Emmons, Administrator for Student Services, Lynn Fagan,

Preschool Coordinator, and Scott Dixon, Extended School Year Coordinator, Special Educator, Re: Extended School Year Program PK-8, 2017, dated August 15, 2017

Ms. Emmons thanked Mr. Dixon for his work with the ESY programs, which he has done for two summers. She noted that ESY Programs partner with other groups, such as the Parks and Recreation Department, to offer opportunities to students.

Mr. Christenfeld thanked Ms. Emmons, Ms. Fagan, Mr. Dixon and the team for their work.

Report on Summer Curriculum Professional Development
Documents: 1) Memorandum to School Committee from Jessica Rose, Re: Report on Summer Curriculum and Professional Development, dated August 30, 2017; 2) Summer Work 2017: Alignment with Strategic Objectives

Mr. Borden thanked Dr. Rose for including the alignment of summer curriculum and professional development with the district's strategic objectives.

6. Superintendent's Report

Document: None.

Dr. McFall thanked the faculty, administrative staff, support staff, and custodial staff for getting the school year off to a smooth start. Dr. McFall said the year was off to a great start, and the new faculty are also off to a great start.

Dr. McFall ceded some time to Mr. Creel, who showed six photographs of the construction of the Hanscom Primary School. The photographs showed excavation, foundations, waterproofing, insulation, and backfilling. Mr. Creel said the underground plumbing will be installed on September 11 and 18, the underground electrics and steel fabrication will be done next week. The steel for the building will be erected in mid-October. He said there have been a few small delays, but the contractors will try to make those up.

Mr. Ford said that the summer A/V project at the Lincoln School went well this summer. All classrooms in grades K-5 and the social studies, English Language Arts, foreign language classrooms were updated with wall-mounted projectors and sound systems with microphones and amplifiers. He noted the systems help students with comprehension and attention.

Ms. Emmons reported that 80 people attended a helpful training on accommodations and strategies for helping students who are hearing impaired.

7. Curriculum

Document: None.

Dr. Rose said it has been a wonderful transition into the district. She said that the week has been great with teachers, students, and families coming to school.

Dr. Rose said she is excited to be working in Lincoln. She looks forward to giving updates on student work and the wonderful things going on in the classrooms.

8. Policy

None.

9. Facilities and Financial

1. FY17 Budget Closeout

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY17 Budget status, dated August 25, 2017

Mr. Creel reviewed his memorandum, noting that the district met all financial obligations and ended FY17 with a budget surplus. He said that the schools returned \$222,442.79 to the Town of Lincoln and returned \$287,098.72 to the Hanscom Reserve Fund. Mr. Creel said that the advanced purchasing for special education tuitions helps to manage budget risk and said the district will continue the practice. He thanked the principals and teachers for their responsible management of site-based management funds.

Dr. McFall added that the surplus funds are a result of funds in different parts of the budget. She and Mr. Creel noted that the practice of returning funds to the Town builds trust with the Finance Committee and the Town.

Mr. Christenfeld thanked Mr. Creel and Dr. McFall for their careful stewardship of the budget.

2. FY19 Budget Guidelines and Timeline

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY19 Budget Guidelines, dated August 25, 2017; 2) Lincoln Public Schools, FY19 Budget Development Timeline, undated

Mr. Creel reviewed his memorandum and said the FY19 budget guidelines were the same as last year's, adjusted for now. He said that the FY19 budget will be built assuming that the district will maintain FY18's services. Mr. Creel is assuming a 2.5% increase over the FY18 budget; the Finance Committee will give guidance in mid-October about the increase the schools and Town departments will receive. He said all grants decreased for FY18 except for the METCO grant, and he has assumed level funding for FY19.

Mr. Creel noted that they have not advanced the costs from FY18 into FY19 but will develop those during the process. He said they do not yet have enough enrollment information to determine the number of sections in each grade.

For the Hanscom budget, the contract to run the Hanscom schools that is negotiated with the federal government will be negotiated for one year. Mr. Creel anticipates that the district will receive information from the Department of Defense Educational Activity [DoDEA] for the negotiation soon. Dr. McFall said they are close to the number of students, 600, which would put the district in the Band 4 enrollment band and give the district additional funding. As of today, there are 596 eligible students, and the district has to submit the enrollment report with the number of students attending the Hanscom schools on September 30. Mr. Creel said they will need to replace the

furniture, fixtures, and equipment [FF&E] for the new Hanscom Primary School and will need to place orders by January 2018.

Mr. Borden urged the public to share their concerns and changes with the Committee as the budget process is a good time to be involved.

Mr. Christenfeld asked that Mr. Creel delete the December 1 entry that states, “Budget discussions with School Committee,” because the Committee will not meet that evening. He said the rest of the timeline looked fine.

Mr. Christenfeld said the discussions on the budget will occur at each Committee meeting from November 2017 to January 2018. The first budget presentation will be on November 9, and the formal budget hearing will be held on January 4, 2018. The Committee will vote on the budget at the January 18, 2018 meeting.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to establish the guidelines for the development of the FY19 budget proposal and timeline as amended. The Committee voted unanimously to establish the guidelines for the development of the FY19 budget proposal and timeline as amended.

Mr. Christenfeld thanked Mr. Creel for his work.

3. Hanscom Snow Removal Contract

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buck Creel, Subject: Request for Award—Hanscom Snow Removal Services, dated August 25, 2017; 2) Proposal, Hanscom Air Force Base Schools Snow Removal, dated August 30, 2017

Mr. Creel said the construction on the Hanscom campus and the parking lots’ changing configuration has prevented them from preparing a scope of work for a three-year snow removal contract.

Mr. Creel said there were no changes from last year’s snow removal contract with D&P Contracting, and the proposal that Mr. Creel received from them charges the district the same rates as last year’s. Mr. Creel said they are pleased with D&P’s work. He recommended that the Committee award a one-year contract.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to award a one-year contract for snow removal services at the Hanscom campus to D&P Contracting of Wayland, MA as presented. The Committee voted unanimously to award a one-year contract for snow removal services at the Hanscom campus to D&P Contracting of Wayland, MA as presented.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

Document: “Template for Lincoln School Committee responses to topics of interest on social media and similar channels: First Draft,” by Peter Borden, undated

Mr. Borden handed out the first draft of a generic message to the community that addressed how issues and concerns should be handled. Mr. Christenfeld asked that members send their comments to Mr. Borden. Dr. McFall said she would forward it to the Administrative Team.

The Committee would discuss it at the September 28 meeting.

11. New Business

1. Tri-district Forum

Document: None.

Mr. Christenfeld said there will be a tri-district forum on Monday, October 23 at 7:00 pm in the Reed Gym in Lincoln. The topic will be “Diversity and Inclusion in our Schools and Communities.” Former Sudbury principal William Smith, currently the head of the National Center for Race **Amity**, will speak and facilitate the conversation. Mr. Christenfeld asked if the Committee wanted to include other speakers, and he said it would be best to host a structured discussion. Mr. Christenfeld noted a recent *Boston Globe* article on the METCO program at Lincoln-Sudbury Regional High School, and the Lincoln-Sudbury School Committee would like to expand the discussion **beyond** METCO to make sure all students are welcome.

Dr. McFall said that Mr. Smith often leads conversation on how to engage in difficult conversations, and she suggested that he help the audience to think about how to start to engage in these types of conversations.

Ms. Mitchell suggested that they include the minister of First Parish Church in Lincoln and that they talk to Mr. Smith to see if he has an agenda for the discussion. Mr. Borden suggested that they ask both men how to frame productive discussion on this issue.

The event is open to the community.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, April 6, 2017; 2) Draft of Meeting Minutes, April 27, 2017

Ms. Salon moved, and Mr. Christenfeld seconded, the motion to approve the minutes of the April 6 and April 27, 2017 meetings. The Committee voted unanimously to approve the minutes of the April 6 and April 27, 2017 meetings.

The sets of minutes will be posted on the school website, www.lincnet.org.

13. Information Enclosures

None.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 9:01 pm.

The next School Committee meeting is tentatively scheduled for Thursday, September 28, 2017 at 6:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary