

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, October 12, 2017  
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA  
 OPEN SESSION

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

Absent: Jena Salon, Becky McFall (Superintendent).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:04 pm. He welcomed Ms. Simone Johnson, who is the new METCO Representative from Boston.

2. Chairperson's and Members' Reports

Ms. Mitchell attended the teacher appreciation lunch and thanked those who hosted it. She said teachers were pleased.

Ms. Mitchell said math was a big topic at this morning's Brooks School coffee held by Principal Sharon Hobbs.

Mr. Christenfeld said he would provide updates on the School Building Committee and happenings in Sudbury during the old and new business portions of the meeting.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$2,400 [sic] \$2,500 Gift from Raytheon

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Raytheon, dated October 3, 2017

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of \$2,500 from Raytheon for the Hanscom 4<sup>th</sup> and 5<sup>th</sup> grade trip to the Discovery Museum and the Hanscom 6<sup>th</sup> grade trip to the Museum of Science for the 2017-2018 school year. The Committee voted unanimously to accept a gift of \$2,500 from Raytheon for the Hanscom 4<sup>th</sup> and 5<sup>th</sup> grade trip to the Discovery Museum and the Hanscom 6<sup>th</sup> grade trip to the Museum of Science for the 2017-2018 school year.

Mr. Christenfeld thanked Raytheon for its generous donation.

The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Update on AV Projects

Document: Slides on AV Projects

Mr. Ford presented slides of the audio-visual work performed during the summer on the Lincoln campus. He said that last year, the Capital Planning Committee approved funding for phase one of a total request of \$163,000 to replace projectors with new wall-mounted projectors, voice supports with student and teacher microphones, and IR pens with interactive projectors. He noted that they completed phase one of a two-phase project, and 37 classrooms have been updated. The art room will be done later this year. The equipment can be moved to a new school building if needed.

Mr. Ford said the staff has been trained, and they will continue to train on the use of the projectors. Teachers are happy and excited, and the equipment is being put to good use. One student who is hard of hearing said he can hear in class.

Mr. Ford said phase two will finish the remaining 7 rooms, which include the math and science rooms. He will make a capital request for phase two this evening. He said that the cost for phase one was not as much as expected.

Mr. Christenfeld thanked Mr. Ford for his work.

## 2. School Committee Goals, Second Reading

Document: Draft, Lincoln Public Schools: School Committee Goals 2017-2018, undated

The Committee has a policy that requires them to set goals each year, just as faculty, staff, and administrators have to do.

Mr. Christenfeld said that the changes in the draft reflect the Committee's discussion from the last meeting.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the School Committee Goals 2017-2018 as presented. The Committee voted unanimously to approve the School Committee Goals 2017-2018 as presented.

## 3. School Committee Subcommittee Assignments, First Reading

Document: Draft, Subcommittee Assignments for 2017-18, undated

Mr. Christenfeld said that the subcommittee assignments came from last year's list of assignments that each member has taken on. He noted that Ms. Mitchell has volunteered to go to the EDCO Advisory Committee meetings. Mr. Christenfeld said he would serve on the committee for negotiations with the custodians, but if other members would like to serve in this manner, they are welcome.

Mr. Christenfeld said that he was not sure whether the Report Card Committee had plans to meet this year and said that Ms. Salon would be the representative.

Mr. Christenfeld said that the Evaluation System Committee has not met in the last couple years. He said the purpose is to revise the Educator Evaluation System and look at the 1-4 grading system, refine for the number of classroom visits and the length of visits, and consider a few other items. He noted that there is a side letter that was agreed with the Lincoln Teachers' Association last year when the LTA contract was ratified, and that side letter mentions that the Evaluation System Committee would be working this year. He said that Ms. Mitchell is willing to serve with him in this role.

Mr. Christenfeld said Ms. Salon will continue with her assignments.

Mr. Borden asked about the Finance Committee's Annual Report. Mr. Creel and Lincoln Finance Director Colleen Wilkins have discussed whether the Finance Committee wants these reports, as they are time consuming for Town departments to prepare. Mr. Christenfeld noted that the School Committee may prepare one, but he has not received any comments on previous years' reports.

Mr. Christenfeld said no vote was needed this evening on the subcommittee assignments and that each member should behave as though the list presented this evening is final.

#### 4. Strategic Priority Maps

Documents: 1) Strategic Priority Map for 2017-2018, Lincoln Public Schools, dated October 11, 2017; 2) Lincoln Public Schools Strategic Plan, Approved by School Committee August 24, 2017

The Strategic Priority Maps show how the district will carry out the Strategic Priorities that were identified during the spring and summer by the Administrative Council and School Committee. Dr. Rose said that the Administrative Council has identified the largest pieces of work to be done this year, and the Strategic Priority Maps show the activities, skills that need to be developed, outputs and measures, resources, responsible persons, and timeframe that will be dedicated to that work. She noted that the Maps do not cover all of the work to be accomplished during the school year. The Council decides whether to place work in the Maps or in the School Improvement Plans that the principals present during the fall.

The district has professional development on Wednesday afternoons, and the Maps guide the work to be done during those sessions. Dr. Rose said that yesterday's sessions on collaborative practice were exciting, and the teachers and administrators have identified the focus of their work. Teachers will share their work and have named the artifacts and documents that they will use. Dr. Rose said that all teachers and administrators are on collaborative practice teams, and she has already received wonderful feedback from yesterday's session.

Mr. Borden liked the language on the outputs and measures, which makes it so that the activities can be tracked.

Mr. Christenfeld thanked Dr. Rose for her work.

#### 5. Report on October 1 Enrollment

Documents: 1) October 1, 2017 Enrollment – Lincoln Public Schools; 2) October 1, 2017 Enrollment Report, Supplementary Information; 3) Enrollment History-Lincoln, from FY09 to FY18; 4) 2017-18 METCO Enrollment Update, from Lateefah Franck, METCO Director, dated October 5, 2017; 5) Lincoln School K-8 Enrollment, October 1<sup>st</sup> Data, from 2000 to 2017-2018; 6) 2017-2018 Hanscom Enrollment Report as of Last Day of September (September 29, 2017)

The district is required to track the number of students in each grade every year. The students are counted on October 1 for the Lincoln campus and, this year, September 29 for the Hanscom campus. The enrollment report numbers for each campus are sent to the Massachusetts Department of Elementary and Secondary Education [DESE] for the

Lincoln campus and to Department of Defense Educational Activity [DoDEA] for the Hanscom campus. These enrollment numbers are used in statistics about districts, such as the cost per pupil, and for funding.

On the Lincoln campus, the enrollment is 544 students, which is the lowest since FY09. Mr. Creel explained that they have worked with the principals and collected data on the reason for the fluctuating enrollment. He said that last year's graduating 8<sup>th</sup> grade class was large, and this year's kindergarten class is small with three sections, but they do not consider it a trend. Since 2009, there have been bulges in the number of students. He noted that the METCO enrollment was expected to be 89 students, but it is only 84 students, which sets the amount of the METCO grant for FY19.

On the Hanscom campus, the total enrollment is 644 students. Mr. Creel said that the enrollment includes a larger number of students of military retirees, 46, than they had anticipated. The district does not receive funding from the federal government for these noneligible students. The enrollment number includes the preschool because the contract with DoDEA requires the district to provide services to preschool children. Mr. Creel said the enrollment of eligible students is 598, which is two students below the threshold from Band 3 to Band 4. He mentioned that the kindergarten has 81 students, which required the district to open a fifth section, and the preschool now has a small number of tuition spaces available. He said that Ms. Wironen is going through a detailed verification process, but he expects that the enrollment will be in Band 3.

The Committee discussed the implications of the enrollment numbers for the Lincoln school building project. Mr. Creel said that since the 1960s, they have had enrollment peaks and valleys that seem to be on a 20-year cycle. He said historically they have planned for 600-625 students. Mr. Christenfeld said that the Lincoln 2012 building project was designed for 610 students. Mr. Schmertzler said that the towns around Lincoln have reported increases in their student population and asked whether more students would attend the Lincoln Public Schools if the Town has a renovated school building. Mr. Christenfeld said Arlington had recently built a new school and found right away that it needed four or five additional classrooms. Mr. Christenfeld said the conversation on the school building project includes moveable walls and different types of spaces that can be adjusted, so the renovated building might more easily accommodate changes in enrollment.

Mr. Christenfeld thanked Mr. Creel for his work.

#### 6. Discussion on ESL Enrollment/Staffing Document: None.

Dr. Rose said that there are 29 English Language Learner [ELL] students on the Hanscom campus, and one teacher serves them. By contrast, the Lincoln campus has 23 ELL students who are taught by two full-time teachers. The Hanscom caseload is high for one teacher, so the district wants to hire one more full-time ELL teacher (a 1.0 FTE) who would serve both schools.

Dr. Rose said the types and intensity of services that an ELL student receives depends on their need and vary between ELL students. Newcomers to the United States need daily instruction from a certified ELL teacher. Mr. Creel said that there is enough

money in the budget to cover the expense of hiring a new ELL teacher, and he will add the 1.0 FTE to the FY19 budget.

No vote was needed as the hiring of staff is the superintendent's responsibility.

#### 7. WorkPlace Lab Problems of Practice Collaboration

Document: Problems of Practice for consultation with the Harvard Graduate School of Education's Doctor of Education Leadership (Ed.L.D.) program, undated

Dr. Rose said that the district is partnering with the Harvard Graduate School of Education's Doctor of Education Leadership (Ed.L.D.) program. Five groups of five graduate students will study a Problem of Practice and will visit the district on October 18 and present a report on their findings on November 15.

Dr. Rose distributed her document with the Problems of Practice that the doctoral students will study; the students received the questions yesterday. The questions address issues in social-emotional learning, public relations, race and identity, collaborative practices, and tracking student growth at Hanscom Air Force Base. She asked that members and parents contact her if they wanted to be part of the process because each team will talk with people during their visit and will contact people by phone and email.

Dr. Rose will send the visit schedule to the members. Mr. Christenfeld asked that she indicate the items that would be most helpful for him to attend. Dr. Rose will also update the Committee on the work.

Mr. Christenfeld thanked Dr. Rose for her work.

#### 8. Special Town Meeting Date Request

Document: None.

Mr. Christenfeld said the School Building Committee [SBC] will present at least three design options for the Lincoln school building project to the Town, and the Town will vote on which design to develop further. He said that the work to present those options will not be accomplished by the Annual Town Meeting on Saturday, March 24, 2018. He said the development of the options should be finished by May 2018, but acknowledged that the timeline is ambitious. The School Committee must request that the Board of Selectmen hold a Special Town Meeting for the SBC to present the building options. Mr. Christenfeld said that Selectman Jennifer Glass suggested that Saturday, June 9, 2018 would be a good date to hold the Special Town Meeting.

Mr. Christenfeld said the SBC will report on the October workshops and discussions on values at the State of the Town Meeting on Saturday, November 4, 2017. He said SBC Vice Chair Kimberly Bodnar and the outreach subcommittee will continue to get residents involved. The SBC's website is <https://lincolnsbc.org>.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to request that the Board of Selectmen convene a Special Town Meeting on June 9, 2018 to consider the School Building Committee's report on options for renovating the Lincoln school buildings. The Committee voted unanimously to request that the Board of Selectmen convene a Special Town Meeting on June 9, 2018 to consider the School Building Committee's report on options for renovating the Lincoln school buildings.

Mr. Christenfeld will send the Committee's request via letter to the Board of Selectmen.

Additional Report Only:

Report on Summer Facilities Projects  
Document: Lincoln Public Schools, Summer Facilities Projects 2017, dated September 15, 2017

Mr. Christenfeld thanked Mr. Creel and the Facilities Team for their work.

6. Superintendent's Report

None.

7. Curriculum

Document: None.

Dr. Rose said they started their professional development Wednesday afternoons on collaborative practices. She said it was exciting to have the collaborative practice teams start and decide how to use their common planning time. She is pleased that the summer professional development work is already being put to good use.

Dr. Rose included that their work with Research for Better Teaching [RBT] on high-impact teams is also helpful, and she sees the practices being used. She looks forward to see what the impact of all of their work will be.

Mr. Christenfeld thanked Dr. Rose for her work.

Ms. Johnson left at 8:55 pm.

8. Policy

1. Policy BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee

Documents: 1) Lincoln Public Schools, Policy File: BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Draft, Lincoln Public Schools, Policy File: BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee, Reaffirmed at School Committee Meeting of December 17, 1984

Mr. Christenfeld said that there are approximately 144 school policies, and the Committee is reviewing, updating, revising, and reaffirming them as necessary, with a goal of reviewing 10% of them this year.

Mr. Christenfeld said that the Committee has not been following policy BBB-2, and the draft has been adjusted to reflect the current practice. He said that the second policy, BDC-R, is about the role of the Hanscom representatives, and he suggested that they add the BDC-R language to policy BBB-2 and have one policy.

Mr. Christenfeld asked if it was realistic to have two or three parents to serve. Ms. Wironen, the School Liaison, noted that Dr. McFall requested to the Base Commander to have Ms. Wironen attend. The Committee wanted to include at least one

Hanscom parent. Ms. Wironen suggested that Mr. Christenfeld attend the Hanscom PTO meetings, which are held the first Monday of each month at 8:15 am.

Mr. Creel recommended that they leave the language as “seek representative from Hanscom community” and also that “Committee will consult with the Base Commander.” Mr. Christenfeld will change the draft to say “one to three” people.

As this was a first reading of the policy, it will come back to the next meeting for the second reading and vote.

## 2. Policy BDC-R, Role of Hanscom Representatives

Document: Lincoln Public Schools, Policy File: BDC-R, Role of the Hanscom Representatives, Approved at School Committee Meeting of December 4, 1989

Policy BDC-R will be combined with Policy BBB-2 and will come back to the next meeting for a second reading and vote.

Ms. Wironen left the meeting at 9:23 pm.

## 3. Policy BDE, Board Subcommittees, First Reading

Documents: 1) Lincoln Public Schools, Policy File: BDE, Board Subcommittees, Revised at School Committee Meeting of March 4, 1985; 2) Draft consolidating Policy BDE, Board Subcommittees, Policy BDE-R, Subcommittees and Liaisons of the School Committee, BDE-R2, Guidelines for School Committee Liaisons, Policy BDF, Citizens’ Committees Appointed by the School Committee, Policy BDF-R, Procedures for Establishing Citizens’ Committees, by Timothy Christenfeld via email dated October 11, 2017

Mr. Christenfeld said that according to the Massachusetts Association of School Committees [MASC], there are three kinds of subcommittees: 1) standing subcommittees; 2) citizens’ advisory subcommittees; and 3) committee liaisons. He drafted a policy that encompasses BDE, BDE-R, BDE-R2, BDF, and BDF-R that he sent via email yesterday, and he suggested that they delete the five current policies.

Ms. Mitchell suggested that they add the specificity on the expectations of subcommittee members and their use of finances and contact with school administrators.

The new combined unnamed Policy that will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R will come back to the next meeting for a second reading and vote.

## 4. Policy BDE-R, Subcommittees and Liaisons of the School Committee

Documents: 1) Lincoln Public Schools, Policy File: BDE-R, Subcommittees and Liaisons of the School Committee, Reaffirmed at School Committee Meeting of March 4, 1985; 2) Draft consolidating Policy BDE, Board Subcommittees, Policy BDE-R, Subcommittees and Liaisons of the School Committee, BDE-R2, Guidelines for School Committee Liaisons, Policy BDF, Citizens’ Committees Appointed by the School Committee, Policy BDF-R, Procedures for Establishing Citizens’ Committees, by Timothy Christenfeld via email dated October 11, 2017

Mr. Christenfeld drafted a policy that encompasses BDE, BDE-R, BDE-R2, BDF, and BDF-R that he sent via email yesterday, and he suggested that they delete the five current policies.

The new combined unnamed Policy that will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R will come back to the next meeting for a second reading and vote.

#### 5. Policy BDE-R2, Guidelines for School Committee Liaisons

Documents: 1) Lincoln Public Schools, Policy File: BDE-R2, Guidelines for School Committee Liaisons, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Draft consolidating Policy BDE, Board Subcommittees, Policy BDE-R, Subcommittees and Liaisons of the School Committee, BDE-R2, Guidelines for School Committee Liaisons, Policy BDF, Citizens' Committees Appointed by the School Committee, Policy BDF-R, Procedures for Establishing Citizens' Committees, by Timothy Christenfeld via email dated October 11, 2017

Mr. Christenfeld drafted a policy that encompasses BDE, BDE-R, BDE-R2, BDF, and BDF-R that he sent via email yesterday, and he suggested that they delete the five current policies.

The new combined unnamed Policy that will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R will come back to the next meeting for a second reading and vote.

#### 6. Policy BDF, Citizens' Committees Appointed by the School Committee

Documents: 1) Lincoln Public Schools, Policy File: BDF, Citizens' Committees Appointed by the School Committee, Adopted at School Committee Meeting of January 21, 1985; 2) Draft consolidating Policy BDE, Board Subcommittees, Policy BDE-R, Subcommittees and Liaisons of the School Committee, BDE-R2, Guidelines for School Committee Liaisons, Policy BDF, Citizens' Committees Appointed by the School Committee, Policy BDF-R, Procedures for Establishing Citizens' Committees, by Timothy Christenfeld via email dated October 11, 2017

Mr. Christenfeld drafted a policy that encompasses BDE, BDE-R, BDE-R2, BDF, and BDF-R that he sent via email yesterday, and he suggested that they delete the five current policies.

The new combined unnamed Policy that will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R will come back to the next meeting for a second reading and vote.

#### 7. Policy BDF-R, Procedures for Establishing Citizens' Committees

Documents: 1) Lincoln Public Schools, Policy File: BDF-R, Procedures for Establishing Citizens' Committees, Adopted at School Committee Meeting of January 21, 1985; 2) Draft consolidating Policy BDE, Board Subcommittees, Policy BDE-R, Subcommittees and Liaisons of the School Committee, BDE-R2, Guidelines for School Committee Liaisons, Policy BDF, Citizens' Committees Appointed by the School

Committee, Policy BDF-R, Procedures for Establishing Citizens' Committees, by Timothy Christenfeld via email dated October 11, 2017

Mr. Christenfeld drafted a policy that encompasses BDE, BDE-R, BDE-R2, BDF, and BDF-R that he sent via email yesterday, and he suggested that they delete the five current policies.

Ms. Mitchell suggested that Mr. Christenfeld add the third paragraph of Policy BDF-R to the draft of the new policy. The paragraph mentioned resources and staff time.

The new combined unnamed Policy that will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R will come back to the next meeting for a second reading and vote.

#### 8. Proposed New Policy BEC, Executive Sessions

Document: Lincoln Public Schools, Draft of Proposed New Policy, File: BEC, Executive Sessions

Mr. Christenfeld said that the Committee does not have a policy on executive sessions. He said the draft language comes from the MASC, and he made some changes to it.

Mr. Borden suggested that they include something that referenced Open Meeting Law.

The master policy spreadsheet will be combined and posted on Google drive by Mr. Borden.

The next policies that will be considered are about cameras on school grounds, a new position description for the superintendent-CBA, a new procedure for new member orientation-BIA-R, a new District Administration Priority Objectives-CBCA, and others.

#### 9. Facilities and Financial

##### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$764,049.81 and the accounts payable warrant totaling \$115,211.28 for a total of \$879,261.09. 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. FY19 Capital Projects, First Reading

Documents: 1) Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Administrator for Business and Finance, and Michael Haines, Facilities Manager, Subject: Proposed Capital Project list—FY19 CapCom project process, dated October 6, 2017; 2) Town of Lincoln, FY19 Capital Funding Request Form, Classroom Rehabilitation and Preventative Maintenance Program, dated September 29, 2017; 3) Town of Lincoln, FY19 Capital Funding Request Form, District-wide Safety/Security Radio System, dated September 29, 2017; 4) Town of Lincoln,

FY19 Capital Funding Request Form, Instructional Technology—Displays & Audio Phase 2, dated September 29, 2017; 5) Town of Lincoln, FY19 Capital Funding Request Form, Design Roof Replacement—Hartwell Building, dated September 29, 2017; 6) Town of Lincoln, FY19 Capital Funding Request Form, Abate Asbestos-Containing materials—Hartwell Building, dated September 29, 2017; 7) Town of Lincoln, Lincoln Schools, FY19 Capital Requests; 8) Memorandum to Department Heads from Mary C. Day, Assistant Town Administrator, dated August 30, 2017

Mr. Creel said that he, Facilities Manager Michael Haines, and Mr. Ford selected the five projects to present to the Capital Planning Committee [CapCom] for the next fiscal year, FY19. He noted that the list he has presented is short, and the list does not in any way represent all of the needs that the Lincoln school buildings have. He said if there was not a school building process, and if the current school building process does not end with a building project, the list would be much longer.

The five projects, in order of priority, are Classroom Rehabilitation and Preventative Maintenance Program for \$75,000, District-wide Safety/Security Radio System for \$55,978, Instructional Technology—Displays & Audio Phase 2 for \$36,361, Design Roof Replacement—Hartwell Building for \$49,000, and Abate Asbestos-Containing materials—Hartwell Building for \$65,000.

Mr. Creel said the first project is requested each year and enables them to replace items before they fail.

The second priority, a District-wide Safety/Security Radio System, is required by M.G.L. Ch. 71, § 37R, which schools need to have a two-way communication device with police and fire departments in the city or town where the school is located. Ms. Emmons said that the Police and Recreation Departments support this request. Mr. Creel said that cell coverage is poor, and Mr. Ford said that cell coverage could go down when many people are using it at the same time, which could happen in an emergency. They said the system could be moved and used in a new space. The system proposed is the same one that is used at Hanscom.

The third priority is phase two of the audio-visual replacement project discussed earlier this evening by Mr. Ford.

The fourth priority, Design Roof Replacement—Hartwell Building, is a large expense that would require bidding out and design work. Mr. Creel said they would also explore adding insulation.

The fifth priority, Abate Asbestos-Containing materials—Hartwell Building, would remove the remaining exposed asbestos containing materials.

Mr. Creel said that they continue to remind the Capital Planning Committee that the roofs will need to be replaced soon, and he adds roof projects as placeholders in case a school building project fails. He also reminded that once a certain level of work is needed, the buildings have to be brought up to current building code, and, therefore, the projects would be more expensive than the amounts on his spreadsheet as single projects.

Mr. Creel said that the Committee needed to vote on the submission and said the deadline for submission to the Capital Planning Committee was Friday, October 6.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the submission of the FY19 Proposed Capital Project list to the Capital Planning Committee

as presented. The Committee voted unanimously to approve the submission of the FY19 Proposed Capital Project list to the Capital Planning Committee as presented.

Mr. Christenfeld thanked Mr. Creel, Mr. Haines, and Mr. Ford for their work.

## 10. Old Business

### 1. School Committee Work Plans

Document: Lincoln Public Schools: School Committee 2017-2018 Goals and Action Items Draft

Ms. Mitchell noted that she has an updated version of their work plans. She said that they need to include the “needed steps”. She indicated that she and Mr. Borden will work on the draft.

Mr. Borden included that he updated their message on social media blurb, and Ms. Mitchell said she may share the draft of the social media blurb with others at the EDCO meetings. Mr. Borden will provide the protocol for the use of the social media blurb.

Mr. Christenfeld added that there is room on the Long-Term Agenda in December if there are topics that need to be added.

### 2. SBC/CCPPDC Update

Document: None.

Mr. Christenfeld said the CCPPDC had four finalists with different strengths and selected a design firm for the feasibility study for the community center project. The CCPPDC chose Maryann Thompson Architects of Watertown, the firm with the biggest wow factor and the firm that designed the new visitor center at Walden Pond. He said it was a great fit with SMMA, and the two firms are already collaborating.

Mr. Christenfeld reported that at last night’s SBC meeting, Town committees reported out on important considerations for the school building. Doug Adams and Andrew Glass presented from the Historical Commission and helped everyone to understand that a set of principles were embodied in the building when it was built—natural daylight, low profile facing the circle, two-story spaces that were set back—and suggested that the design be done with those principles in mind. Detective Ian Spencer from the Lincoln Police Department, Gary Taylor from the Planning Board, Ed Lang from the Green Energy Committee, and John Ritz from the Disabilities Commission presented.

The Green Energy Committee would like the Town to support energy efficiency as a big goal, especially as the schools use the most energy of all Town buildings. The Green Energy Committee would also like the SBC to hire a sustainability expert, and the expert would need detailed drawings with vapor barriers and other items, which Mr. Christenfeld said is not normally done. The Committee discussed the issue of tradeoffs in the costs for green vs. super green technologies, and it is more difficult to have super green results with any type of renovation. Mr. Creel noted that electricity and heating costs represent 3% of the school budget. Mr. Christenfeld said that the Finance Committee discussed the issue of upfront costs vs. operating costs over time. The project, if approved, will be bonded over 30 years.

Mr. Schmertzler said that seniors would like to tour the Hanscom Middle School. Mr. Christenfeld noted that the CCPPDC's architect would also like a tour, and the tour will happen in the next six weeks.

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. The Hanscom Middle School teachers will discuss their spaces and how they have helped to deliver their educational program at these visioning sessions. The SBC and CCPPDC will meet at the Council on Aging, Bemis Hall, on Friday, October 20.

The SBC's website is [www.lincolnsbc.org](http://www.lincolnsbc.org).

### 3. 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, the head of the National Center for Race Amity, will speak and facilitate the conversation. The event is open to the community.

Mr. Christenfeld will meet with Sudbury K-8 School Committee Chair Christine Hogan and Lincoln-Sudbury Regional District School Committee Chair Kevin Matthews on Saturday, October 14 to finalize the agenda. He will forward the agenda after their meeting.

## 11. New Business

### 1. Lincoln School Nurse and Town Nurse

Document: None

Mr. Creel said that the School Nurse, Maureen Richichi, receives an additional stipend to serve as the Town Nurse. The Town Nurse runs flu clinics, assists the Council on Aging [COA] and Board of Health, and keeps records of communicable diseases.

Ms. Emmons said that the number of students on the school campus with serious needs has increased, which has stretched the nursing staff. The Town has suggested that the duties of a Town Nurse be separated from the School Nurse's duties, and the Town would hire a nurse. The Board of Selectmen has asked the School Committee to endorse the separation of Town and School Nurse duties. Ms. Emmons said that Ms. Richichi and COA Director Carolyn Bottum will meet with the Board of Selectmen on October 16.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to provide a letter of support for the transfer of nursing duties for the Town from the school nurse. The Committee voted unanimously to provide a letter of support for the transfer of nursing duties for the Town from the school nurse.

### 2. Sudbury and Lincoln-Sudbury Superintendent Letter

Document: None.

Mr. Christenfeld said he received a letter from Sudbury K-8 School Committee Vice Chair Richard Tinsley that said Sudbury wants to look into whether the Sudbury K-8 and Lincoln-Sudbury Regional High Schools should have one superintendent instead of two. The conversation began because one of the superintendents is retiring. He said that the Sudbury Public Schools will explore options if the Lincoln School Committee and Lincoln-Sudbury Regional School Committees approve it.

Mr. Christenfeld said that the Lincoln-Sudbury Regional School Committee has not yet said anything about it. He wrote back that he would raise the issue and said the Lincoln Committee could consider how to respond. He said there are three views about the potential plan. The first view is that if Sudbury explores it, the potential benefit of having one superintendent is that it could fix the transition for Lincoln students to the Lincoln-Sudbury Regional High School. The second view is that it would benefit Sudbury and be neutral to Lincoln. He said that Concord-Carlisle operates in a similar fashion to what is being proposed, and he suggested that the Committee talk to Carlisle to see how it works. The third view is not to explore it because it might impose additional costs on Lincoln, particularly if the shared superintendency necessitated the hiring of a principal at the high school.

Mr. Borden asked what the driving desire for this change is and what the problem that Sudbury is trying to solve is. Mr. Christenfeld said it seemed to be motivated by reducing redundant costs and suggested that the Committee could ask Mr. Tinsley to discuss the issue at the next School Committee meeting.

#### 12. Approval of Minutes

Document: Draft of Meeting Minutes, September 28, 2017

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the September 28, 2017 minutes. The Committee voted unanimously to approve the minutes of the September 28, 2017 minutes.

The set of minutes will be posted to the website, [www.lincnet.org](http://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 10:44 pm.

The next School Committee meeting is tentatively scheduled for Thursday, October 26, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary