

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, October 26, 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), Simone Johnson (METCO Representative). Also present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:07 pm. He thanked Mr. Ford for recording the meeting while Mr. David Trant was in parent-teacher conferences.

2. Chairperson's and Members' Reports

Ms. Mitchell attended the EDCO roundtable where they heard a speaker discuss collective bargaining. There was also an update on changes to the Open Meeting Law that have gone into effect.

Mr. Christenfeld reported that Monday's Tri-district Forum on Diversity and Inclusion was a success. He thanked the school staffs and administrations, parents, Chair Kevin Matthews of the Lincoln-Sudbury Regional High School Committee, Chair Christine Hogan of the Sudbury Public School Committee, Dr. William Smith of the National Center for Race Amity, Reverend Manish Mishra-Marzetti of First Parish in Lincoln, Sudbury Police Chief Scott Nix, former Lincoln School teacher Judy Merra, and Jason Medeiros, Associate Principal of Lincoln-Sudbury Regional High School. The forum was taped and is available on Sudbury TV and on the Lincoln School Committee's website, [www.lincnet.org](http://www.lincnet.org).

3. Public Comments

None.

4. Consent Agenda

1. Accept \$110.00 Donation from Jason Peledge  
 Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Donation Jason Peledge, dated October 19, 2017

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept a gift of \$110.00 from Jason Peledge for the Hanscom 8<sup>th</sup> grade trip to Washington, D.C. and Gettysburg, PA for the 2017-2018 school year. The Committee voted unanimously to accept a gift of \$110.00 from Jason Peledge for the Hanscom 8<sup>th</sup> grade trip to Washington, D.C. and Gettysburg, PA for the 2017-2018 school year.

Mr. Christenfeld thanked Mr. Peledge for his generous donation.

The administration will send a thank-you letter.

#### 5. Time Scheduled Appointments

1. 2017-2018 School Improvement Plans: Lincoln Preschool, Hanscom Primary School, Lincoln School, and Hanscom Middle School

Documents: 1) School Improvement Plan, Lincoln Preschool, 2017-2018; 2) Hanscom Primary School School Improvement Plan, 2017-2018, Submitted by Kristen St. George, Interim Principal; 3) Lincoln School School Improvement Plan 2017-2018; 4) Hanscom Middle School School Improvement Plan 2017-2018

Mr. Christenfeld welcomed Lincoln Preschool Coordinator Lynn Fagan, Lincoln School Principals Sarah Collmer and Sharon Hobbs, Hanscom Primary School Interim Principal Kristen St. George, and Hanscom Middle School Principal Erich Ledebuhr to present their School Improvement Plans, which are required by the Education Reform Act, M.G.L. Ch. 71.

#### Lincoln Preschool

Ms. Fagan said they have a wonderful opportunity this year to prepare for the new Hanscom Primary School, which when built will have four classroom spaces for the Preschool. In that effort, goal 1 is “to support preschool educators in a comprehensive study of preschool programming to determine a model that best meets the needs of the preschool population in preparation for the new neighborhood at Hanscom Primary School.” Ms. Fagan indicated that the study will require them to visit other private and public preschools to see how they are structured. She noted there are many pieces to the goal, including the length of days, number of days per week, and what curriculum is used.

Ms. Fagan said that goal 2 is “to support the preschool educators in engaging in collaborative practices that are focused on optimizing student learning in our current settings and as we prepare for the new primary school facility.” The preschool will have four classrooms on the new Hanscom campus and two classrooms on the Lincoln campus so it will be important to have consistent practices among all faculty.

Ms. Fagan thanked her School Council—parents Jing Su and Steven Massaquoi, and teachers Diane Mackenzie and Dori Fishbone—for their work.

Mr. Christenfeld thanked Ms. Fagan for her work.

#### Lincoln School

Ms. Collmer and Dr. Hobbs thanked their School Council—parents Cathie Bitter, Cindy DeChristofaro, and Sylvia Perry, teachers Melissa Webster and Corinne Paris, and community member Valerie Fox—for their work. The Council has met already.

Ms. Collmer said they broke their School Improvement Plan into strengths and areas of focus for the year. Strengths include the collaborative practices work, the support the schools receive from parents, community organizations such as the PTO, the Lincoln School Foundation [LSF], and the METCO Coordinating Committee, and the engagement of parents in the schools.

Dr. Hobbs said they have a few focused goals that they will engage with deeply. Goal 1 is “to support K-8 teachers as they implement the collaborative practices that will

create professional learning communities focused on student learning.” All teachers have already begun this work one Wednesday afternoon. Teams have been created on formative assessments, and they are coaching high-impact teams to adapt their instruction. Ms. Collmer said they want to hold a faculty symposium to share teacher work with each other.

Goal 2 is “to review current K-8 homework practices and guidelines and make recommendations for moving forward.” The Council has met, and the goal is to come to a shared understanding of the purpose of homework. They plan to have a focus group with students to figure out how K-8 homework practices serve students when they transition to high school. Dr. Hobbs said at the end of the year, they will have revised expectations of homework by grade.

Ms. Salon said she would like them to consider the amount of time that a student has to spend on homework, to discuss which homework is useful for students, and to define clearly what makes homework good and thoughtful. Ms. Collmer said they want homework to be meaningful and relevant. Doing homework also builds organizational skills and helps students be invested in the process. Teachers can measure students’ gaps and proficiencies through responsible application of homework.

Mr. Christenfeld invited the School Council to attend a meeting in January or February to discuss homework, and he asked that they give the Committee assignments to read before the meeting.

Mr. Christenfeld thanked Ms. Collmer and Dr. Hobbs for their work.

#### Hanscom Primary School

Ms. St. George said that the Primary School’s goals overlap with the Hanscom Middle School’s goals.

Goal 1 is “to support K-8 teachers as they implement the collaborative practices that will create professional learning communities focused on student learning.” She said the work is exciting and teachers are taking risks and expanding their capacities. The work builds on last year’s and last summer’s work. She noted that last year’s grade 1 problem solving unit on social-emotional learning competencies has taken off this year. The teams of specialists are looking at which instructional strategies they have in common.

Goal 2 is to “work collaboratively to develop our shared vision for teaching, learning, collaboration and community, building a strong, professional community optimizing student learning in the new Primary School facility.” Ms. St. George said the shared vision work was postponed last year. They have watched videos of 21<sup>st</sup> century learning and have looked at the design of the new building to consider innovation and map those to the new spaces. They have partnered with the HMS teachers and Mr. Ledebuhr. She said the work will continue into next year. They will formalize sharing and celebrating the collaborative practice work.

Mr. Christenfeld thanked Ms. St. George for her work.

#### Hanscom Middle School

Mr. Ledebuhr presented the Hanscom Middle School’s Plan. Goal 1 is “faculty will continue to develop and refine engaging units of study and instructional pedagogy to provide students appropriate levels of cognitive demand and differentiation. Faculty will

also incorporate elements of the FAR Cycle and FIRME into their practice to better monitor and measure student growth.” Mr. Ledebuhr said they have had building-based work sessions, and their work with RBT this summer will be incorporated into the collaborative practice work.

Goal 2 is “faculty will review and recommend changes to the Hanscom Middle School Shared Vision.” Mr. Ledebuhr said they have not looked at their shared vision since moving into their new facility, and some parts of it may not apply as much now. He wants the shared vision to evolve as needed.

Mr. Christenfeld thanked Mr. Ledebuhr for his work.

## 2. Lincoln/Sudbury/L-SRHS Discussion

Document: None.

At the last meeting, 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 share one superintendent instead of their current structure which employs two separate superintendents. The conversation began because one of the superintendents is retiring. He said that the Sudbury School Committee was requesting the Lincoln School Committee’s endorsement.

Mr. Christenfeld reported that he wrote a response to Mr. Tinsley that expressed the concerns and questions discussed at the last meeting. The Lincoln Committee wants to know what benefits there would be for Lincoln students and what problem the Sudbury School Committee is trying to solve. He noted that from a process point-of-view, the Lincoln Committee would like to hear from the Lincoln-Sudbury Regional High School Committee [L-SRHSC] first before wading into the issue, but the issue was not on the L-SRHSC’s agenda this week.

Mr. Christenfeld reiterated that no decisions have been made, and he will keep the Committee posted.

## 3. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld said that on Tuesday, October 17, the School Building Committee [SBC] held the community visioning sessions on the educational vision. The Community Center Preliminary Planning & Design Committee [CCPPDC] met on Thursday, October 19 and Wednesday, October 25 with the new design team of Maryann Thompson Architects of Watertown. He also said the Campus Coordination Group met this morning. The SBC’s Owner’s Project Manager [OPM], Daedalus Projects, met with the SBC’s architect, Smith, Maini, and McKee [SMMA] and the CCPPDC’s architect on Wednesday, October 25.

Mr. Christenfeld said that the last few days, the groups have focused on planning for the State of the Town Meeting on Saturday, November 4 at 9:00 am. He said the first hour and a half of the meeting would be about the community center and school building projects, and the second half of the meeting would have an exercise for feedback to the design firms working on both projects. He said the Town is looking for reactions to the

site schemes and buildings and types of materials to be used in construction. He said there would be preliminary rough designs available.

Dr. McFall said the administration would review the designs on Monday, October 30. She said the SBC will meet on Wednesday, November 1. She noted that after those two meetings, the presentation will be refined for the State of the Town Meeting.

Dr. McFall said the conversations with the school principals, Town Administrator Timothy Higgins, Council on Aging Director Carolyn Bottum, and Parks and Recreation Director Dan Pereira have focused on how to schedule the needs of the different groups to fit with collaborating on using the spaces to be designed. She noted there are benefits and challenges on the co-location of the schools and potential community center. She said the group may meet on Monday to finalize their thinking about it.

Mr. Christenfeld raised the issues of potential relocation of Magic Garden and LEAP, the after-school program, because the community center may displace Pod C, which is currently leased to LEAP. He said that the schedule for the community center was that the site plan options would be finished by the end of January 2018, and at that point the programming would be discussed. He also raised the issue of the preschool classrooms and the maintenance shop, which are also housed in the Pods. Ms. Mitchell noted that the school's Central Office also need to be considered. Mr. Christenfeld said that the School Committee oversees the Pods and the school site, and the Committee would have to declare spaces as excess space.

Mr. Christenfeld will keep the Committee informed. The SBC's website is <https://lincolnsbc.org>.

#### 4. School Committee Subcommittee Assignments, Second 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.

Mr. Christenfeld and Ms. Mitchell will serve on the committee for negotiations with the custodians.

Mr. Christenfeld said that Ms. Mitchell will serve on the Evaluation System Committee.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the School Committee Subcommittee Assignments for 2017-2018 as presented. The Committee voted unanimously to approve the School Committee Subcommittee Assignments for 2017-2018 as presented.

#### 6. Superintendent's Report

Document: None.

Dr. McFall thanked Mr. Christenfeld for his work coordinating the Tri-district Forum on Diversity and Inclusion.

Dr. McFall said that the principals of the Lincoln School and the Hanscom Primary School and the Central Office administrators will make their budget presentations for the FY19 budget at the next meeting, November 9. The principal of the

Hanscom Middle School will make his budget presentations for the FY19 budget at the November 30 meeting.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: "MCAS Update," Lincoln Public Schools, PowerPoint Presentation, dated October 26, 2017

Dr. Rose reviewed the presentation on last spring's MCAS scores, which were received by the district two days ago. A communication to families and staff will be sent tomorrow. Her presentation was a preview, and she will also record the presentation on audio.

Dr. Rose said that last year was the first year for the new examination, called Next-Generation MCAS. Students in grades 3-8 take the examination in English Language Arts and mathematics, and students in grades 5 and 8 take the examination in science. The new exam was more challenging and the skill complexity is more difficult. One example is that students were asked more open-response questions.

Dr. Rose said the scoring has also been adjusted to exceeding expectations, meeting expectations, partially meeting expectations, and not meeting expectations, and the ranges for each of the new scores have shifted. Dr. Rose asked for feedback.

The Committee suggested that the last page be the first page. Ms. Salon said that it seemed that the scoring rubric was the third rubric parents had to adjust to, and she asked how the 1-4 scoring system aligned with the new system. She said that parents might automatically map their understanding of other 1-4 rubrics onto this rubric. Mr. Borden suggested that Dr. Rose include a statement on how to interpret the scores and a Frequently Asked Questions piece that addressed how parents should interpret the meaning of the new scores. Mr. Christenfeld said it was important to include the message that the exam scores are only one measure of student achievement and growth.

Dr. McFall said the standards and scoring for the new exam are different, and the administrators need time to understand them. She said that the administration was sharing the information they have received from the state. Dr. McFall said that the state's goal with the exam was to look at students' readiness for college, and at this time, many students are arriving at college having passed with scores of proficient but those students need remedial classes.

Dr. Rose said that the PARCC test that was to replace the old MCAS test has disappeared, and students will take the Next-Generation MCAS now. The DESE is holding districts harmless for the accountability, and the spring 2017 scores are the baseline to compare subsequent years' scores. This year will be the first year that all students in grades 3-8 take the Next-Generation MCAS online.

Dr. Rose said before the end of next week, the district will mail report cards home. The communication and scores will also be sent to parents of current 9<sup>th</sup> graders. Dr. Rose stressed that if parents have questions about the information or about how their children are progressing, please do not hesitate to contact her, the teachers, or the principals. Links to the information presented tonight are on the district's website, [www.lincnet.org](http://www.lincnet.org).

Dr. Rose said there will be a deeper look into the scores and subgroups, and she will report on the trends at the November 30 meeting.

Mr. Christenfeld thanked Dr. Rose for her work.

Ms. Johnson left the meeting at 9:27 pm.

## 8. Policy

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

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.

Dr. McFall noted that policies ending in -R are the procedures that implement the policies, and that policy is the “what” while the procedures are the “how.” She said the procedures were not within the Committee’s purview, and she said that procedures are not usually in the policy book. She indicated that procedures are not in the policy book because it is easier if the administration has to change procedures, they do not have to bring those changes to the Committee each time.

Mr. Christenfeld combined BDC-R, Role of Hanscom Representatives, and BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee, and made the changes suggested at the last meeting.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to adopt Policy BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee, as presented. The Committee voted unanimously to adopt Policy BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee, as presented.

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

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

As mentioned above, Policy BDC-R was combined with Policy BBB-2 and is now BBB-2, Hanscom Air Force Base Representation on the Lincoln School Committee. Mr. Christenfeld recommended that they eliminate Policy BDC-R.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy BDC-R, Role of Hanscom Representatives. The Committee voted unanimously to eliminate Policy BDC-R, Role of Hanscom Representatives.

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

Documents: 1) Lincoln Public Schools, Policy File: BDE, Board Subcommittees, Revised at School Committee Meeting of March 4, 1985; 2) Draft, Subcommittees and

Liaisons of the School Committee, Revised at School Committee Meeting of March 4, 1985

Mr. Christenfeld drafted a policy that combined Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R and made the changes suggested at the last meeting.

Ms. Mitchell suggested that Policy BDE include the language of Policy BDF-R, Procedures for Establishing Citizens' Committees, and Mr. Christenfeld agreed.

The new combined Policy BDE, Subcommittees and Liaisons of the School Committee, will replace Policies BDE, BDE-R, BDE-R2, and BDF.

Policy BDE will come back to the next meeting for a third reading and vote.

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

Document: Lincoln Public Schools, Policy File: BDE-R, Subcommittees and Liaisons of the School Committee, Reaffirmed at School Committee Meeting of March 4, 1985

Mr. Christenfeld drafted a policy that combined policies BDE, BDE-R, BDE-R2, BDF, and BDF-R, and he suggested that they delete the five current policies.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy BDE-R-Subcommittees and Liaisons of the School Committee. The Committee voted unanimously to eliminate Policy BDE-R-Subcommittees and Liaisons of the School Committee.

5. Policy BDE-R2, Guidelines for School Committee Liaisons, Second Reading  
Document: Lincoln Public Schools, Policy File: BDE-R2, Guidelines for School Committee Liaisons, Reaffirmed at School Committee Meeting of December 17, 1984

Mr. Christenfeld drafted a policy that combined policies BDE, BDE-R, BDE-R2, BDF, and BDF-R, and he suggested that they delete the five current policies.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to eliminate Policy BDE-R2-Guidelines for School Committee Liaisons. The Committee voted unanimously to eliminate Policy BDE-R2-Guidelines for School Committee Liaisons.

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

Document: Lincoln Public Schools, Policy File: BDF, Citizens' Committees Appointed by the School Committee, Adopted at School Committee Meeting of January 21, 1985

Mr. Christenfeld drafted a policy that combined policies BDE, BDE-R, BDE-R2, BDF, and BDF-R, and he suggested that they delete the five current policies.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy BDF-Citizens' Committees Appointed by the School Committee. The Committee voted unanimously to eliminate Policy BDF-Citizens' Committees Appointed by the School Committee.



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

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, Policy File: BDF-R, Procedures for Establishing Citizens' Committees, Adopted at School Committee Meeting of January 21, 1985

Ms. Mitchell suggested that they keep Policy BDF-R instead of combine it with Policy BDE because it is procedures. Dr. McFall said they should take it out of the policy book but that BDE could reference the procedures or take off the -R, change "should" to "shall", and they could make it a policy. Mr. Christenfeld said there were some policy parts in BDF-R, and he said it would help to set guidelines for the use of resources and time. Mr. Borden suggested that all but paragraph 1 be included in BDE.

Mr. Borden was concerned about the second bullet that read, "Public statements regarding the purposes or recommendations of the appointed committees should be made only by the Superintendent or his/her designee." He suggested the School Committee instead of the Superintendent. The Committee deleted the statement. Mr. Christenfeld said that office assistance should be requested through the subcommittee Chair, who manages it. Mr. Borden suggested that members of a subcommittee should not make public statements or random statements. Ms. Mitchell will combine so that the Chair and or the Superintendent are the ones to make public statements.

Policy BDF-R will come back to the next meeting for a third reading and vote.

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

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. Ms. Mitchell made the changes suggested at the last meeting.

Ms. Mitchell also suggested that they take out the word "And" in paragraph 8 and add the word "And" instead to paragraph 10. The Committee agreed to those edits.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to adopt Policy BEC-Executive Sessions, as amended. The Committee voted unanimously to adopt Policy BEC-Executive Sessions, as amended.

#### 9. Policy BIA-R, Procedures for New Committee Member Orientation, First Reading

Documents: 1) Lincoln Public Schools, Policy File: BIA-R, Procedures for New Committee Member Orientation, Revised at School Committee Meeting of December 17, 1984; 2) Draft, MASC File: BIA, New School Committee Member Orientation, undated

Ms. Mitchell reviewed the policy and made some changes. She included the last paragraph that states, "Special workshops may be convened for the primary purpose of orienting the new member to his or her responsibilities, to the Committee's method of operation, and to school policies and problems." Mr. Christenfeld suggested that they

change the last sentence to “The School Committee may convene special workshops for the primary....”

Mr. Christenfeld said they would have Policy BIA replace Policy BIA-R, which reflects the law.

Policy BIA will come back to the next meeting for a second reading and vote.

10. Policy CBA, Position Description, Superintendent of Schools, First Reading Document: Lincoln Public Schools, Policy File: CBA, Position Description, Superintendent of Schools, Reaffirmed at School Committee Meeting of January 7, 1985

Mr. Christenfeld said the Committee has another policy on this subject, and he did not like the minimal acceptable qualifications. He said there was no MASC equivalent policy. He noted that policy CBA was not needed because it is highly regulated how the Committee hires and evaluates the superintendent. The Policies are CB-School Superintendent, CBA-Evaluation of the Superintendent, and CBI-R-Procedures for Evaluation of the Superintendent.

Mr. Christenfeld suggested that they eliminate Policy CBA- Position Description, Superintendent of Schools.

Policy CBA will come back to the next meeting for a second reading and vote to eliminate it.

11. Policy CBCA, District Administration Priority Objectives, First Reading Documents: 1) Lincoln Public Schools, Policy File: CBCA, District Administration Priority Objectives, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Draft, Lincoln Public Schools, Policy File: CBCA, District Administration Priority Objectives, Reaffirmed at School Committee Meeting of December 17, 1984; 3) Notes, Lincoln Public Schools, Policy File: CBCA, District Administration Priority Objectives, Reaffirmed at School Committee Meeting of December 17, 1984

Mr. Borden reviewed the policy with Dr. McFall and provided the draft. He noted that number 2 added the language on the District Strategic Plan, shared vision, core values, and strategic objectives and priorities. He noted that many districts do not have this particular policy.

Ms. Mitchell suggested to add the words, “and the Town of Lincoln” at the end of number 3. Dr. McFall suggested to add the words, “and Department of Defense” to the end of number 3. The entire sentence would read, “The Superintendent shall organize the School District in a manner designed to provide excellence in education, within the general philosophy of the School District and the human and financial resources provided by the School Committee, the Town of Lincoln, and the Department of Defense.” Dr. McFall suggested that they add, “in line with its allocated funding sources and responsibilities.” Mr. Christenfeld suggested that they change “provided” to “overseen”.

Mr. Borden will edit the draft policy.

Policy CBCA will come back to the next meeting for a second reading and vote.

12. Proposed New Policy JICFA-E, Anti-Hazing, First Reading

Documents: 1) Lincoln Public Schools, Draft of Anti-Hazing New Policy, File: JICFA-E, Anti-Hazing; 2) MASC, File: JICFA-E, Hazing

Ms. Emmons said that Massachusetts General Law Ch. 269, §17-19 requires secondary schools to adopt an anti-hazing policy as part of the disciplinary policies. She said the main purpose is to keep students safe and to not make students do things in order to join or to participate in group activities, such as sporting teams or clubs. Middle schools are secondary schools, and as the Hanscom Middle School is a secondary school, the district is required to adopt a policy. She said the Lincoln School is not considered a secondary school, but she said it was helpful for the Lincoln campus to have the same policy. The district also needs a procedure to report to the Department of Elementary and Secondary Education [DESE]. She said the draft policy used information from DESE and the Massachusetts Association of School Committees [MASC].

Mr. Borden asked if digital activities could be added to the policy, and Ms. Emmons said she would add the anti-bullying policy as a reference. The language, “The term hazing means any conduct or method of initiation into any student organization, whether on public or private property,”. Ms. Mitchell asked if the policy covered Girl Scouts and Recreation Department activities, and Dr. McFall said those groups were not required to sign on to the policy, but only school-sponsored organizations were. Ms. Mitchell was concerned about the language “on or operating on campus or school.” Dr. McFall said that the school would share the anti-hazing policy with organizations that use the school campus, and those groups have to sign off that they have received the policy. Ms. Emmons said that students receive the anti-hazing policy, and it is important that students understand it.

Ms. Emmons said that the anti-hazing policy, once adopted, will be included in the district’s student handbook.

Dr. McFall said they would add information on digital media to the draft and add the anti-bullying policies as references.

Dr. McFall will get advice from school counsel and report back.

The next policies that will be considered for first readings are CCA-Organizational Chart, CD-Management Team, CF-School Building Administrators, and DBJA-Line Item Transfer Authority. Ms. Mitchell noted that MASC does not have drafts for some of those policies.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$772,780.21 and the accounts payable warrant totaling \$289,376.01 for a total of \$1,062,156.22. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler 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. FY18 Fiscal Report, First Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools from Buckner Creel, Administrator for Business and Finance, Subject: FY18 First Quarter Report, dated October 20, 2017; 2) Lincoln Campus, FY 2018 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 10, 2017; 3) Hanscom Campus, FY 2018 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 10, 2017; 4) FY 2018 Operating Budget – Key Budget Line Tracking, 1<sup>st</sup> Quarter, as of October 10, 2017

Mr. Creel reviewed his memorandum, noting that a quarter of the fiscal year and one-tenth of the school year have elapsed. He said that the district has experienced more situations requiring long-term substitutes. He noted that some costs for the long-term substitutes are offset. He said reserve funds should cover the difference, and he will continue to monitor these expenditures, especially for the 2<sup>nd</sup> quarter, which ends December 31. Mr. Creel said the Department of Elementary and Secondary Education [DESE] has refined the way that they count for long-term substitutes with accounting changes to ensure that all districts report these expenditures in the same way, and the change will come in 2019. Mr. Creel said that if the district knows that a teacher will be out a long time, he encumbers the balance.

The Committee asked if Mr. Creel or Dr. McFall saw any trends. Dr. McFall said that they have had some unexpected medical leaves.

Mr. Creel said the telephone line has a negative balance because of E-rate receipts. He said the district will be reimbursed for WiFi and bandwidth. They are at the end of the first three-year program. He said that no additional issues struck him at that point.

Mr. Christenfeld thanked Mr. Creel for his work.

## 10. Old Business

None.

## 11. New Business

None.

## 12. Approval of Minutes

None.

## 13. Information Enclosures

Documents: 1) Letter to Mr. Tim Higgins, Town Administrator, from Tim Christenfeld, Chair, undated; 2) Letter to James Craig, Chair, Board of Selectmen, from Tim Christenfeld, Chair, undated; 3) Letter to Ms. Samantha Sullivan, Raytheon, from Rebecca E. McFall, Ed.D., Superintendent, dated October 18, 2017

These items were for the Committee's information only. They were not discussed.

#### 14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 10:23 pm.

The next School Committee meeting is tentatively scheduled for Thursday, November 9, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary