

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, November 9, 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, 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).

Absent: Laurel Wironen (Hanscom Educational Liaison).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:06 pm. He thanked Mr. David Trant for recording the meeting.

2. Chairperson's and Members' Reports

Mr. Christenfeld encouraged people to attend the Lincoln Middle School's production of "Gooney Bird Greene and her True Life" and "The Adventures of Nate the Great" Wednesday through Friday, November 15, 16 and 17. He said the students are doing a lot of great work, and he thanked drama teacher Kristin Hall for her work with them.

Mr. Christenfeld said there will be a forum on Tuesday, November 14 at 6 pm at the Curtis Middle School Auditorium in Sudbury. The subject will be a discussion on whether Sudbury Public Schools and the Lincoln-Sudbury Regional High School should share one superintendent. The speaker will be a staff member of the Massachusetts Association of School Committees [MASC].

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld said last Saturday's State of the Town meeting had a great turnout. The School Building Committee [SBC] received 150 feedback forms for the school building, and the Community Center Preliminary Planning & Design Committee [CCPPDC] architect, Maryann Thompson Architects of Watertown, also received feedback. Mr. Christenfeld said he hoped the CCPPDC's feedback would be shared with the SBC. The materials on the school buildings that were presented at the State of the Town Meeting are available on www.lincolnsbc.org, and residents can give feedback on

the plans until November 10. He said the CCPDC's plans are posted at Bemis Hall. Mr. Christenfeld said that the input received at the visioning sessions has concluded, and the design team will start sketching. He said that the next time the SBC will check in with the community will likely be a presentation the end of January 2018.

Mr. Christenfeld thanked Selectperson Jennifer Glass and SBC Co-Chair Kim Bodnar for their presentation on the SBC's work at last Friday's PTO meeting.

Dr. McFall said the Administrative Team has reviewed the space programming and will review it again. She noted that she hoped the Team was close to reporting out to the design team on the spaces that the district has in the school buildings and the spaces they need in the school buildings.

The Committee wanted to make sure that students could be part of the process of designing the school buildings. Dr. Sharon Hobbs, 5-8 Principal, said they are discussing a project learning day, and Dr. McFall noted that Mr. Craig Nicholson, a SBC member and architect, has looked into the Kids Build Program to see if the material can be integrated into a STEM class or an extension.

Mr. Christenfeld said the next SBC meeting will be Wednesday, November 15 at 7 pm in the Hartwell Multipurpose Room. They will discuss the presentation at the State of the Town Meeting and the feedback. He said they will attempt to wrestle with the costs and tradeoffs. There is a new subcommittee that is putting together the Owner's Project Requirements document that goes to the design team. Mr. Christenfeld thanked Dr. McFall and Mr. Creel, who have devoted a huge amount of time on the school building project.

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

2. Presentation of Preliminary FY19 Budget

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; 3) Memorandum to All Budgeting Agencies, Town of Lincoln from Lincoln Finance Committee, Re: FY 2019 Budget Guideline, dated October 25, 2017; 4) Preliminary FY19 Budget Book and PowerPoint presentations

Dr. McFall showed a PowerPoint presentation on the preliminary FY19 budget. She thanked the Administrative Team for attending the meeting to present on their improvement initiatives and for the work they have done to put together the budget, which starts in August, before the school year for FY18 has started. Dr. McFall said the district is presenting a level services budget with modest improvement initiatives. They have built the proposal using the district's vision, core values, strategic objectives, and the budget guidelines that the Committee approved. She noted that they have a zero-based staffing projection. For the Lincoln campus, the Town of Lincoln Finance Committee has given all Town departments a 2.5% increase over their FY18 budgets. For the Hanscom campus, the district has projected that they will be in the Band 3 enrollment band, which is 550-599 eligible students. The district is verifying the enrollment numbers for this school year, and the district might be in the Band 4

enrollment band, which means more money for the district. The district and the federal government have a pending new contract.

Dr. McFall said they have built the budget assuming that the district will receive level-funded grants with the exceptions of the METCO grant, the Title I grant, and the Special Education 274 grant of approximately \$9,000. As the Lincoln campus has only 84 Boston students instead of the maximum 91 students, the METCO grant has decreased by the 7 students. She anticipates that they will continue to see decreased grants. The user fees for athletic teams, bus transportation, after school music, and other items will remain the same as in FY18.

Dr. McFall said the major drivers of the budget are the class size, personnel, employee benefits for Hanscom teachers and administrators, and special education out-of-district placements. The funding for employee benefits for Lincoln teachers and administrators comes out of the Town's, not the school's, budget. She said that the uncertainties are the number of students in kindergarten on the Lincoln campus, the fluctuating number of students on the Hanscom campus, the number of temporary classroom spaces for the Hanscom Primary School, and the cost of the utilities at Hanscom. Dr. McFall said there will be no additional classroom space available at the Hanscom Primary School in FY19.

Mr. Creel said it was an exciting time for the district, and he noted that the district receives revenue from different sources. He thanked the Administrative Team for their approach to the budget. He explained that the total revenue is projected to be \$28,425,251. The Lincoln appropriation will be \$11,455,608, the Department of Defense will contribute \$14,858,342, reimbursement programs will contribute \$366,677, grants will be \$827,412, and tuition and fees will contribute \$545,753. Mr. Creel said that the largest expense is salaries and wages for personnel. Other costs include transportation, utilities, food services, and the improvement initiatives that will be discussed this evening make up .5% of the budget.

Mr. Creel noted that the Full Time Equivalent [FTE] for personnel will remain the same as it is in FY18. Teachers make up 55% of personnel, paraprofessionals make up 26%, and the remainder is made up of administrators, food service workers, custodians. The school nurses and social workers are included as teachers and have the same contract with the Lincoln Teachers' Association [LTA], but next year they may be included as professional staff. In FY18, the district will negotiate a new contract with custodians. Mr. Creel said that the only change they anticipate is a 1.2 FTE in support staff.

Mr. Creel has used five-year and three-year cohort models to come up with the enrollment projections, but for FY19 he used a three-year cohort model. On the Lincoln campus, the enrollment for FY19 is projected to be 528 students, down from FY18 enrollment of 535 students. As mentioned earlier, the number of students who will attend kindergarten on both campuses is uncertain. Mr. Creel uses the class-size policy to determine the number of sections for each grade on the Lincoln campus. On the Lincoln campus, there will be 30 sections as there are in FY18. He said that this year, there are four sections of 4th grade, and the district will continue four sections of 5th grade for the same cohort. Mr. Creel said the four sections of this year's 3rd grade will decrease to three sections for 4th grade next year, and the average class size for this year's 3rd grade is 20.7 students, which is below the recommended class size. He said they are planning for

four sections of kindergarten, and for 5th grade, it might be possible to have three sections, but he recommended four sections.

On the Hanscom campus, Mr. Creel said the contract with the federal government has requirements for class size; the average number of students in grades K-3 altogether is 18 students per section, and the average number of students in grades 4-8 altogether is 23 students per section. He projected there will be three sections of 2nd grade, but the average class size would be 21.7 students. As mentioned, the temporary classrooms at the Hanscom Primary School are all filled. He noted that the class size averages are below the contract bands.

Mr. Creel said the district is not proposing a preferred budget to the Town's Finance Committee, and with improvement initiatives of \$111,573 and the base budget of \$11,344,035, the total the district will propose is \$11,455,608, which matches the Finance Committee's guidance. There is no budget gap for the Lincoln campus.

Mr. Creel said that for the Hanscom campus, the base budget is \$15,229,801, and with improvement initiatives of \$71,211, the total budget will be \$15,301,012. Dr. McFall mentioned that the Department of Defense sent the district the Request for Information for the next contract, and it is due Friday, November 17. She said the federal government will expect a Request for Proposals [RFP] for a five-year contract and is putting out the information for other towns to run the Hanscom schools, but if no other towns respond, Lincoln will win the contract. The process for winning the contract at Hanscom is the same for all other Department of Defense schools.

Student Services

Ms. Emmons presented information about Student Services and said that the numbers of students needing special services has increased in the district, the state, and the nation. She said that the district is required by federal law to provide a free and appropriate education in the least restrictive setting, commonly called FAPE. This year Lincoln has 21.08% of students who need some kind of services as compared with 17.2% of students statewide. The district has 256 students with special education enrollment this year. There are some students who have more than one disability.

Ms. Emmons said the district provides inclusive practices in its programming for special education students, which means that most students are served in the classroom with a wonderfully skilled staff. There are times when students cannot be served in the district, and the students either go to collaboratives, such as CASE, EDCO, or LABBB, or to other out-of-district Department of Elementary and Secondary Education [DESE] day schools to meet their needs. Ms. Emmons said the number of students who require the out-of-district placement has increased.

Ms. Emmons said this year Student Services will focus on social-emotional learning, reviewing their service delivery models, and planning for building supports in the new school buildings.

Improvement Initiatives

Dr. McFall said they have whittled down the improvement initiatives that were originally requested. She noted the team found other ways to fund most of the original improvement initiatives that will not be presented tonight. The only two initiatives that the team did not find ways to fund were staffing requests.

Dr. Rose presented three improvement initiatives totaling \$37,630 for Lincoln and \$33,370 for Hanscom. The first one is for consultants to develop a three-year literacy

plan for a total of \$21,000; \$11,130 from the Lincoln budget and \$9,870 from the Hanscom budget. She noted the consultants would have a plan to have consistency in K-8 curriculum. The second one is a for a personnel database that would align with the new student information system for a total of \$10,000; \$5,300 from the Lincoln budget and \$4,700 from the Hanscom budget. The database would track teacher attendance and substitute placement. The third one is four projects in professional and curriculum development for a total of \$40,000; \$21,200 from the Lincoln budget and \$18,800 from the Hanscom budget. Dr. Rose said the needs are a social-emotional needs assessment curriculum materials, the assessment review with the LTA, the Teaching to Learn Foundational Suite of resources for teachers, and science materials to align the middle school science curriculum with the most recent science standards.

Mr. Ford presented three improvement initiatives totaling \$3,975 for Lincoln and \$8,277 for Hanscom. The first one is for an external cybersecurity assessment from an outside company for a total of \$7,500; \$3,975 from the Lincoln budget and \$3,525 from the Hanscom budget. The second one is laptops for the Hanscom Library Program for a cost of \$4,752 for the Hanscom campus only. The third one is for a learning and data systems administrator for no additional cost. Mr. Ford noted they are replacing a current position to become a more technical position for a person who would write code and scripts for reports. Dr. McFall noted that the A/V equipment and whiteboards that Mr. Ford requested would be included in Furniture, Fixtures, & Equipment [FF&E], and they will ask for a transfer from the Hanscom Reserve Fund at the next meeting for it.

Mr. Creel presented one improvement initiative for a head maintenance craftsman, for \$10,000; with \$5,300 from the Lincoln budget and \$4,700 from the Hanscom budget. He explained that the position will require someone with different skills who can work with networked building management systems such as HVAC, security, and power and will also do maintenance tasks. He noted the position would be a union position, and the rates would be negotiated through the custodian contract.

Ms. St. George, Hanscom Primary School Principal, presented three improvement initiatives for the Primary School and Hanscom Middle School. The first one is for the Hanscom Middle School Summer Program, which is an enrichment program for students who are new to the Base and are struggling learners, for a cost of \$17,289. The second one is for Summer Secretarial Hours, and they would extend the work day from 3.5 hours a day to 5.5 hours per day for four days a week during the summer for a cost of \$3,925. The additional time would enable the secretaries to meet with the families who enroll children in school and to complete the paperwork intensive tasks that occur when families move in and out of Hanscom. She was confident that the union secretaries would want to take on the additional hours. The third initiative, which is as a result of the decrease in Title I funding, is for an intervention tutor at a cost of \$8,530. The tutor gives direct services to students.

Ms. Collmer, Lincoln K-4 Principal, Dr. Hobbs, Lincoln 5-8 Principal, and Ms. Wolf, Student Services Coordinator, presented one improvement initiative for a 1.0 FTE school psychologist for \$69,958. They explained that the two part-time school psychologists have increased roles because student needs have increased, and they counsel more students.

Mr. Creel said the Preschool had no improvement initiatives.

Mr. Christenfeld said that the discussion of the FY19 budget will continue at the November 30 meeting. The Committee will present at the Finance Committee on Wednesday, December 6. Discussion will continue at the December 14 meeting with the official budget hearing on January 4, 2018 and the vote on the budget at the January 18, 2018 meeting.

Mr. Christenfeld thanked the administration for their work.

6. Superintendent's Report

None.

7. Curriculum

Document: None.

Dr. Rose and the math specialists visited kindergarten classrooms at Hanscom during math block and were excited to see math concepts taught in different ways. She said the students were very excited about math. Dr. Rose thanked the teachers.

8. Policy

1. Review Policy BDE, Board Subcommittees, Third 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 said that there are approximately 144 school policies, and the Committee is reviewing, updating, revising, reaffirming, and deleting them as necessary, with a goal of reviewing 10% of them this year.

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

Ms. Mitchell said the essential parts of BDF-R were included. She also added the last sentence that read, "The subcommittee will be dissolved at the discretion of the School Committee, or when the assigned task is complete" and said the last word, "complete" should be "completed."

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy BDE, Subcommittees and Liaisons of the School Committee, as revised above.

The Committee voted unanimously to approve Policy BDE, Subcommittees and Liaisons of the School Committee, as revised above.

2. Review Policy BDF-R, Procedures for Establishing Citizens' Committees, Third Reading

Document: Lincoln Public Schools, Policy File: BDF-R, Procedures for Establishing Citizens' Committees, 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. The new combined Policy BDE, Subcommittees and Liaisons of the School Committee, will replace Policies BDE, BDE-R, BDE-R2, BDF, and BDF-R. Mr. Christenfeld recommended that they eliminate Policy BDF-R.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy BDF-R, Procedures for Establishing Citizens' Committees. The Committee voted unanimously to eliminate Policy BDF-R, Procedures for Establishing Citizens' Committees.

3. Review Policy BIA-R, Procedures for New Committee Member Orientation, Second 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

The Committee is replacing Policy BIA-R, Procedures for New Committee Member Orientation, with a revised Policy BIA, New School Committee Member Orientation, which reflects the law. The changes suggested at the last meeting were made to the draft of Policy BIA.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to revise and to rename Policy BIA, New School Committee Member Orientation, as presented. The Committee voted unanimously to revise and to rename Policy BIA, New School Committee Member Orientation, as presented.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy BIA-R, Procedures for New Committee Member Orientation. The Committee voted unanimously to eliminate Policy BIA-R, Procedures for New Committee Member Orientation.

Ms. Johnson left the meeting at 9:15 pm.

4. Policy CBA, Position Description, Superintendent of Schools, Second 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 other policies on this subject: CB-School Superintendent, CBA-Evaluation of the Superintendent, and CBI-R-Procedures for Evaluation of the Superintendent. There is no MASC equivalent policy to CBA-Position Description, Superintendent of Schools. He added that current policy CBA was not needed because it is highly regulated how the Committee hires and evaluates the superintendent. He suggested that they eliminate Policy CBA-Position Description, Superintendent of Schools.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy CBA, Position Description, Superintendent of Schools. The Committee voted unanimously to eliminate Policy CBA, Position Description, Superintendent of Schools.

5. Policy CBCA, District Administration Priority Objectives, Second 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

Mr. Borden made the changes suggested at the last meeting.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to revise Policy CBCA-District Administration Priority Objectives as presented. The Committee voted unanimously to revise Policy CBCA-District Administration Priority Objectives as presented.

6. Proposed New Policy JICFA-E, Anti-Hazing, Second Reading

Documents: 1) Lincoln Public Schools, Draft of Anti-Hazing New Policy, File: JICFA-E, Anti-Hazing; 2) MASC, File: JICFA-E, Hazing; 3) Anti-Hazing Notice, undated; 4) Annual Statement of Acknowledgement for Student Groups, Teams, and Organizations, Anti-Hazing Law, M.G.L. Ch. 269, §§17-19

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.

Ms. Emmons added the changes suggested at the last meeting. She said that the policy includes that the district gives the information to outside organizations that use the school campus.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to adopt Policy JICFA-E, Anti-Hazing, as presented. The Committee voted unanimously to adopt Policy JICFA-E, Anti-Hazing, as presented.

Ms. Emmons said that the anti-hazing policy will be included in the district's student handbook.

7. Review Policy CCA, Organizational Chart, Lincoln Public Schools, First Reading

Document: Organizational Chart Lincoln Public Schools, File CCA

Mr. Christenfeld said the policy on organizational charts did not appear in the Massachusetts Association of School Committees' [MASC] manual. Dr. McFall said that the administration has work charts and there is no reason for the charts to be in the policy manual.

Mr. Christenfeld said Policy CCA, Organizational Chart, could be eliminated.

Policy CCA, Organizational Chart, will come back to the next meeting for a second reading and vote.

8. Review Policy CD, Management Team, First Reading
 Document: Lincoln Public Schools, Policy File: CD, Management Team,
 Reaffirmed at School Committee Meeting of December 17, 1984

Mr. Borden did not find much information about Policy CD, noting that it was not accurate and not good policy. Dr. McFall added that the policy gives responsibility to the principals that the principals do not have and the assistant superintendent has. Mr. Borden recommended that the Committee eliminate it.

Policy CD, Management Team, will come back to the next meeting for a second reading and vote.

9. Review Policy CF, School Building Administration, First Reading
 Documents: 1) Draft, Lincoln Public Schools, Policy File: CF, School Building Administration, Reaffirmed at School Committee Meeting of December 17, 1984; 2) Extra Information Regarding Policy CF – School Building Administration; 3) Lincoln Public Schools, Policy File: CF, School Building Administration, Reaffirmed at School Committee Meeting of December 17, 1984

Ms. Mitchell said that there is no Policy CF in the Massachusetts Association of School Committees [MASC] book, but MASC has a similar Policy GCBB-Employment of Principals. The Committee also has Policy GCBB, but the policy is Establishment of Compensation Levels for Non-Bargaining Staff. She asked if the Committee wanted to align the policies with MASC's and suggested that they rename the policy.

Dr. McFall said she would look into the naming of the two policies and report to the Committee.

Policy CF, School Building Administration, will come back to the next meeting for a second reading and vote.

10. Review Policy DBJA, Line Item Transfer Authority, First Reading
 Documents: 1) "II. Developing, Approving, and Monitoring the Budget," page 11, undated; 2) Letter to Donald J. Charest, Associate Superintendent, Agawam Public Schools, from Mariellen P. Murphy, Director of Accounts, Massachusetts Department of Revenue, Division of Local Services, Re: School Budget Transfer Authority, Our File No. 94-660, dated September 13, 1994; 3) Lincoln Public Schools, Policy File: DBJA, Line Item Transfer Authority, Revised at School Committee Meeting of January 21, 1985

Mr. Christenfeld, Mr. Creel, and Dr. McFall discussed this policy, noting that it is complicated because it addresses the authority to transfer money from line items in the budget during the year. The main aim of the policy is to make sure that the money is spent as the Committee has approved. Mr. Christenfeld said that some transferring of funds is normal and necessary, and current practice is that Mr. Creel has the authority to make changes to the line items with amounts over \$500 approved by the superintendent. Mr. Christenfeld said that the budgets approved by the Committee are granular and have line items, and the Committee reviews the budgets through the quarterly reports from Mr.

Creel. Mr. Christenfeld did not want to change the quarterly reports in the middle of the year.

Mr. Christenfeld said that MASC suggests that guidance from the Massachusetts Department of Revenue said that the School Committee should approve temporary transfers. Mr. Creel said that they report the transfers that occur, and he comes before the Committee before the administration hires for a new position or opens a new classroom. He suggested that the Committee consider how to deal with the fact that the budget changes during the year, and what kinds of transfers interest them.

Mr. Christenfeld said transfers are more of an issue in large districts where funds could be transferred from a middle school to a high school. Mr. Creel said the two-level control system gives management oversight over the budget. Mr. Christenfeld suggested that the Committee look at the reports they receive and consider what information they need.

Mr. Christenfeld said the discussion on policy DBJA will be postponed beyond the next meeting.

The next policies that will be considered for first readings are EBCA-R-Emergency Plans, EBCB-Fire Drills, and EDB-Book Material Discard.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$780,660.53 and the accounts payable warrant totaling \$330,867.73 for a total of \$1,111,528.26. 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.

10. Old Business

None.

11. New Business

Document: Email message from Timothy Christenfeld, Subject: Board of Selectmen's Marijuana Law Study Committee, dated November 8, 2017

Mr. Christenfeld said that the Board of Selectmen is forming a Committee to help understand the new state law that legalized the cultivation, personal use, and retail sale of recreational marijuana, to assess its implications for Lincoln, and to make recommendations regarding potential policies, bylaws, and regulations that may be desired and/or required to protect the Town's interests. He said the Board would like a representative from the School Committee and asked if anyone was willing to serve. Ms. Salon volunteered to serve.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to appoint Ms. Jena Salon as the School Committee's representative to the Board of Selectmen's

Marijuana Law Study Committee. The Committee voted unanimously to appoint Ms. Jena Salon as the School Committee's representative to the Board of Selectmen's Marijuana Law Study Committee.

Dr. McFall said that the Massachusetts Association of School Superintendents [MASS] had information on the issue that she would forward to Ms. Salon.

Mr. Christenfeld thanked Ms. Salon for her willingness to serve.

12. Approval of Minutes

Documents: 1) Draft of Multi-Board Meeting Minutes, January 30, 2017; 2) Draft of Meeting Minutes, March 9, 2017; 3) Draft of Meeting Minutes, May 25, 2017

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the January 30, 2017, March 9, 2017, and May 25, 2017 meetings. The Committee voted unanimously to approve the minutes of the January 30, 2017, March 9, 2017, and May 25, 2017 meetings.

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

13. Information Enclosures

Document: Letter to Mr. Jason Peledge, from Rebecca E. McFall, Ed.D., Superintendent, dated November 1, 2017

This item was for the Committee's information only. It was not discussed.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Salon, the Committee voted unanimously to adjourn the meeting at 10:05 pm.

The next School Committee meeting is tentatively scheduled for Thursday, November 30, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary