

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, November 30, 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).
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: Jena Salon, Simone Johnson (METCO Representative).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:03 pm. He thanked Mr. David Trant for recording the meeting.

2. Chairperson's and Members' Reports

Ms. Mitchell thanked the PTO for sponsoring poet, author, and psychiatrist Dr. Michael Fowlin. Dr. Fowlin made a powerful presentation on the importance of creating one's own story and on respecting differences to 3rd through 8th graders.

Mr. Christenfeld said the Lincoln Middle School's productions of "Gooney Bird Greene and her True Life" and "The Adventures of Nate the Great" were terrific. He enjoyed seeing students on stage and noted that the cast and crew worked very hard. He thanked drama teacher Kristin Hall for her work.

3. Public Comments

None.

4. Consent Agenda

1. Hanscom Middle School Overnight Field Trip to Washington, D.C. and Gettysburg, PA, Spring 2018

Document: Day Field Trip Proposal Form

Dr. McFall said that the dates of the trip, Wednesday, May 30 to Saturday, June 2, 2018, are the same dates as the Lincoln School's 8th grade trip. She said the two schools may meet during the trip. She said the nursing coverage has been worked out.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the Hanscom Middle School grade 8 overnight field trip to Washington, D.C. and Gettysburg, PA scheduled for Wednesday, May 30 to Saturday, June 2, 2018.

There being no discussion, the Committee voted unanimously to approve the motion.

Mr. Christenfeld thanked Mr. Peledge for arranging for the trip.

5. Time Scheduled Appointments

1. FY19 Budget Discussion and Public Comment

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 said the district is presenting a level services budget with modest improvement initiatives. For the Lincoln campus, the Town of Lincoln Finance Committee has given all Town departments a 2.5% increase over their FY18 budgets. 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.

For the Hanscom campus, the district has projected that there will be 550-599 eligible students, or Band 3 enrollment. 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.

Ms. Mitchell was concerned that the Legacy Fund balance was low. Mr. Creel noted there might not be enough funds for FY18. All classes are encouraged to donate, but if the Fund is exhausted, the Committee will need to use operational funds. Ms. Mitchell suggested that the district add a line on field trip forms for donations. Dr. McFall agreed.

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

Mr. Christenfeld thanked the administration for their work.

2. Report on 2016-2017 Key Yearly Measures

Document: Lincoln Public Schools, Key Yearly Measures Report, November 2017

Dr. Rose distributed an updated Key Yearly Measures report. The report addresses how students perform in English Language Arts [ELA] and math. The measures assist the district in assessing how students are doing, and the report asks "how are all of our students: a) performing academically; b) growing academically; and c) feeling about school?" In the past, the district has used five measures, which included the STAR Math Assessment (which has been discontinued), the district writing assessment, math interviews, MCAS for ELA and math for students in grades 3 through 8, Fountas and Pinnell Benchmark Assessment System for students in grades 1-5 for literacy.

This year's report focused on three measures: MCAS for ELA and math for students in grades 3 through 8, Fountas and Pinnell Benchmark Assessment System for students in grades 1-5 for literacy, and the School Climate Survey for students in grades 5 and 8. Dr. Rose explained that 2016-2017 was the first year for the Next Generation

MCAS exams, and, therefore, these scores cannot be compared with the previous years' Legacy MCAS scores, but future scores can be compared with the 2016-2017 scores to see how students are growing. She explained the Next Generation MCAS has technology-enhanced questions, and the tasks and items better reflect the conversation in classrooms. Another difference with the Next Generation MCAS exams is that the exams are only offered online instead of on paper.

Dr. McFall said they will consider whether to include the four Everyday Math cumulative assessments as Key Yearly Measures in future reports. She noted that there is a correlation between the ELA MCAS and Fountas and Pinnell assessments on student performance, and they hope to find the same with the MCAS math and Everyday Math assessments. Math Specialist Ellen Metzger said that this is the first year they are using the CMP3 curriculum, and they will use the end-of-unit data to determine how well students are doing.

For the Fountas and Pinnell assessment, Dr. Rose said that Lincoln had higher achievement and Hanscom had higher growth. Mr. Borden noted that ELA growth was low on the Lincoln campus, and Dr. Rose said the needs assessment has showed that there is no alignment with the ELA curriculum, and they know which direction to head in.

For the School Climate Survey, Dr. Rose noted it was a pilot survey about the school, and that scores above 62 reflect a strong climate according to the state Department of Elementary and Secondary Education [DESE]. In the district, the results from 5th graders were 18 points higher than 8th graders, and Dr. McFall noted that as students age, it is normal for the score to drop.

For students in subgroups, the largest gap in performance is between students with disabilities and students without disabilities. Dr. Rose said that students in subgroups are not making low growth, which is good. Dr. Rose said the district has the opportunity to dig into the data to help individual students and will do so.

Dr. Rose asked for feedback.

Mr. Christenfeld said the highest priority was how teachers help individual students. Mr. Christenfeld is happy to have fewer assessments, but said the goal at this level is to establish clear benchmarks so that the Committee and the administrative team can see year-over-year progress. He noted they were zigzagging to the goal but still not there. He wondered how to judge if MCAS scores were a good indicator of student progress.

Mr. Borden liked the report and asked where the district should focus time, resources, and energies. He was concerned that only 68% of 8th graders were meeting or exceeding expectations in ELA and Math. Mr. Borden liked the opening of the report as a first step and suggested that Dr. Rose pull from the strategic plan what the district would like to measure even if they cannot yet.

Dr. Rose thanked Mr. Ford, Math Specialists Ms. O'Connell and Ms. Metzger, and ELA Specialist Ms. Blumberg for their work.

Dr. McFall thanked Dr. Rose for her time and effort on the report and Mr. Ford for his work on the data and how to present it.

Mr. Christenfeld said the Committee wants to dive deeply into different content topics, and the end of January they will discuss homework. He said later in the year they

will discuss math, and he asked at what point the experience with CMP3, the new curriculum, would be enough to give a report.

3. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld said two weeks ago, the School Building Committee [SBC] looked at a quick estimate of costs. Dore and Whittier's February 2015 Final Report to the School Building Advisory Committee [SBAC] estimated \$29.6 million to renovate and bring all systems and the building up to current building codes and regulations. Now, with increasing construction costs, that same option is estimated to be \$46 million. He said at last night's SBC meeting, the design team, Dr. McFall, the principals, and central office staff discussed the space requirements and the educational program, and they looked at four plans that used the existing school, including the Brooks Auditorium and Reed Gym with a compact hub design that is estimated to cost \$95 million. The building has 140,000 square feet of space, and 50,000 square feet of that is hallway.

Mr. Christenfeld said there will be a check-in call with the design team on Monday, December 4. The next SBC meeting is Wednesday, December 13, and the SBC will discuss enhanced renovation with some hub spaces, and said the SBC will wrestle with these issues for the next six months. He noted that if the design keeps the same footprint, they are losing educational space.

The SBC will host a community workshop on Tuesday, January 23, 2018, to present the SBC's plans and to gather feedback from Town residents. Mr. Christenfeld said that the SBC will show a range of plans from a "fix everything" plan at the low end to a high-end plan that encompasses the educational program with a high amount of sustainability, and a few plans between those end points.

Mr. Christenfeld said the Community Center Preliminary Planning & Design Committee [CCPPDC] is moving forward, and the Community Center will be located at the Hartwell site. He said the CCPPDC will meet on Tuesday, December 5. The Campus Coordination Group will meet on Thursday, December 7.

The Committee is cognizant of the responsibilities regarding the use of public funds for advocacy for a building project. Mr. Borden said it was important for the Committee members to show pride in the work and that they are excited for a project. Mr. Christenfeld said that each member should expand the conversation: there is an opportunity to create something exciting on the school campus. The Committee mentioned that parents need to be engaged and to talk with others to get support for a school building project. Mr. Borden suggested that the SBC consider asking parents for tangible acts that are action driven instead of a generic request that parents get involved.

Mr. Christenfeld said that the SBC and School Committee have the support of other Town Boards and Committees, and liaisons have been involved with the process. He thanked SBC Co-Chair Kimberly Bodnar for her energy and work and the SBC for their work. Mr. Christenfeld will keep the Committee informed and send a meeting schedule via email. The SBC's website is <https://lincolnsbc.org>.

4. Update on Hanscom Primary School Building Project

Document: PowerPoint Presentation on Construction of New Hanscom Primary School

Mr. Creel presented photographs of the construction of the new Hanscom Primary School, which will have a capacity of 720 students. It will include four classrooms for the Preschool. The new school is being built south of and adjacent to the Hanscom Middle School and will share some areas, such as special education and nursing suites, conference rooms, and occupational and physical therapy spaces. Some features of the new building will be an open courtyard and indoor bridge that will connect to the Hanscom Middle School, walls that can be moved to adjust spaces, an elevator, and other spaces that can change with needs over time.

Mr. Creel showed two sizes of tension control bolts that are being used, and an electric tool is used to bolt them, meaning that there will be uniform results. He is reassured that the school is well constructed.

6. Superintendent's Report

Document: None.

Dr. McFall and Ms. Lateefah Franck, Lincoln's METCO Director, met three finalists for a chief executive officer for METCO, Inc. She noted that DESE contracts to METCO, Inc. to oversee the operations of the METCO program, which serves 3,300 students in over 38 school districts in Massachusetts. She said there will be a session in early December for families to meet the finalists. The METCO Board will choose the candidate at their December 18 meeting.

Dr. McFall said the person who has led METCO has been there for 45 years, and the title and role has changed for the new person. She said the METCO Board has reconfigured itself, and there are more positions for superintendents and METCO directors to serve. METCO will emphasize services in Boston and for districts and will need to emphasize fundraising. METCO will also have transparent processes on placing students and offer efficiencies for student transportation to districts. She is optimistic on the positive changes and will keep the Committee updated.

Dr. McFall attended the workplace lab project with the Harvard Graduate School of Education students, where students presented their findings. She noted it was a great opportunity and experience, and the student teams did lots of work. She noted that the feedback validated the administrative team's beliefs on the areas of growth. Dr. McFall has the students' reports and will discuss them with the team. She said the information will be shared with the Committee later in the school year.

7. Curriculum

Document: None.

Dr. Rose had no report.

8. Policy

1. Review Policy CCA, Organizational Chart, Lincoln Public Schools, Second 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 and could be eliminated.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to eliminate Policy CCA, Organizational Chart, as presented. The Committee voted unanimously to eliminate Policy CCA, Organizational Chart, as presented.

Ms. Wironen left the meeting at 9:55 pm.

2. Review Policy CD, Management Team, Second Reading

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

Dr. McFall said that Policy CD gives responsibility to the principals that the principals do not have and the assistant superintendent has. Mr. Borden recommended that the Committee eliminate it.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to eliminate Policy CD, Management Team, as presented. The Committee voted unanimously to eliminate Policy CD, Management Team, as presented.

3. Review Policy CF, School Building Administration, Second 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, School Building Administration, 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 named Establishment of Compensation Levels for Non-Bargaining Staff. She said that MASC's policy GCE covers the parts of CF that cover the length of contracts with principals, and the policy is called Professional Staff Recruiting and Posting. Mr. Borden noted that MASC's Policy GCA is called Creation of Professional Staff. Ms. Mitchell included in the draft of CF the redlined language that comes from MASC's GCBB.

Mr. Christenfeld said that the Committee delegates to the superintendent how to compensate the professional staff, and MASC's policies mirror that duty and reiterate state law, therefore, he asked whether the Committee needed Policy CF. He noted that the Committee does not have much leeway with the principals other than to say what the Committee's priorities are. Mr. Christenfeld suggested adding a sentence, "The district will follow state law as regards to contract length and employment." Mr. Borden said that instead of copying the law into the policy, they should refer to the law. Ms. Mitchell will look at the laws.

Dr. McFall said she would rework the draft and added that the third redlined paragraph that starts with “As a condition of employment, each Principal must maintain current certification,” came from MASC.

Policy CF, School Building Administration, will be redrafted for the next meeting for a third reading and vote.

4. Review Policy EBCA-R, Emergency Plans, First Reading

Documents: 1) Lincoln Public Schools, Policy File: EBCA-R, Emergency Plans, Reaffirmed at School Committee Meeting of January 21, 1985; 2) Massachusetts Association of School Committees, Model Policy for EBCA, Emergency Plans; 3) Bedford Public Schools, Policy File: EBCA, Emergency Plans

Dr. McFall handed out copies of MASC’s model policy, EBCA, Emergency Plans, and Bedford’s policy on Emergency Plans, noting that the Lincoln Public Schools does not have EBCA, and EBCA-R is the process. Dr. McFall preferred Bedford’s policy, which is shorter than the MASC model. She said the information is in the crisis manual.

Mr. Christenfeld said it was the Committee’s job to decide who was in charge in emergencies and what the person in charge should do in emergencies. He said that the safety and security committee should be an ongoing committee, and the superintendent’s job is to designate the people who work on this issue in cooperation with the Town’s public safety personnel. He said the superintendent is in charge of the details and the procedure of carrying out the Committee’s policies.

Mr. Christenfeld suggested that EBCA-R, Emergency Plans, and EBCB, Fire Drills, be combined into one policy for the next meeting. He said the Committee should rename the combined policy EBC and then eliminate Policies EBCA-R and EBCB at their second reading at the next meeting.

Dr. McFall and Ms. Emmons will draft a new policy that will combine EBCA-R and EBCB and will bring it to the next meeting.

5. Review Policy EBCB, Fire Drills, First Reading

Document: Lincoln Public Schools, Policy File: EBCB, Fire Drills, Reaffirmed at School Committee Meeting of January 21, 1985

Dr. McFall said that the principals do not decide when to hold fire drills, and the Lincoln Fire Department dictates when fire drills are held.

Mr. Christenfeld suggested that EBCA-R, Emergency Plans, and EBCB, Fire Drills, be combined into one policy for the next meeting. He said the Committee should rename the combined policy EBC and then eliminate Policies EBCA-R and EBCB at their second reading at the next meeting.

Dr. McFall and Ms. Emmons will draft a new policy that will combine EBCA-R and EBCB and will bring it to the next meeting.

6. Review Policy EDB, Book Material Discard, First Reading

Document: Lincoln Public Schools, Policy File: EDB, Book/Material Discard, Approved at School Committee Meeting of September 24, 1984

Dr. McFall suggested that the Committee eliminate the policy because it does not appear in the MASC policy book, and there are so many scenarios where materials and books are discarded that it is hard to have a policy.

Mr. Christenfeld spoke to the school librarian, and she follows the policy. He noted the policy pushes them not to throw items away. He said the need to weed collections is an issue in the classroom libraries and not as much in the central library, and teachers should be encouraged to cull their collections more than they do. He said he did not think it was an issue that the Committee had to be involved with, and Mr. Borden agreed.

Dr. McFall said at times, especially when there is a curriculum change, teachers bring in their own items to use in teaching, and the district could not police that.

Policy EDB, Book Material Discard, will be brought to the next meeting for a second reading and vote to eliminate it.

The next policies that will be considered for first readings are EDC-Use of School Equipment and EDCB-Library Loan. Dr. McFall will send articles on the use of cameras on school grounds and buses and has gathered other districts' policies on the use of cameras to start the discussion about cameras before drafting a policy.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$792,815.86 and the accounts payable warrant totaling \$162,378.61 for a total of \$955,194.47. 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. Invitation for Bid (IFB) for Lincoln Bus Transportation

Document: Memorandum to Becky McFall, Superintendent, and School Committee, from Buck Creel, Subject: Proposed contract terms and timeline—FY19-23 Bus Transportation Bid, dated November 14, 2017

Mr. Creel said the current contract with Doherty's Garage, Inc. to provide bus transportation will end in July 2018. He said the past five years have been successful, and he thanked Doherty's for their service. State law requires a competition for transportation, and the district has issued an Invitation for Bid [IFB]. Mr. Creel said the IFB is mostly the same as the last one they issued, but there are four changes. The first change is that he added a bus route for Lincoln-Sudbury students who attend Minuteman Technical High School, and the second change is that buses cannot be more than six years old and have more than 150,000 miles rather than 80,000 miles. Mr. Creel said the third change is that the rule for the award has changed, and the fourth change is that they have added language on fingerprinting of bus drivers. He said the bids will open on December 21, and he will bring the results of the bidding to the Committee.

Mr. Creel noted that the buses have cameras and recording devices that are owned by Doherty's, not the district. Dr. McFall said there will be a discussion at the next meeting about the purpose, use, and recording of cameras on buses and outside and inside the school buildings. Mr. Christenfeld suggested that a draft of a policy on cameras be presented. Mr. Borden wanted to know if having cameras was useful and what other towns have done about cameras. Dr. McFall said that superintendents have shared that when there are cameras, there is a tendency to use the video for purposes beyond the original intent.

Mr. Creel thanked Ms. Maureen Onigman for her work.

10. Old Business

Document: None.

Mr. Christenfeld said that the Sudbury K-8 School Committee voted to hire a search team to hire a new superintendent for the Sudbury K-8 Schools. The Collins Institute has been hired to run the superintendent search. For the moment, there will not be further discussion about a shared superintendent with the Sudbury K-8 Schools and the Lincoln-Sudbury Regional High School.

11. New Business

None.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, May 11, 2017; 2) Draft of Meeting Minutes, June 8, 2017; 3) Draft of Meeting Minutes, June 22, 2017

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the May 11, 2017, June 8, 2017, and June 22, 2017 meetings. The Committee voted unanimously to approve the minutes of the May 11, 2017, June 8, 2017, and June 22, 2017 meetings.

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

13. Information Enclosures

None.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 10:26 pm.

The next School Committee meeting is tentatively scheduled for Thursday, December 14, 2017 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary