

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, December 14, 2017  
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA  
OPEN SESSION

Present: Tim Christenfeld (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).

Absent: Peter Borden (Vice Chairperson).

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 and Mr. Schmertzler attended the EDCO Roundtable meeting, at which there was a presentation on new programs for new superintendents.

Mr. Christenfeld attended the choir and a capella concert held at Lincoln-Sudbury Regional High School. He said the Middle School choir represented the school well and it was a great performance.

Mr. Christenfeld and Dr. McFall attended a demonstration of Makerspace projects at Hanscom Middle School, where students worked on real world problems and used 3D printers.

Ms. Emmons introduced and welcomed T.Sgt. Sollace of the Hanscom Security Forces, who is the security contact at Hanscom Air Force Base. T.Sgt. Sollace said they wanted to grow the connection with the district.

3. Public Comments

None.

4. Consent Agenda

1. Lincoln School 5-8, Overnight Field Trip to Outdoor Club

Document: None.

2. Accept Gift of \$1,000 from HAFB Credit Union

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Credit Union, dated November 27, 2017

Dr. McFall said there will not be an overnight field trip for the Lincoln School grades 5-8.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept a donation of \$1,000 from the Hanscom Credit Union for 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 the Hanscom Credit Union for their generous donation. The administration will send a thank-you letter.

## 5. Time Scheduled Appointments

### 1. Lincoln School Banner Presentation

Document: None.

The Lincoln School boys' baseball team was undefeated last spring for the second time in school history.

Athletic Director Ryan Cassidy and Coach Steve Cullen presented the boys with a banner to recognize their season. The banner will be hung in the Brooks Gym. The team members are: Sky Bordiuk, Donald McCarthy, Brendan Cullen, Nick Silvestro, Ben Clark, Jaden McGinty, Turner Gnazzo, Charlie McLaughlin, Kyle Atwood, Josh Skenderian, Gregory Salvucci, Zachary Pietropaolo, and Adrian Pinto.

Dr. McFall congratulated the team, noting that their season took a lot of work, practice, and focus as a team.

Mr. Christenfeld congratulated the team and thanked them for sharing their success.

### 2. Retiree Recognitions

Document: None.

Dr. McFall said it was bittersweet to have three employees retiring by the end of December. She congratulated them and thanked them for providing support to the students and staff of the Lincoln Public Schools. She wished them well in their retirements. Each person received a rocking chair.

Ms. Lynn Fagan, Preschool Coordinator, presented a thank you for Ms. Savita Chauhan, who served the preschool for 12 and a half years as an instructional assistant. Ms. Fagan said they will miss her warm, infectious smile and her welcome for all. She made a positive difference in students' lives. Ms. Chauhan thanked the district.

Ms. Rose Vignola, teacher at Hanscom Primary School, presented a thank you for Ms. Julie Johnson, who served the district for 21 years as a teacher in grades 2 and 3 at the Hanscom Primary School. Ms. Vignola was presenting for Principal Beth Ludwig, who could not attend. Ms. Johnson was in education for 24 years. Ms. Vignola said Ms. Johnson would be deeply missed by students, colleagues, and parents, especially for her insight, honesty, and ability to use laughter as a powerful tool. Ms. Johnson said it was an honor to serve military students and families, and she thanked the district for acknowledging her contributions.

Ms. Susan Totten, teacher at the Lincoln School, presented for Ms. Anne Crosby, who served the Lincoln School for the last 17 years as an administrative assistant and 23

years as a teaching assistant. Ms. Totten said she was an amazing administrative assistant who was organized and kept everyone informed. Ms. Crosby was a friend and confidant, showed patience and gave compassionate advice. Ms. Crosby thanked the district for being a wonderful place to work.

### 3. 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. The Hanscom portion of the budget will not be voted on until there is a contract with the federal government.

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

Mr. Christenfeld thanked the administration for their work.

### 4. 2018-2019 Academic Year Calendar, First Reading

Documents: 1) 2018-2019 Draft Calendar, dated November 13, 2017; 2) Lincoln Public Schools, 2018-2019 Academic Year Calendar, Draft, Version 1, dated November 13, 2017; 3) Lincoln Public Schools, 2018-2019 Academic Year Calendar, Draft, Version 2, dated November 13, 2017; 4) Lincoln Sudbury Regional High School, Draft Calendar 2018-2019

Dr. McFall said the new contract with the Lincoln Teachers Association has language that the teachers do not begin school any earlier than the last Monday in August. The Labor Day holiday is Monday, September 3, 2018, which is earlier this year. Version 1 has students returning before Labor Day, and Version 2 has students returning after Labor Day. Good Friday will fall during the April vacation week in 2019. Version 1 has students starting back on Wednesday, August 29 with a half day, and Dr. McFall said Version 1 has four shortened weeks of school for the first month and matches Lincoln-Sudbury's calendar.

Dr. McFall said Version 2 would have students returning to school on Tuesday, September 4. Version 2 has three shortened weeks of school for the first month.

Dr. McFall said that Institute Day, the day of professional development for teachers and administrators, would be held the day after Martin Luther King, Jr.'s birthday, Tuesday, January 22, 2019. She will consider changing the timing of Institute Day in future years.

Dr. McFall said the feedback she has received is from a Hanscom family, who would like to start school as early as possible so that school could end as early as possible. Ms. Johnson heard from a family that they would like to start before Labor Day so that school could end as early as possible, too. Ms. Salon said that many families send their children to summer camps that start early which makes Version 2 harder for them.

Ms. Mitchell asked about having one vacation in March instead of the two vacations in February and April. Dr. McFall responded that changing the February and April vacations is also about Lincoln-Sudbury's and other districts because teachers' children attend school in other districts. She said it would be difficult to find enough substitute teachers.

Ms. Mitchell mentioned that Sudbury looked into having professional development days on Fridays instead of Wednesdays. Mr. Christenfeld said that having half-day Fridays for professional development could likely lead to higher absenteeism and reported that 22% of the Sudbury Public School staff would probably miss a half-day on Friday. It would be hard to get substitutes.

Dr. McFall said last year, the Lincoln Teachers Association voted not to return before Labor Day.

Mr. Christenfeld wanted both versions to be circulated, and the Committee agreed that they should get feedback from parents and faculty before voting. Mr. Christenfeld and Dr. McFall will put together a survey to send before voting on a 2018-2019 calendar.

#### 5. Discussion Regarding Security/Surveillance Cameras on School Buildings

Documents: 1) Security/Surveillance Camera Discussion, December 14, 2017; 2) Massachusetts Association of School Committees [MASC] model policy, File: ECAF, Security Cameras in Schools, dated April 1, 2016; 3) Wellesley Public Schools, Security Camera System Policy, Voted January 10, 2012; 4) MIT Video Policy; 5) Harvard University Policy on Installation and Use of Video Cameras, Effective May 25, 2016; 6) Amherst-Pelham Regional School District, Facilities and Bus Video Surveillance Guidelines, dated January 6, 2015; 7) Acton-Boxborough Regional School District, Security Camera Systems, File: EEAEB, dated January 15, 2014; 8) Minuteman High School, Student Handbook 2015-2016, 7-9 Monitoring Devices on School Property Video Surveillance (Video Cameras) CCTV (Closed Circuit Television); 9) Town of Walpole, Security Cameras Policies and Procedures, Adopted May 30, 2013; 10) Scholastic. Com, "Privacy vs. Security: Are you prepared for the thorny issues surrounding student surveillance?" by David Rapp, dated April 1, 2016; 11) "The Legal Implications of Surveillance Cameras: District administrators need to know the law and make these policies clear," by Amy M. Steketee, District Administration, February 2012; 12) "Video Camera Surveillance in Public School Settings: Emerging Technologies, Privacy, and the Role of the Fourth Amendment," by Kevin P. Brady, December 2006; 13) Smith School Community Survey-Spring 2017, Q12: How do you feel about building

security when school is in session?; 14) Hanscom Primary School Community Survey-Spring 2017, Q11: How do you feel about building security when school is in session?; 15) Brooks School Community Survey-Spring 2017, Q12: How do you feel about building security when school is in session?; 16) Hanscom Middle School Community Survey-Spring 2017, Q11: How do you feel about building security when school is in session?

The district does not have a policy on the use of cameras for security or surveillance. Mr. Christenfeld said they need a policy because there are cameras on school buses, but Doherty's Garage, the bus owners, own the cameras. He noted that Magic Garden, which leases space on the Hartwell campus, has cameras that capture the activities at the school. There are recording working cameras anywhere else on the Lincoln School campus. Tonight the Committee will discuss the policy and what it should include, whether to have cameras on school buildings, and what having them would accomplish.

Mr. Christenfeld said there are many policy questions about recordings and video. How long would the video and audio be kept, who has access to the recordings and video, and should they record staff, faculty, administrators, students, and visitors?

Dr. McFall gathered much information to start the conversation before drafting a policy. She wanted to consider how might cameras change the environment and culture. There is concern about privacy for employees, students, visitors. She asked what the costs and benefits are of having cameras and whether the cameras create increased safety or a perception of safety. Cameras can be a deterrent for theft and misbehavior, but in real crises, cameras are less likely to provide safety but can give information after the fact.

Dr. McFall said that the superintendents group has discussed the issues and that much has changed with expectations of privacy as cameras are ubiquitous now. The districts use cameras for a variety of reasons. Dr. McFall noted that when other districts have had schools renovated or built with Massachusetts School Building Authority [MSBA] funds, cameras have been included and are used. Mr. Christenfeld said that if the Committee decides to have cameras, the policy can structure the way they are used.

There are liability and privacy issues if the school placed cameras which need to be considered. Dr. Rose said that the impact of bias and using video could hurt a subsection of students.

Mr. Christenfeld welcomed Lincoln Police Chief Kevin Kennedy and Officer Ian Spencer to represent the school committee subcommittee, the Safety and Security Committee. Chief Kennedy said that having cameras at the entrance to the school buildings can provide another layer of security, but cameras are no replacement for the environment in the buildings. Staff and students need to have the confidence to report problems, whether or not there are cameras. The Police Department has used video, which eliminates investigation and manpower time. He added that the Police Department would not own the cameras or video and does not want direct access. He said that if there was an incident, the police would have to get a court order to get the video.

Chief Kennedy said sometimes cameras can give a false sense of security. He said cameras can be placed on the exterior of buildings, and if used in the interior, cameras would be placed in the public areas only. He said the systems could be

expanded if needed. He said that video recording does not need consent, but audio recordings do. Notice would need to be posted that there were cameras even without audio.

Mr. Christenfeld said with the school building project, enhancing security is a concern. He said now the entrances are recessed and hard for the police to see at night when police patrol the grounds. He noted that even if there are cameras on the exterior of the buildings, there is a limit to what the cameras can capture. He said they need to establish decent lighting and visibility. Lighting and cameras give layers of security. He wondered if there was a deterrent effect.

Ms. Mitchell asked if there was a need for the cameras and if there were things that happened on campus that they wish they had video footage of? Chief Kennedy said there have been some vandalism incidents and noted having cameras was a proactive approach.

Ms. Salon was concerned about the security of the video footage. Mr. Ford explained that the data would be encrypted.

Mr. Christenfeld asked about the costs and how complicated it would be to install cameras. Dr. McFall responded that a few years ago, when they approached the Capital Planning Committee with a proposal for six cameras at the school entrances, the cost was about \$40,000. Mr. Ford noted that if cameras were included inside the buildings, there would need to be many cameras because of the angles inside.

Mr. Christenfeld noted that much of the security issue has been solved by locking the entrances during the day. Ms. Salon said it was important to have a feeling of safety. She said that it took a long time to resolve the spring graffiti incident, and if they had cameras, the incident would have been resolved and people would feel safe more quickly. She also noted that she did not think cameras deter vandalism because people forget cameras are there.

Mr. Christenfeld said the cameras on Doherty's buses are a deterrent because there have been fewer incidents on the buses than there used to be. The cameras are not always active. Mr. Creel will check to see if the METCO buses have cameras. He noted that the student handbook includes a notice on cameras. The principals request the cameras to be turned on and obtain the video, and the video is not kept forever. Mr. Creel said that the contract with Doherty's stipulates that cameras will be on all buses with two recording devices. He said the Invitation for Bid [IFB] that was released for the bus contract has a requirement for recording devices on all buses. Mr. Christenfeld was concerned about who had access to the video and how secure the video was. Dr. McFall said that Doherty's personnel do not look at the video, but theoretically they could, and the principals request the video from Doherty's when needed. She was concerned how the use of video could change the culture of problem solving and conversation with students that they have without using video. Ms. Mitchell said that she wanted the district to own the videos from the buses, and Dr. McFall asked if they would need to own readers for the camera equipment. Mr. Ford indicated he would gather additional information on the issue.

Dr. McFall said that Magic Garden has live monitoring all of the time, and the monitoring includes the Lincoln Preschool and the second floor of the Hartwell Building. She said there is no notice about monitoring in the lobby, and she is not sure whether they are monitoring or recording. She said they would gather information to see if Magic

Garden has a policy on the monitoring. She said it would be best to have a policy that covered all situations—the buses, Magic Garden, Hanscom, and, if the Committee decided to add cameras on the Lincoln campus, for them too.

The Committee will draft a policy using the sample policies. Ms. Mitchell liked Amherst-Pelham’s policy. Chief Kennedy will forward some two to three page policies on cameras. Mr. Christenfeld said after the Committee approves a policy, the Committee will address the issues with the existing cameras at Magic Garden and the Hanscom Middle School.

Mr. Christenfeld thanked Chief Kennedy and Officer Spencer for their work.

#### 6. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld said the School Building Committee [SBC] and its subcommittees have had many meetings. The SBC will host a community workshop on Tuesday, January 23, 2018 for feedback on a range of plans from a “fix everything” plan at an estimate of \$46 million to a high-end plan that encompasses the educational program with a high amount of sustainability. The SBC and the architects will present four plans. The options in the middle of the range will be \$10-\$15 million more than the “renovate only” option and use the current footprint and keep the Smith building, another option demolishes the Smith building. He said that in the construction market prices are increasing quickly because of the cost of materials, the availability of subcontractors and staff shortages.

Dr. McFall said the administrative team will have a conference call with the architects to look at the options tomorrow. She said the purpose is to refine the options and to give feedback to the architects.

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 and is looking at site plans. There are a few options for the siting of the Community Center. One option would site the Center on the uphill side of the basketball court, and one option would build between two of the Pods. There will be a meeting on Tuesday, December 19 at 7:30 am at the Recreation Department to look at the site.

The SBC’s website is <https://lincolnsbc.org>.

#### 6. Superintendent’s Report

Document: None.

Dr. McFall attended the mentor and mentee lunch held last week at the Middle School. She noted it was great to see how the mentor program has grown, and the diversity of students and mentors has also grown. She enjoyed the opportunity to come together. Dr. McFall thanked Mr. Steve Cullen for his work.

Dr. McFall said the Contracting Officer’s Representative will be on the Hanscom Primary School campus next Tuesday, Wednesday, and Thursday to meet with Dr. McFall and Ms. Wironen to discuss the eligibility and enrollment of students on the Hanscom campuses. The Contracting Officer’s Representative will also meet with

Colonel Hund. The district will receive feedback on their registration and verification processes.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose attended last night's winter concert on the Hanscom campus. She said it was standing room only, and the students did a remarkable job, especially as some students who participated had just started playing their instruments in September. She said it was a wonderful community event that celebrated the arts in the district.

Dr. Rose said the district has the materials and findings of the workplace lab project with the Harvard Graduate School of Education students. She said the Administrative Council will be discussing the materials and findings at their meeting next Tuesday, December 19. She said the information will be shared with the Committee later in the school year.

## 8. Policy

### 1. Review Policy CF, School Building Administration, Third 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 included in the draft of CF the redlined language that comes from the Massachusetts Association of School Committee's [MASC] GCBB-Employment of Principals. She said that she took out language that the Committee already has in other policies. She added the language suggested at the last meeting.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy CF, School Building Administration, as revised. The Committee voted unanimously to approve Policy CF, School Building Administration, as revised.

### 2. Review Policy EBCA-R, Emergency Plans, Second 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

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

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to eliminate EBCA-R, Emergency Plans. The Committee voted unanimously to eliminate EBCA-R, Emergency Plans.

### 3. Review Policy EBCB, Fire Drills, Second Reading

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

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

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to eliminate EBCB, Fire Drills. The Committee voted unanimously to eliminate EBCB, Fire Drills.

### 4. Review Proposed New Policy EBC, Emergency Plans

Documents: 1) Lincoln Public Schools, Policy File: EBCA-R, Emergency Plans, Reaffirmed at School Committee Meeting of January 21, 1985; 2) Draft, Policy File: EBC, Emergency Plans; 3) Model Policy, MASC File: EBC, Emergency Plans

Mr. Christenfeld said proposed new policy EBC, Emergency Plans, is a combination of EBCA-R, Emergency Plans, and EBCB, Fire Drills. State law and regulations require public safety officials to determine the timing of fire drills.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve Policy EBC, Emergency Plans, as presented. The Committee voted unanimously to Policy EBC, Emergency Plans, as presented.

### 5. Review Policy EDB, Book Material Discard, Second 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 MASC, and there are so many scenarios where materials and books are discarded that it is hard to have a policy.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to eliminate Policy EDB, Book Material Discard. The Committee voted unanimously to eliminate Policy EDB, Book Material Discard.

### 6. Review Policy EDC, Use of School Equipment, First Reading

Documents: 1) Lincoln Public Schools, Policy File: EDC, Use of School Equipment, Reaffirmed at School Committee Meeting of November 4, 1985; 2) V1 Draft Revision, Policy File: EDC, Use of School Equipment, Reaffirmed at School Committee Meeting of November 4, 1985; 3) V2 Draft Revision, Policy File: EDC, Use of School Equipment, Reaffirmed at School Committee Meeting of November 4, 1985; 4) V3 Modified MASC Policy-Draft Revision, Policy File: EDC, Use of School Equipment, Reaffirmed at School Committee Meeting of November 4, 1985

Dr. McFall said the policy is about using school equipment outside the regular school day or outside general school activities. She noted they may want to define their

terms for which groups can use school equipment. She also suggested that they may want to be explicit about when the district will not share equipment to protect and save the administration's resources and time. She used as examples projectors and the technical support to use them, or transporting tables to the Pierce House. She suggested that the Committee streamline the policy to what happens during the school day. Mr. Creel suggested that they use the word "education" and narrow from allowing the use of school equipment for civic and charitable organizations and was concerned that school equipment could be used all over Town.

Dr. McFall said the ethics laws preclude teachers and staff from using school equipment out of the workplace and for their personal benefit. Mr. Creel suggested that the Committee consider having the central office and the superintendent decide whether to lend the equipment so that the principals are not placed in tough situations.

Ms. Mitchell suggested that the Committee give guidelines for using the equipment but that use in after-school hours would incur fees. Mr. Christenfeld said when outside groups use the school facilities, the school charges fees. Mr. Creel said that if equipment is used when the facilities are rented, the user pays for audio-visual fees if they need support. He noted that it was not the same for lending school equipment to be taken to an off-campus location, such as the Pierce House. Ms. Salon said it was hard to take school equipment off the school campus, and said that she could see letting a Town department use equipment but not to lend it to people for personal group use. Mr. Ford added that Town departments do borrow school equipment and the schools borrow Town equipment.

Dr. McFall agreed and noted they should focus on using school equipment on the school campus. She said that if the equipment were used for a cast party or a graduation event for students off campus, that was acceptable, but it was not acceptable to allow an outside group to use the equipment off the school campus. Mr. Creel said that protocol for use on the campus by non-school non-charitable groups was already in the policy. Dr. McFall suggested that they add "Town departments." Mr. Creel said the Massachusetts Association of School Committees' [MASC] policy draft and the other drafts provide for charging fees, the superintendent's control, and educational and civic use versus charitable use.

Mr. Christenfeld leaned toward giving permission for Town departments and controlled permission for student activities and a fee-based system for all other groups.

Dr. McFall said the policy has to apply to all groups across the board. Mr. Christenfeld said not to loan school equipment off campus for non-student uses but to loan equipment to Town departments. Mr. Ford asked about events at the Pierce House, which is a Town department, and many groups use the Pierce House. Dr. McFall said if a group or organization has been approved to use the school facilities, the group can request additional support. Mr. Creel said the building use form covers the use of school equipment, and an organization that does not espouse the district's values can use the facilities and equipment, and Dr. McFall said there could be a separate approval process in some cases where some groups could use the classrooms but not use the equipment. Mr. Creel noted that version 2 excludes charitable organizations and narrows the scope. Mr. Christenfeld said that the policy would include allowing Town departments and school community use off campus, but that was it. He noted that teachers using school tables at the Pierce House would be allowed.

Mr. Christenfeld will draft a policy for the next meeting.

#### 7. Review Policy EDCB, Library Loan Policy, First Reading

Documents: 1) Lincoln Public Schools, Policy File: EDCB, Library Loan Policy, Reaffirmed at School Committee Meeting of April 8, 1985; 2) MASC File: EDC-Authorized Use of School-Owned Materials

Ms. Mitchell said the policy fits with the last policy on loaning equipment. She suggested that they add language on the use of library books, whether fees applied and if deposits are needed. She suggested they link it to the previous policy, EDC.

Mr. Ford talked with the librarians, who prefer not to change the policy because their practice is consistent with the policy. There is a process for times when a student has an economic hardship. Mr. Creel explained that the fees received are revolving funds that cannot be used for other expenses and are used for books. M.G.L. Ch. 44, § 53 covers how the library book fees can be used.

Ms. Mitchell said they would leave the policy as it is and reaffirm it at the next meeting for a second reading and vote.

The next policies that will be considered for first readings are EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses), EEBC-Bus and Personnel Transportation Insurance, and FCD-Retirement of Facilities.

#### 9. Facilities and Financial

##### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$782,402.08 and the accounts payable warrant totaling \$241,423.43 for a total of \$1,023,825.51. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Ms. Salon 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.

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

#### 10. Old Business

None.

Ms. Wironen left the meeting at 10:00 pm.

#### 11. New Business

None.

#### 12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, July 13, 2017; 2) Draft of Meeting Minutes, August 24, 2017; 3) Draft of Meeting Minutes, September 7, 2017

Ms. Salon moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the July 13, 2017, August 24, 2017, and September 7, 2017 meetings. The Committee voted unanimously to approve the minutes of the July 13, 2017, August 24, 2017, and September 7, 2017 meetings.

The final sets of minutes will be posted on the website, [www.lincnet.org](http://www.lincnet.org).

13. Information Enclosures

None.

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, January 4, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary