

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 18, 2018
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 attended last week's Middle School chorus concert. He said the students played ukuleles, and it was a great performance.

Mr. Christenfeld provided an update on some of the design conversations at the School Building Committee.

Mr. Christenfeld said that Mr. Schmertzler went to the Diversity and Inclusion group meeting, where Dr. Darnisa Amante of the Disruptive Equity Education Project spoke. The Town is looking at the schools as a model for diversity training.

Dr. McFall congratulated Ms. Johnson for passing her exam.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$100 Donation from Lueders Environmental, Inc.

Document: Letter to Rebecca McFall from Michael Lueders, President, Lueders Environmental, Inc., dated December 14, 2017

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to accept a donation of \$100 from Lueders Environmental, Inc. to be used in any way the district deems appropriate.

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

Mr. Christenfeld thanked Lueders Environmental, Inc. for their generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Lincoln Agency Annual Report/Town Annual Report Planning

Document: None.

Mr. Christenfeld said there are three reports. The first is the Annual Town Report, and Dr. McFall prepares the school information for the report that goes to each address. The report is due on February 5. The second is the information for the school budget for the Finance Committee that goes into the warrant for the Annual Town Meeting, and Mr. Creel writes that.

The third is the Town Agency Report that goes to the Finance Committee and is due on February 9. Mr. Christenfeld and Mr. Borden have prepared the report, and the report includes information on the performance of the Lincoln school and how the performance compares with the six surrounding towns: Waltham, Weston, Concord, Sudbury, Lexington, and Bedford. The Hanscom Schools are not included because the Town does not fund them. Mr. Christenfeld said that he is unsure whether the Finance Committee wants the Agency Report from the school this year. He thought it would be best to write the report and include updates on the previous year's report. Dr. McFall indicated that the Agency Report would be complicated to write because the Lincoln School students took the Next Generation MCAS in the spring of 2017 while other districts' students took the PARCC exams, making it impossible to compare the exam scores. Mr. Borden volunteered to help with a draft.

Ms. Mitchell asked if there was information that could be included in the Agency Report that would be helpful for residents to know for the school building project. Mr. Christenfeld said that the Annual Town Report would include that information. Mr. Borden said the Committee needs a narrative for the Town on the school's accomplishments and suggested the Agency Report be ready for Town Meeting. Dr. McFall suggested that the Committee consider what residents would like to know before the building project, such as enrollment numbers and the comparable square footage of K-8 school buildings. Mr. Christenfeld said the School Building Committee's [SBC] outreach subcommittee will meet tomorrow, and he will talk with them about how to use the report as an outreach opportunity.

Dr. McFall will bring a draft of the Annual Town Report to the next meeting. Mr. Christenfeld will follow up with Finance Committee Chair Peyton Marshall on what reports are expected.

2. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld said the School Building Committee [SBC] will host two community workshops on Tuesday, January 23, 2018, one from 8:00 to 10:00 am and one from 7:00 to 9:00 pm, for feedback on a range of plans for the school building. He asked the community to attend.

Mr. Christenfeld said there would be six designs presented with a price range of \$49 to \$86 million. The designs range 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. The SBC will present an introduction to the design work that has been accomplished and that the SBC agreed that a price tag for the buildings of \$100 to \$150 million was too high. The Owner's Project Manager [OPM], Daedalus Projects, will present information on costs and their escalation. Mr. Christenfeld noted that site work

and phasing costs had not been included in the costs in earlier estimates. Smith, Maini, and McKee Associates [SMMA], the designer, will present the options and address the SBC's guiding principles for the designs. There will be discussion at tables of what the attendees like and do not like about each design. Mr. Christenfeld said the SBC hopes to come to consensus on how to narrow down the six options.

Dr. McFall said the forums will be recorded and posted, and those not able to attend the workshops can respond. She said the workshops' purpose is to get feedback and input to know what the Town's desire is for the school building.

Mr. Christenfeld said there will likely be another public forum in March, and information will be presented at the Annual Town Meeting on Saturday, March 24. He said there will be other forums in May, all in preparation for the Special Town Meeting on Saturday, June 9 at which there will be a vote on the potential building project.

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. Six options will be presented at their community forums on Tuesday, January 30, one from 8:00 to 10:00 am and one from 7:00 to 9:00 pm, for feedback on a range of plans for the community center. The community center project will also be discussed at Town Meeting. Mr. Christenfeld said one plan is to keep the three Pods and build a small building behind Pod A, another plan is to build at the current parking lot at the Pods, and a third plan is to use Pod C and the parking lot behind Pod C for a new building. Parking is a challenge; the CCPPDC wants 107 parking spaces.

Mr. Christenfeld said that the CCPPDC's architect, Maryann Thompson Associates, will meet with Dr. McFall on January 25. He said that Recreation Director Dan Pereira has been helpful and understands the need for playgrounds for preschool students on the site. Mr. Christenfeld said that there may be other items about the educational program of the schools that have not yet been shared with the CCPPDC.

Mr. Christenfeld thanked Dr. McFall and Mr. Creel for their enormous investment of time and energy in the school building and CCPPDC processes.

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

3. 2018-2019 Academic Year Calendar, Second Reading and Vote

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) Proposed Lincoln Sudbury Regional High School, Draft Calendar 2018-2019; 5) Lincoln Public Schools 2018-2019 Academic Year Calendar Survey, Q1: I am a/an (please check one); 6) Lincoln Public Schools 2018-2019 Academic Year Calendar Survey, Q2: Which calendar version do you prefer?; 7) Lincoln Public Schools 2018-2019 Academic Year Calendar Survey, Q2: Which calendar version do you prefer?, with comments; 8) Lincoln Public Schools 2018-2019 Academic Year Calendar Survey, Q3: Please share any comments or add information you would like to be considered

The academic year calendar for 2018-2019 will be decided this evening. The Labor Day holiday is Monday, September 3, 2018. Good Friday, April 19, falls during the April vacation week in 2019. Version 1 has students starting back on Wednesday,

August 29 with a half day and has four shortened weeks of school for the first month. Version 2 has students starting back on Tuesday, September 4 and has three shortened weeks of school for the first month. The Lincoln-Sudbury Regional High School calendar is the same as Lincoln's Version 1, and the high school students will begin school on Wednesday, August 29, 2018. Lincoln-Sudbury and Sudbury K-8 will take the Friday before Labor Day off.

Dr. McFall received the results of the survey on the 2018-2019 academic year calendar. 286 people responded. 128 people preferred Version 1, and 143 people preferred Version 2. She noted that the majority of the faculty preferred Version 1, and the majority of the parents preferred Version 2. The administrators preferred Version 1.

Dr. McFall and Dr. Rose preferred Version 2 because it was easier to have the new faculty orientation before Labor Day, and the mentors need to meet with the new teachers. Dr. McFall recommended Version 2.

Mr. Christenfeld thought Version 2 was better because short weeks of school make it harder to get momentum. Other considerations were that Hanscom families like to end the school year earlier, athletic teams start earlier, and families who send their students to summer camps like to end the school year earlier. Dr. McFall noted that some families and students have issues with childcare when school has shorter weeks. Dr. Rose included that for classes that meet on a rotating schedule, such as art every Monday, shorter weeks make it tougher to get through an entire rotation.

Mr. Christenfeld said that Lincoln-Sudbury moved their professional development day, called Institute Day, to the Monday after Thanksgiving. Lincoln's is scheduled for Tuesday, January 22, 2019, the day after Martin Luther King, Jr. Day. Dr. McFall has talked with the superintendents of Sudbury K-8 and Lincoln-Sudbury Regional High School about having Institute Day together, but she was not sure the programs would align fully. She preferred not to have Institute Day the Monday after Thanksgiving because the day takes much work and planning. She prefers to consider when to hold Institute Day on a year-to-year basis. Ms. Mitchell suggested that they hold Institute Day on the day after Veterans' Day, and Dr. McFall noted that there was less risk of a snow day in November, which was good. Holding it when the semester ended might also work. Mr. Christenfeld said it was not necessary to align with Lincoln-Sudbury's Institute Day.

Mr. Borden moved, and Ms. Salon seconded, the motion to approve Version 1 of the 2018-2019 academic year calendar, with school starting on Wednesday, August 29, 2018, as presented.

There being no further discussion, the Committee voted unanimously to approve the motion. Mr. Schmertzler abstained.

Mr. Christenfeld thanked Dr. McFall for her work.

4. FY19 Budget Hearing (Rescheduled from January 4, 2018)

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 cannot be voted on until there is a contract with the federal government.

Dr. McFall said that the contracting officer's representative who is performing the enrollment review at Hanscom gave the district recommendations on making sure that documentation is collected indicating that military students are eligible. While the district's understanding had been that student eligibility was based only on whether a student was enrolled on the September 29 enrollment deadline, each student is eligible even if they unenroll prior to September 30. Most students are eligible students. The federal government does not pay the district for ineligible students who attend the Hanscom schools. For FY18, Dr. McFall said the district is re-running their enrollment reports to see whether the district has the 600 eligible students to receive reimbursement at the Band 4 level, which this year would be an additional \$600,000. In FY18, it has appeared that there are only 598 eligible students and the total enrollment at the Hanscom schools is 640. Mr. Christenfeld has discussed the issue with the Finance Committee.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to request \$11,455,608 from the Town of Lincoln, Massachusetts for the Lincoln campus for the FY19 Budget as presented.

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

Mr. Christenfeld thanked Dr. McFall and Mr. Creel for their work.

5. Mid-year 2017-2018 Strategic Priorities and Superintendent's Annual Goals Update

Documents: 1) Mid-Year Status Update, Strategic Priority Map for 2017-2018, Lincoln Public Schools, dated December 27, 2018 [sic]; A1: Continue to develop, demonstrate, and expand team-based collaborative practices, Facilitative Leadership, and coaching capacity; 2) A2: Create a culture and develop structures that support innovation and risk-taking to improve student learning; 3) B1: Support and guide educator development of instructional units that engage students and provide appropriate levels of cognitive demand, differentiation and student ownership of their learning experiences; 4) B2: Continue refining curriculum with a specific emphasis on developing a comprehensive approach to supporting the social and emotional development of all students; 5) C1: Develop and deepen instructional practices and models for differentiating instruction to meet the individual needs of all students; 6) C2: Continue to provide educators and administrators with professional development that focuses on content area knowledge and teaching strategies that address the 5 Key Questions for

Learning; 7) D1: Support educator use of data to monitor student growth and inform instruction; 8) D2: Determine the primary data collection and analysis needs of the district and implement data management systems and other tools that allow faculty and administrators to utilize data to inform instruction and programmatic decisions and assess the effectiveness of our practices; 9) Superintendent's Annual Plan, 2017-2018, Superintendent's Annual Plan for Evaluation

Strategic Priority Map Update

Dr. McFall said that at the start of the school year, many start-ups and initiatives were slated to begin, but there have been areas of focus that the administrative team did not anticipate, so the administration is not as far along at meeting their goals. Dr. McFall said there are not many measures or outcomes to report at this time and that the administration will not get as far as they had planned on some goals for this year.

Dr. McFall said the unanticipated areas of focus have been work on race and equity, some curricular needs, report cards, and ways to work with absenteeism and attendance.

Dr. Rose reviewed the progress on Map A1. She noted that many groups have met more than three times, and grade level teams meet once a week. She noted that all teams have a goal. She said one example is the literacy team's work reading a text together, and they set a tomorrow goal, a short-term goal, and a long-term goal. She said teachers are co-planning lessons and strengthening the community and culture.

Dr. McFall said that her goal is to support this collaborative work, which she considers her most important work. She, Dr. Rose, and the principals meet with the groups to discuss what they are observing with the collaborative practice teams, and she said it is a continual area of growth. Dr. McFall observed the specialists' team, which brought assessments to the group for feedback, and she thought it was a great use of their time. Dr. Rose said they want to share the learning with each other and hope to dig into ways to do that.

Dr. Rose indicated that Institute Day was held on Tuesday, January 16, and all teams came together in the afternoon. She will address Institute Day later.

Dr. Rose reviewed the progress on Map B2. She noted they have spent time on the Workplace Lab [WPL] with Harvard Graduate School of Education. She said they will share the appropriate information from the students' five reports soon; one report addressed social-emotional needs and one report addressed race and equity issues. Dr. Rose said students' social-emotional needs intersect with race and equity issues. She said that they are working with Dr. Amante, who provided summer professional development on understanding the implications of race on learning and equity issues. During the session, staff shared their racial identity experiences and considered the language they use when they share those experiences and how race impacts others. Teachers found the session powerful. Dr. Rose said they are developing a plan to conduct the social-emotional needs assessment and an implementation plan for 2018-2019.

Mr. Christenfeld asked about the communication report from the WPL students, and Dr. McFall will bring it to the next meeting. Mr. Christenfeld said the January 11 community book discussion on James Baldwin's *The Fire Next Time* was terrific, and he encouraged people to attend the next discussion in March.

Mr. Ford reviewed the work on B2 on digital literacy and computer science. All students have or will complete at least one computer science unit at Lincoln K-4, Hanscom K-6 and 8.

Ms. Emmons reviewed the work on C1. Educators provided information on their caseloads. She and the student services coordinators are looking at how the district provides services, and if other services are needed for students with special needs. They are considering the effectiveness of and looking for efficiencies in giving services to students.

Mr. Ford reviewed the work on D1 on the assessment review committee, which comprises Mr. Ford, Dr. Rose, and two teachers. They have met three times and are laying the foundation for their assessment philosophy statement. Dr. Rose noted that they would like to spend more time looking at the day-to-day assessment of students rather than at the summative assessments. The review committee would define and put together a pilot on assessment, and decide which curriculum area to focus on first. She said the review committee would then map out a process for assessments for all subjects and grades. Dr. Rose noted they added the MCAS Quick Guides in English Language Arts [ELA] and math for all grade-level teams on each campus to help teachers, and the principals and teachers have found them helpful.

Mr. Ford reported on the work in D2, the student information system [SIS]. He said they have completed the needs survey, had focus groups, and by the end of the month, they will finalize the criteria for the new system. He noted the goal was to move over to the new system during the summer. He said the training on the system will be focused to each person's needs.

Mr. Christenfeld thanked the team for their work.

Superintendent's Annual Plan Update

Dr. McFall said it was challenging to get to all of her goals, especially her Professional Practice goal on the Educator Evaluation process and District Improvement Goal 1 on scheduling, because other needs have pushed into her schedule. Her primary focus has been on District Improvement Goal 3, the Lincoln School Building project. The building project has taken most of her time and required many meetings with the architects and administrators, in addition to the meetings of the School Building Committee and other groups.

Mr. Christenfeld explained how much time is needed to design the spaces in the school, and that Dr. McFall is the only person who can do that vital task. Mr. Borden wanted Dr. McFall to get credit for the enormous amount of work she is already doing, and he did not want her to feel pressured by the number of goals. The Committee agreed that there is only so much time and did not want Dr. McFall to be stressed out that she has been unable to make substantial progress on the evaluation process and the scheduling, because the school building is the priority.

Dr. McFall will leave all five goals on her list and try to get to a first step on the evaluation process and scheduling.

Mr. Christenfeld thanked Dr. McFall for her work.

6. Review Superintendent Evaluation Process

Documents: 1) Letter to School Committee Members, Dr. Becky McFall, Superintendent, from Jennifer Glass, Re: Formative Assessment Process, dated December 15, 2016; 2) Lincoln Public Schools, Policy File: CBI, Evaluation of the Superintendent, Revised at School Committee Meeting of March 6, 2014; 3) Lincoln Public Schools, Policy File: CBI-R, Procedures for Superintendent's Evaluation, Revised at School Committee Meeting of March 6, 2014; 4) Annual Superintendent Evaluation Timeline; 5) "Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents," Prepared by the Massachusetts Association of School Committees, Revised, November 2012; 6) End-of-Cycle Summative Evaluation Report: Superintendent

Mr. Christenfeld said step four in Dr. McFall's five-step evaluation process is to have a formative assessment conversation. He said the Committee needs to decide the materials they would like to see as evidence of her work this year and to give Dr. McFall guidance on what they would like to see at the summative evaluation at year's end. He said they will examine the information and will discuss these issues in a more structured fashion at the next meeting.

Additional Report Only: Food Services
Questions and Answers

Document: Memorandum to School Committee, Superintendent, Administrator for Business & Finance, from Cathleen Higgins, Director of Food Services, Subject: School Committee Update, dated December 6, 2017

Mr. Creel mentioned that Ms. Higgins hosted a discussion on the Lincoln lunch program for parents at the behest of a faculty member who has dietary concerns. Dr. McFall noted that more food options would likely be available should there be a new kitchen facility at the Lincoln campus. Mr. Creel explained that food offerings are tested before they are available for students.

Mr. Christenfeld thanked Ms. Higgins for her work.

6. Superintendent's Report

Document: None.

Dr. McFall said that METCO Inc. has named Ms. Milagros "Milly" Arbaje-Thomas as its new Chief Executive Officer, effective February 2018. Dr. McFall looks forward to working with her.

Dr. McFall said the search for an executive director for the EDCO Collaborative is continuing, and she and Ms. Emmons are involved with it. Dr. McFall hopes to announce the finalists on Monday, January 22. The hiring committee will host a session at EDCO's Bedford offices for the finalists. Dr. McFall said the hiring committee hopes to complete the hiring process and name the new executive director before the February vacation. The new executive director will start on July 1, 2018.

Dr. McFall congratulated and thanked Dr. Rose for Institute Day, which was held Tuesday, January 16. She said the day had high quality professional development for teachers and administrators. She noted that it takes a huge amount of work.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose reviewed the Institute Day offerings. The morning's guest speaker was Ms. Carrie Stack, M.Ed., of the Say Yes Institute, a Certified Life Coach, author and motivational speaker who provides people with skills to make positive changes. Ms. Stack's message was about how adults need to model the power of positivity to impact their students each day. Part of the message was that when teachers see positive things, they should see them, say them, and share them. Dr. Rose said that the feedback she received was that 99% loved Ms. Stack's presentation, and 85% of the audience rated the presentation the highest quality experience of Institute Day. Dr. Rose thanked Ms. Emmons for suggesting Ms. Stack.

Dr. Rose said content from work on high-impact teams with Research for Better Teaching [RBT] was used to frame language. Hanscom Middle School Principal Erich Ledebuhr facilitated a session on providing students with high quality feedback, Lincoln Principal Sarah Collmer facilitated a session on using formative assessments, Dr. McFall facilitated a session on regrouping to reengage students to reach all students, and Dr. Rose facilitated a session on extending student thinking. 78% of the participants rated the sessions high to very high, and 93% reported examples that they would use in their teaching.

Dr. Rose said at the end of the day, parents submitted photos and prompts on how teachers made things great for students. She said the day was positive with a balance of inspirational and practical items.

Dr. McFall thanked the custodians, informational technology staff, staff, and administrators for their support on Institute Day.

8. Policy

1. Review Policy EDC, Use of School Equipment, Second 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; 5) Draft, File EDC, Use of School Equipment; 6) Model Policy, File: EDC, Authorized Use of School-Owned Materials, MASC August 2016

Mr. Christenfeld said the new draft of the policy has included the Massachusetts Association of School Committees' [MASC] draft language. He said during the school day, school equipment is used on campus, and the policy is to cover requests for school-related activities that occur off the school campus. The new draft includes the changes suggested at the last meeting and takes the responsibility for the decision away from the principals and gives it to the superintendent.

Dr. McFall said the second line in the first paragraph should read, “No fee or rental shall be charged to a student...”, and the last sentence of the third paragraph should read, “Therefore, the use of school equipment outside of the school grounds is not allowed.”

Dr. McFall suggested that the last line of the first paragraph should read, “...but the superintendent or administrator for business and finance shall assess a charge in the event of damage to the equipment.” Mr. Borden and Mr. Christenfeld asked if that sentence should read “superintendent or designee”, and Mr. Creel suggested “central office” instead of “designee”. Mr. Christenfeld asked if they should add “books” to the last sentence. He did not want to rule out when a student might break something or destroy a book. Mr. Ford suggested that they add, “or loss” after “damage” in the last sentence of the first paragraph, and Mr. Christenfeld agreed.

Mr. Ford indicated that the second paragraph about computing equipment was consistent with their practice. Dr. McFall suggested that the end of the last sentence in the second paragraph be the same as the last sentence in the first paragraph and should read, “the superintendent or administrator for business and finance/designee/Central Office shall assess a charge in the event of damage or loss to the equipment.” Mr. Christenfeld and Mr. Borden agreed. Ms. Mitchell suggested “require use and support fees.” Mr. Ford added that parents sign forms that they are responsible for damage when school equipment goes home with a student, such as the iPads for the 1:1 program at Hanscom.

Mr. Christenfeld will bring a clean draft of the policy for a third reading to the next meeting.

2. Review Policy EDCB, Library Loan Policy, Second 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 they added nothing to the current policy and would like to reaffirm it. It is the current practice of the librarians.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to reaffirm Policy EDCB, Library Loan Policy, as presented. The Committee voted unanimously to reaffirm Policy EDCB, Library Loan Policy, as presented.

3. Review Policy EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses), First Reading

Document: Lincoln Public Schools, Policy File: EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses), Reaffirmed at School Committee Meeting of January 21, 1985

Mr. Christenfeld said the district does not own school buses and does not anticipate purchasing any buses. Mr. Creel said the district may purchase a van at some point, but there were no plans to do so. He noted that if the district purchased one, the Committee could adopt a new policy. Mr. Christenfeld recommended eliminating the policy.

Policy EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses), will come back to the next meeting for a second reading and vote.

4. Review Policy EEBC, Business and Personnel Transportation Insurance, First Reading

Documents: 1) Lincoln Public Schools, Policy File: EEBC, Business and Personnel Transportation [sic] Insurance, Revised at School Committee Meeting of January 21, 1985; 2) Draft Policy, MASC File: EEA, Student Transportation Services; 3) Draft Policy, MASC File: EEAG, Student Transportation in Private Vehicles

Ms. Mitchell said the first item was to fix the name of the policy from “transportation” to “transportation”. She included MASC draft policies EEA, Student Transportation Services, and EEAG, Student Transportation in Private Vehicles. She noted that other districts use EEAG, Student Transportation in Private Vehicles. Mr. Christenfeld noted that some transportation is included in the field trip policy. Mr. Creel said insurance requirements for school buses are covered in the Invitation for Bid.

Dr. McFall said that adopting EEAG would be a huge change to the district’s practice because it would require the Central Office to collect insurance information from parents and administrators who may transport students in their private vehicles. Ms. Emmons noted that in other districts where she has worked, employees taking students in their private vehicles were required to carry a certain amount of liability insurance, and parents had to give permission for their children to ride in a private vehicle with an employee. She has taken a Lincoln student home after school but not until receiving permission via email from their parent. Mr. Christenfeld said that the language of EEBC, “teachers should be urged to carry insurance” was not enough.

Mr. Creel said that drivers and students were covered under the Town’s umbrella liability insurance policy if a van is rented for a school-sponsored activity, but drivers and students are not covered under the liability insurance policy if they use their own vehicles. When faculty, staff, and Town employees are doing student activities, they are covered. The times when students are left at school and need a ride home are the times when staff members have taken students home.

Mr. Creel will talk to the Town’s insurance agent, Massachusetts Interlocal Insurance Association [MIIA] to find out about the coverage. Mr. Christenfeld said if there was a gap in coverage, the issue was how to address it. Dr. McFall said that school counsel is conservative and advises that the district protect itself.

Policy EEBC, Business and Personnel Transportation Insurance, will come back to the next meeting for a second reading and vote.

5. Review Policy FCD, Retirement of Facilities, First Reading

Document: Lincoln Public Schools, Policy File: FCD, Retirement of Facilities, Revised at School Committee Meeting of January 21, 1985

Mr. Christenfeld said the policy is about what to do with extra space on school grounds that is under the Committee’s jurisdiction. The policy deals with situations such

as leasing the Pods to Magic Garden and the Lincoln Extended-day Activities Program [LEAP]. Mr. Creel verified that the references were up to date.

Mr. Christenfeld said Policy FCD, Retirement of Facilities, will come back to the next meeting for a second reading and vote to reaffirm.

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

The next policies that will be considered for first readings are: GCAB-R, Administrative Positions, GCB, Professional Staff Contracts and Plans, GCT, Policies Relating to Employment of Substitute Teachers, GDB-2, Support Staff Contracts. The draft policy on cameras will also be discussed at the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$2,267,078.43 and the accounts payable warrant totaling \$593,412.22 for a total of \$2,860,490.65. 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. Award Contract for Bus Transportation Services for 2018-2021

Document: Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: Recommendation for Contract Award—Bus Transportation Services 2018-2021, dated December 21, 2017

The current contract for bus transportation services for Lincoln expires on June 30, 2018. Bus transportation services for Boston students are not included in this contract. M.G.L. Chapter 30B requires sealed bids or proposals for contracts over \$50,000.

Mr. Creel said the results of the Invitation for Bid [IFB] came up with one bidder, Doherty's Garage, Inc., the current provider of bus transportation services. Doherty's was the only bidder to submit a complete bid package. He was concerned about the 7.7% increase from FY18 to FY19 but noted that the first year price includes the cost to install video recording devices on all buses.

Mr. Creel explained another reason for the price increase is that starting in 2015-2016, there has been extreme competition for qualified school bus drivers. Doherty's has had to increase wages to keep qualified drivers, and Doherty's can only offer part-time hours. Bus drivers for other districts can offer more hours because there are more trips. Mr. Creel said the per diem bus rate, \$377, was in the middle of the range of other cities and towns; Lexington's is \$480.

Mr. Creel said the bus fees for students and families would remain the same. He said he would adjust the FY19 preliminary budget if the Committee voted to award the contract.

Mr. Creel recommended that the Committee waive the requirement for the performance bond if the Committee awards the contract to Doherty's because of the \$8,000 cost and Doherty's has done a great job for Lincoln. He said the Committee has waived the performance bond requirement before. The prices in Table 1 of the memorandum did not include the cost of the performance bond.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to award the bus transportation services contract for the three-year period July 1, 2018 to June 30, 2021 to Doherty's Garage, Inc., to waive the requirement for a performance bond for the contract period, and not to award the bus transportation services contract for the two option years July 1, 2021 to June 30, 2023 at this time.

There being no further discussion, the Committee voted unanimously for the motion.

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

Mr. Christenfeld thanked Mr. Creel and Ms. Onigman for their work.

3. FY18 Fiscal Report, Second Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY18 Second Quarter Report, dated January 3, 2018; 2) Lincoln Campus, FY 2018 Operating Budget—Status Report, 2nd Quarter, as of January 3, 2018; 3) Hanscom Campus, FY 2018 Operating Budget—Status Report, 2nd Quarter, as of January 3, 2018; 4) FY 2018 Operating Budget—Key Budget Line Tracking, 2nd Quarter, as of January 3, 2018

Mr. Creel reviewed his report on the second quarter, where 40% of the school year and 50% of the fiscal year have elapsed. He said the district was in good financial shape and will meet all obligations. On the Lincoln campus, he said one issue was that there is a large number of long-term substitutes. The original budget estimated \$40,000, and as of the writing of the report on January 3, they had spent \$134,000 and the amount recently increased by \$57,200.

Mr. Creel said this year the situations were different to replace someone covered by salary because the Department of Elementary and Secondary Education [DESE] changed accounting practices; in the past, long-term substitutes were charged to the teacher and some costs could be offset, but now DESE is requiring districts to report the amount of money spent on long-term substitutes. Mr. Creel said some of those funds were offset, and he and Dr. McFall have confirmed that they can cover the expenses.

For the Hanscom campus, Mr. Creel said the enrollment band is under review as to whether the district is in Band 3 (550-599 eligible students) or Band 4 (600-649 eligible students). If the district has Band 4 enrollment, it will receive more money. He said they were appointing their first long-term substitute now.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

None.

11. New Business

1. Planning for February 15 Homework Discussion

Document: None.

Mr. Christenfeld said there will be a 30- to 45-minute conversation and discussion about homework at beginning of the February 15 meeting. He will talk with Principals Sarah Collmer and Sharon Hobbs to prepare for it, and he will circulate readings and discussion topics. Dr. McFall said they could announce that the School Council will share their work on homework. Ms. Mitchell and Mr. Borden wanted it announced to people that there would be a community session on homework, and the discussion was a new thing that the Committee was trying. They will send information out via email.

The next discussion topics will be two sessions on innovation, with one in March or early April and the other in late May or early June. Dr. McFall suggested that there needs to be a conversation on how innovation is defined. Mr. Borden suggested that the Committee share examples of innovation. Mr. Christenfeld said the Committee's homework was to find examples of innovation and note the benefits and challenges, and Mr. Borden will create a Google document for sharing those examples.

Another discussion topic will be the report on the new math curriculum, CMP3, in late April or early May.

12. Approval of Minutes

Document: Draft of Meeting Minutes, October 23, 2017

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the October 23, 2017 meeting. The Committee voted unanimously to approve the minutes of the October 23, 2017 meeting.

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

13. Information Enclosures

Documents: 1) Letter to Concord Area Special Education Collaborative Board of Directors from Melanson Heath, Accountants and Auditors, dated November 29, 2017; 2) Letter and Report to Jeff Wulfson, Acting Commissioner of Elementary and Secondary Education, from Sanchita Banerjee, Executive Director, CASE Collaborative, RE: FY17 CASE Collaborative Annual Report, dated December 8, 2017

These items were for the Committee's information only. Ms. Mitchell was impressed with the CASE report and noted it was a cost benefit to the district to be a member in the collaborative.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Salon, the Committee voted unanimously to go into Executive Session for the purpose of conducting strategy sessions in preparation for salary range determination for non-union personnel contracts and for collective bargaining with A.F.S.C.M.E. Council (custodians). The roll call vote was as

follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Salon, yes; Ms. Mitchell, yes. The Committee would not be returning to open session. The open session adjourned at 10:43 pm.

The next School Committee meeting is tentatively scheduled for Thursday, February 1, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary