

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, February 1, 2018
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), 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), Jessica Rose (Assistant Superintendent).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm. He thanked Mr. David Trant for recording the meeting.

2. Chairperson's and Members' Reports

Ms. Mitchell attended last week's EDCO Collaborative Roundtable meeting. A representative of the Massachusetts Association of School Business Officials [MASBO] spoke about the supports for individuals new to finance roles in schools. Mr. Creel indicated that MASBO was a great and helpful organization.

Mr. Christenfeld chaperoned 11 Middle School students in the Youth and Philanthropy Program who went to the Waltham Boys and Girls Club and Buddy Dog. He thanked Mr. Steve Cullen for leading the students.

Mr. Christenfeld said that the Sudbury and Lincoln-Sudbury Regional High School Committees were going to hold a joint district forum on Tuesday, April 24 at the Curtis Middle School in Sudbury. The topic will be school start times. He noted that there are two main issues: 1) after-school sports and 2) traffic at 7:15 am and 8:15 am. Dr. McFall noted the Lincoln School has a later start time but has no strong feeling to change. Mr. Christenfeld said that a survey of Lincoln parents preferred a later school start time, but he thought later school start times were more of an issue at the high school.

3. Public Comments

None.

4. Consent Agenda

None.

5. Time Scheduled Appointments

1. Update on Lincoln School Building Project
Document: None.

Mr. Christenfeld has attended nine meetings on the school building since the last School Committee meeting two weeks ago.

Mr. Christenfeld said the School Building Committee [SBC] hosted two community workshops on Tuesday, January 23, 2018 for feedback on a range of plans for the Lincoln school building. He reported that 70 people attended the morning session and 93 attended the evening session. He thanked the SBC's outreach subcommittee for their work. Six designs were presented and ranged from a "fix everything" plan at an estimated cost of \$49 million to a high-end plan at an estimated cost of \$86 million that encompasses the educational program with a high amount of sustainability. The SBC has received 150 responses for feedback, and 91% chose one of the two most expensive options as their first choice for a school building project. He noted that the architects will explore the more expensive options. The forums were recorded and posted on the SBC's website, <https://lincolnsbc.org>.

Mr. Christenfeld said that the Community Center Preliminary Planning & Design Committee's [CCPPDC] architect, Maryann Thompson Associates, met with Dr. McFall, Mr. Creel, and Facilities Manager Mr. Michael Haines on January 25 to discuss the plans for the Hartwell site and to see how the community center can be compatible with the schools. The CCPPDC has six plans for the community center and held their forums this week. Mr. Christenfeld said that the three Pods on the Hartwell site are used for long-term storage and the maintenance shop, and some of the community center plans demolish at least one Pod. Dr. McFall said some designs keep the Pods, but if kept, the Pods will need to be renovated eventually. The maintenance shop creates fumes, and something to contain it will have to be built on the campus if Pods are demolished.

Mr. Borden was concerned that the school building and community center projects be considered with an eye to the total needs on the school campus, and was concerned that items could be missed. LEAP and Magic Garden need to be accommodated. The Hartwell building could also be used for school functions, and Mr. Creel said the curtain walls and roof for the Hartwell building would need to be replaced, and he has brought those projects to the Capital Planning Committee [CapCom]. Mr. Ford added that the telecommunications infrastructure was not in great shape at the Hartwell building.

Mr. Christenfeld said the CCPPDC's architect expressed interest in re-exploring using the Smith Gym for the community center if the Gym is not used for the school building. Mr. Creel and the architect will look at the Gym and the pros and cons of that plan will be discussed.

Mr. Christenfeld also said that the Owner's Project Manager [OPM], Daedalus Projects, will compare the current SBC's repair option costs with the Maguire Report's costs from several years ago to see why the repair costs have increased. Mr. Borden said the costs were a shock and asked how the cost reality could be addressed thoughtfully. He noted that designing with constraints is different and one has to get creative. Mr. Christenfeld said the SBC would seize a chance to re-state the SBC's journey of getting consensus, totaling the costs, and discussing why the repair option's costs have increased since the February 2015 Dore & Whittier report.

Mr. Christenfeld mentioned last Sunday's Historical Society discussion about the history of the Lincoln schools. He noted that people have looked to Lincoln as a progressive example of what schools and buildings can be. He is working on getting the PowerPoint presentation that was shown at the discussion and there is a video on the Historical Society's website.

Mr. Christenfeld said there have been two meetings with the community center. There is a chance to create an intergenerational compact, a chance to look at the campus project in a holistic way. He noted that the danger is that the Town has a set amount of money for the school building and the community center, and he wants to structure the conversation so that there is no tension. He noted the right conversations are occurring.

Mr. Christenfeld stated that SMMA has hired Mr. Bill Maclay, an expert on Net Zero buildings, to look at the options and how to make them more sustainable. Mr. Maclay will present information and findings at the SBC's March 7 meeting.

Mr. Christenfeld said there will be another public forum on Tuesday, March 13, with a morning session from 8 to 10 am and evening session from 7 to 9 pm. Information will be presented at the Annual Town Meeting on Saturday, March 24. He said there will be other forums in May, which may include a joint forum with the CCPPDC. A Special Town Meeting will be held on Saturday, June 9 at which there will be a vote on the potential school building project.

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

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

2. Review Town Meeting Warrants/Capital Projects

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY19 capital projects update, dated January 25, 2018; 2) Memorandum to Lincoln Capital Planning Committee from Buck Creel, Administrator for Business and Finance, Subject: FY19 District-wide Safety/Security Radio System – response to question, dated December 2, 2017; 3) Memorandum to Lincoln Capital Planning Committee from Buck Creel, Administrator for Business and Finance, Subject: FY18 Courier van warrant – update, dated December 4, 2017; 4) Memorandum to Lincoln Capital Planning Committee from Buck Creel, Administrator for Business and Finance, Subject: FY19 Hartwell roof replacement – response to question, dated December 7, 2017

Mr. Creel said that the Capital Planning Committee [CapCom] accepted three of the five capital projects for FY19. One of the approved projects did not receive the amount of funding originally requested, but the decrease in funding allows the project to move forward at a lesser scale. Mr. Creel had requested \$55,978 for the district-wide safety/security radio system, and the CapCom approved \$39,104. The system is required by state law so portions of the project will go forward including purchasing the repeater for the system. The administration cut the number of radios originally requested, and the principals prioritized who will receive them. Ms. Emmons indicated that LEAP and the Recreation Department will purchase radios to work with the system through their own budgets. Radios can be added to the system later, and Mr. Christenfeld indicated that the School Committee would submit a request for additional radios in later years.

Mr. Creel noted that Phase 2 of the Lincoln School audio-visual project was approved. Phase I was very successful so the scope of Phase 2 was able to be reduced.

Mr. Creel said that the two projects that were deferred were the design of the roof replacement and the abatement of asbestos-containing materials for the Hartwell Building. He will submit them in later years and said that the roof was not seriously

leaking and will not impact educational programs now. Mr. Creel said the pipe wrapping that contains asbestos is secure and is not shedding at this time, but it is common policy in the schools to remove materials that contain asbestos, and when they do, an abatement protocol is followed.

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

Mr. Christenfeld thanked Mr. Creel for his work.

3. Lincoln Agency Annual Report/Town Annual Report, First Reading

Documents: 1) Draft, Finance Committee Annual Report budget information, by Mr. Creel, undated; 2) Draft sent via email, Agency Annual Town Report, Lincoln Public Schools, by Mr. Christenfeld, February 1, 2018; 3) Draft, Lincoln Annual Town Report, by Dr. McFall

Mr. Christenfeld said there are drafts of each of three reports, ready for suggestions and edits. The first is Mr. Creel's draft of the school's financial information that is included in the Town Meeting warrant. The second is Dr. McFall's draft of the Annual Town Report, which goes to each Lincoln resident before Town Meeting. The third is Mr. Christenfeld and Mr. Borden's draft of the Lincoln Agency Annual Report, which goes to the Lincoln Finance Committee.

The first is the information for the school budget for the Finance Committee that goes into the Annual Town Meeting warrant. Mr. Christenfeld asked members to send edits to Mr. Creel. He noted that on page two, the first two articles were listed as Article 8. Ms. Mitchell suggested that on page two, the last sentence of the third bullet under Key Issues needed editing.

The second is the Annual Town Report, and Dr. McFall prepares the school information for the report that goes to each address. Mr. Christenfeld asked that members send edits to Dr. McFall before Monday as the report is due on February 5. Dr. McFall noted it was a challenge to choose what to highlight.

The third is the Lincoln Agency Annual Report, and Mr. Christenfeld circulated a draft of it this afternoon via email. 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, the federal government does. Mr. Ford noted that on page two, the third bullet point should be FY19, not FY18. Mr. Christenfeld said this report will be used by the SBC's outreach subcommittee. He noted that of the surrounding towns, Lincoln is the only one not to have new school buildings. Mr. Borden added that the cost per square foot was interesting and depressing. The report is due on February 9. Mr. Christenfeld asked the members to send him edits.

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

4. Mid-year Review of Superintendent

Documents: 1) Superintendent's Annual Plan, 2017-2018, Superintendent's Annual Plan for Evaluation; 2) Letter to School Committee Members, Dr. Becky McFall, Superintendent, from Jennifer Glass, Re: Formative Assessment Process, dated December 15, 2016; 3) Lincoln Public Schools, Policy File: CBI, Evaluation of the Superintendent, Revised at School Committee Meeting of March 6, 2014; 4) Lincoln Public Schools,

Policy File: CBI-R, Procedures for Superintendent's Evaluation, Revised at School Committee Meeting of March 6, 2014; 5) Annual Superintendent Evaluation Timeline; 6) "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; 7) End-of-Cycle Summative Evaluation Report: Superintendent

The Committee and Dr. McFall have been discussing Dr. McFall's progress toward her annual plan goals the last few meetings, which is required by the Massachusetts Educator Evaluation System. Mr. Christenfeld said step four in Dr. McFall's five-step evaluation process is to have a formative assessment conversation. Mr. Christenfeld said there were three parts to this evening's discussion about the superintendent's mid-year review. Did the Committee receive enough information from the last meeting, and are there other pieces of information that Dr. McFall should provide to the Committee? The Committee will vote this evening as to whether Dr. McFall's performance merits an increase in her salary. While it is mid-year, the decision needs to be made before the March Town Meeting as that is when the budget will be approved for the next fiscal year. At this stage of the evaluation process, the Committee does not provide written feedback to the superintendent.

At the last meeting, Dr. McFall said that most of her time is going to her District Improvement Goal 3, the Lincoln School Building project, and 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. She was not feeling great about meeting her goals.

Ms. Mitchell asked if Dr. McFall's goals should be amended because the school building project is taking so much of her time this year. Mr. Christenfeld said Dr. McFall's goals should be left as they are, and the Committee will take account of it at the end of the year. Mr. Borden said that Dr. McFall has such integrity to her commitments that he did not want to add the pressure to revise her goals now, and he understood if each of her goals are not met. Mr. Christenfeld said her Professional Practice goal on the Educator Evaluation process may change if the Lincoln Teachers' Association [LTA] puts together a committee. Dr. McFall said that if she can clean up the language in the evaluation process, she might be able to get the LTA committee together but was not sure it would happen.

Mr. Christenfeld said that at the end of the year, they would like documentation on the School Building Committee, and a tally of meetings would help. Mr. Creel said that the meetings do not represent all of the time spent on the school building project because there are also many conversations. Dr. McFall said many of her goals will be met through the collaborative practices work and School Improvement Plans and other evidence. She will do her best to bring evidence of their impact.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve that Dr. Rebecca McFall's performance warrants entering into a negotiation for a salary increase for FY19.

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

6. Superintendent's Report

Document: None.

Dr. McFall said the search for an executive director for the EDCO Collaborative is continuing, and she is leading the search for this position. She met with one finalist today and will meet with the other one tomorrow. The finalists have and will meet the employees and have and will attend programs at EDCO's Bedford offices. The EDCO Board of Directors will interview the finalists on Monday. At the Board's February 14 meeting, Dr. McFall will bring a summary of the input on the two finalists for discussion and decide whether to offer the position. The Board hopes to name the new executive director before the February vacation. The new executive director will start on July 1, 2018.

Dr. McFall said that METCO Inc.'s new Chief Executive Officer, Ms. Milagros "Milly" Arbaje-Thomas, has started this week. She will meet with districts, and Dr. McFall will invite her to attend a School Committee meeting. Dr. McFall said the Committee should discuss what to present to Ms. Arbaje-Thomas on how METCO could help the district.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

None.

8. Policy

1. Review Policy EDC, Use of School Equipment, Third 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 changes suggested at the last meeting have been incorporated into the policy. The language was changed to be "superintendent or designee".

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve Policy EDC, Use of School Equipment, as presented.

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

2. Review Policy EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses), Second 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, so he recommended that they eliminate the policy.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to eliminate Policy EEBA-R, Administrative Procedures for Special Use of School Buses (System Owned Buses).

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

3. Review Policy EEBC, Business and Personnel Transportation Insurance, Second 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; 4) Questions about liability with answers from the Town's insurance agent, Massachusetts Interlocal Insurance Association [MIIA], undated; 5) Draft, Voluntary School Release Form, Sample Consent and Release Form, undated

Dr. McFall recommended that the Committee eliminate Policy EEBC, Business and Personnel Transportation Insurance, and replace it with EEA, Student Transportation Services, and EEAG, Student Transportation in Private Vehicles.

For EEA, Mr. Creel said that the bus transportation contract with Doherty's includes all of the requirements listed in the policy as presented.

For EEAG, Mr. Creel talked with the Town's insurance agent, Massachusetts Interlocal Insurance Association [MIIA] and included his notes in the Committee's packet. The MIIA agent advised that teachers and staff not transport students in their personal vehicles at all. The MIIA agent said that if a teacher or staff member drove a student home in their own vehicle and had an accident, the teacher or staff member's insurance policy would pay. Only after the teacher or staff member's policy was exhausted would the Town's Excess Liability Coverage kick in. Mr. Creel warned that they needed to protect the Town and the Committee by making sure teachers and staff are aware of the policy.

For an official student activity, if a school employee rents van and MIIA knows about the rental, the Town's insurance covers the liability. The MIIA agent highly recommended that parents sign waivers for any activity outside the usual classroom activities. Mr. Christenfeld said that Mr. Cullen asks parents informally about insurance, and Mr. Creel said the policy was about staff members giving rides to students.

The Committee was concerned about students who were left stranded at the school after hours and needed rides home. Mr. Borden said the EEAG policy as presented is untenable with current practice and thought it was too far to have to show insurance coverage and other items to Dr. McFall. He did not object to making people aware of the insurance issue. Students would not be given rides home from staff if the

district's administration had to check that a driver had a valid driver's license and clean driving record, to make sure that the person passed CORI, and had enough liability insurance on their personal vehicle insurance. All school employees have to pass CORI in order to work at the school. Dr. McFall added that in the normal course of business, the district checks CORI once every three years for employees.

Mr. Creel said they could require drivers to present an insurance certificate to show that there is car insurance in place. Dr. McFall said that they would make sure that the staff and parents are informed of the recommendations for insurance coverage that should be if they transport students. She mentioned that some districts do not allow faculty members to drive students in the faculty members' cars. She asked the Committee how much risk they were willing to take. She considered how to carry out the policy effectively and said that adopting EEAG would be a huge change to the district's practice. Mr. Borden suggested that the district carry out the policy on a yearly or per event basis. Dr. McFall said the policy would be easier to carry out for activities, but not for the times when a student needed a ride home. Mr. Christenfeld did not want the policy to make it impossible for teachers and staff to drive students.

Dr. McFall said she would change sentence number 3 to talk more about providing notification to families and the waiver form for drivers. Mr. Borden suggested that they tell teachers and staff that if they drive, these are the requirements and have them sign statements instead. Ms. Emmons suggested that they might look deeper into the responsibility when the district releases the child. 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. The student handbook includes a waiver on responsibilities.

Dr. McFall noted that the administration has called the police when students have been stranded.

Dr. McFall thanked the Committee for their guidance and will revise the draft of EEAG, Student Transportation in Private Vehicles, for the next meeting.

Mr. Christenfeld said that EEBC, Business and Personnel Transportation Insurance, will come back to the next meeting for a third reading and vote to eliminate it. Policy EEA, Student Transportation Services, and EEAG, Student Transportation in Private Vehicles, will come back to the next meeting for second readings and votes to adopt them.

4. Review Policy FCD, Retirement of Facilities, Second 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 moved, and Ms. Mitchell seconded, the motion to re-affirm Policy FCD, Retirement of Facilities.

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

5. Review Policy ECAF, Security/Surveillance Cameras in/on School Buildings and on School Buses, Second Reading

Documents: 1) Draft, Policy ECAF, Security/Surveillance Cameras in/on School Buildings and on School Buses; 2) Later Draft, Policy ECAF, Security/Surveillance Cameras in/on School Buildings and on School Buses

While the district does not own surveillance cameras and does not have a policy on the use of cameras for security or surveillance, the district needs a policy because there are cameras on school buses, which Doherty's Garage, the bus owners, own the cameras. Mr. Christenfeld noted that Magic Garden, which leases space on the Hartwell campus, has cameras that capture the activities at the school. There also are cameras monitoring the Hanscom Middle School's doors, but the Hanscom Base Command controls those cameras. There are no working cameras anywhere else on the Lincoln School campus.

Dr. McFall said that they redrafted the policy since releasing the first draft of ECAF that was included in the meeting packet. They added sections on tenants, licensees, and buses. After the December 14 meeting, staff members have met with Doherty's and Magic Garden to discuss their use of cameras and what they do with the video footage. Magic Garden leases their system and the vendor can access the recordings. Dr. McFall said the policy will apply to all camera systems. Doherty's has no audio recordings on the buses, and the videos are secured by locks.

Under Short-Term Data Storage, in the first bullet, Mr. Ford indicated that most policies keep video recordings for 14 or 30 days, and the district chose 14 days because it depended on how much money the Committee wanted to spend.

Ms. Mitchell suggested that they delete the second bullet under Limited Access to Recordings. She also suggested that they delete all instances "of Schools" after the word "Superintendent".

Ms. Mitchell wanted to make sure that approving the policy was not saying that it was okay to place surveillance cameras. Dr. McFall wanted a policy before having cameras, and with the building project, there will be a discussion on whether to have cameras and if so, where to place them. She said the administration would come before the Committee before purchasing cameras, and the Committee will approve any permanent placement of cameras on the entire school campus, whether the cameras were on the Recreation Department, potential Community Center, or LEAP. Mr. Creel said the policy would be given to any leaseholders. Mr. Christenfeld said that the policy deals with the cameras on the outside of any buildings on the school campus, and there would be no recording, no audio, and no random people having access to the recordings.

Mr. Borden asked if the policy dealt with restrictions on recordings on campus in any way, such as with iPhones or drones. Dr. McFall responded that the policy deals with the permanent placement of cameras on buildings.

Policy ECAF, Security/Surveillance Cameras in/on School Buildings and on School Buses, will come back to the next meeting for a third reading and vote to adopt it.

6. Review Policy GCAB-R, Administrative Positions, First Reading

Documents: 1) Lincoln Public Schools, Policy File: GCAB-R, Administrative Positions, Approved at School Committee Meeting of April 22, 1985; 2) File: GCA, Professional Staff Positions, MASC Model Policy

Dr. McFall said it felt that GCAB-R, Administrative Positions, was too specific and too procedural and that the superintendent should decide the process. She would like to eliminate GCAB-R and replace it with GCA, Professional Staff Positions. She noted that the definition of terms were in the district's wage rates.

Mr. Christenfeld said the subject matter of GCAB-R was slightly different and focused on a different question, and he did not like GCA. He thought that it was good practice to have a screening committee and noted that the policy did not require a screening committee. He also asked if it was worth having the policy at all. Dr. McFall said that she does have a screening committee as an internal procedure. She said that the Committee knows when an administrative position opens up and said it was a danger to micromanage.

Dr. McFall said that with the education reform of the 1990s, the role of the School Committee in hiring is that the Committee approves the school budget, where the number of positions is determined, and the superintendent is responsible for the hiring process. She said that the only two positions that are directly hired by the School Committee are the superintendent and administrator for business and finance. She noted that it would not fly if a superintendent appointed someone without input from other stakeholders. She said that policy is specific and effectively says "you will do this," and it is a fine line with what authority the Committee has. She said that she appreciates how there are open conversations with the Committee and that we collaborate rather than spell things out in a policy.

Mr. Christenfeld was not sure that the second paragraph of GCA was needed, but Dr. McFall said it was for the times when there was a new category of a position, such as the Board Certified Behavior Analyst [BCBA] that they had added a couple years ago, and not for another kindergarten teacher. Ms. Mitchell thought the paragraph made sense.

Mr. Christenfeld said that GCAB-R, Administrative Positions, will come back to the next meeting for a second reading and vote to eliminate it. Policy GCA, Professional Staff Positions, will come back to the next meeting for a second reading and vote to adopt it.

Ms. Wironen left the meeting at 9:12 pm.

7. Review Policy GCB, Professional Staff Contracts and Compensation Plans, First Reading

Document: Lincoln Public Schools, Policy File: GCB, Professional Staff Contracts and Compensation Plans, Approved at School Committee Meeting of March 18, 1985

Dr. McFall suggested that the Committee reaffirm GCB, Professional Staff Contracts and Compensation Plans, as presented. She also suggested that they combine

GCB with GDB-2, Support Staff Contracts and Compensation Plans (Custodians). Mr. Creel said it might be best to keep the two policies separate.

Mr. Christenfeld suggested that they add a paragraph that included the secretaries into GDB-2.

GCB, Professional Staff Contracts and Compensation Plans, will come back to the next meeting for a second reading and vote. Policy GDB-2, Support Staff Contracts and Compensation Plans will come back to the next meeting for a second reading and vote.

8. Review Policy GCT, Policies Relating to Employment of Substitute Teachers, First Reading

Documents: 1) Lincoln Public Schools, Policy File: GCT, Policies Relating to Employment of Substitute Teachers, Approved at School Committee Meeting of April 13, 1984; 2) MASC Model Policy, GCG – Substitute Professional Staff Employment; 3) GCG – Part-time and Substitute Professional Staff Employment

Dr. McFall suggested that GCT be eliminated and replaced with MASC's model policy GCG, Substitute Professional Staff Employment. Ms. Mitchell commented that GCG did not include the categories of substitutes that GCT does. Dr. McFall said that because the School Committee approves the wage rates, which the district already has spelled out, the policy should not have them listed. Mr. Creel stated that the Department of Elementary and Secondary Education [DESE] has redefined long-term substitute teachers. Dr. McFall said that GCG covers only substitute teachers and emphasizes their competence and qualifications.

Ms. Mitchell indicated that GCG from other towns included part-time teachers and not just substitute teachers. Mr. Creel noted that the contract with the Lincoln Teachers' Association covers teachers who work less than full-time hours, so the Committee should not include part-time teachers in this policy.

GCT, Policies Relating to Employment of Substitute Teachers, will come back to the next meeting for a second reading and vote to eliminate it. Policy GCG, Substitute Professional Staff Employment, will come back to the next meeting for a second reading and vote.

9. Review Policy GDB-2, Support Staff Contracts and Compensation Plans (Custodians), First Reading

Document: Lincoln Public Schools, Policy File: GDB-2, Support Staff Contracts and Compensation Plans (Custodians), Reviewed at School Committee Meeting of March 18, 1985

As noted above, Mr. Christenfeld suggested that they add a paragraph that included the secretaries into GDB-2.

Policy GDB-2, Support Staff Contracts and Compensation Plans will come back to the next meeting for a second reading and vote.

The next policies that will be considered for first readings are: IC - School Year/ School Calendar, IHBA - Programs and Services for Children with Special Needs, IJOB - Community Resource Persons and Volunteers.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$760,986.24 and the accounts payable warrant totaling \$300,975.27 for a total of \$1,061,961.51. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the warrants as presented. The Committee voted unanimously to approve the warrants as presented.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

1. School Committee Goals and Work Plans

Documents: 1) School Committee Goals and Work Plans documents; 2) Intake Sheet on Google Docs for issues brought to Committee members

Mr. Christenfeld said that Ms. Mitchell sent links to Google Drive for the intake documents and work plans of the School Committee. He said that the members should use the intake form when someone talks with them and upload completed forms on the drive. Mr. Christenfeld said that the members and Dr. McFall would like to receive a message when the drive has been updated. Mr. Ford will assist with it. Mr. Christenfeld said the sheet was subject to revision.

Mr. Christenfeld reviewed their mid-year work plans. Ms. Mitchell said the Committee could add actions to their work plans. She pulled from the Strategic Plan to tie the activities and the status of the work, the deadline, and the persons responsible. Mr. Christenfeld said that goal B2 was on track. He noted that they have started to negotiate the contract in goals D1 and D2, and now that there is an intake spreadsheet for goal C1, he asked members to use it.

Mr. Christenfeld said the discussion on goal B1, the Strategic Plan workshop, has included teacher presentations the last two years, and said that last year four faculty teams presented. He said the workshop is a lot of work and asked how much time they should invest in it when there wasn't a very large turnout. He suggested that they might shift that type of workshop to a PTO forum in late April. Ms. Mitchell suggested that this year because of the numerous School Building Committee meetings, the Committee consider not having a separate meeting for the Strategic Plan forum. Mr. Christenfeld said there was value in having the conversation, but that it seems to reduce stress not to do it, especially as last year only five parents attended. Ms. Mitchell will talk with Ms. Trintje Gnazzo, President of the PTO, and Dr. McFall about having a session in April.

Mr. Christenfeld noted that goal A2 has a schedule. Mr. Borden indicated that he had a spreadsheet to share ideas and write them up and a Science Fair template.

Mr. Christenfeld said for goal A1, communication, they received the input from the WPL project. He said they are writing an update on meetings and sending the

updates to the community. He has had two or three responses. Mr. Borden asked if they should do surveys on what channels people want to receive information, and Dr. McFall said that people like to receive information via email. Mr. Borden wanted to get information to people and have conversations on it. He wanted the community to be engaged and have more community members involved. He wanted to include a question on the survey about what would light people up and how could the Committee improve. Ms. Mitchell said they could ask people those questions at the PTO forum.

Mr. Christenfeld said for goal C2, people should be able to share their opinions not at the televised meetings. He suggested that they hold office hours and have an informal discussion time at 6:30 pm before meetings, or have informal chats at school drop off and pick up times. Mr. Borden said the Committee should try both and volunteered for the evening hours.

Mr. Borden suggested that they write a paragraph about the February 15 homework discussion and send it through their communication channels. He said he has exercises for the discussion. Mr. Christenfeld said the discussion would be like the one that they had for security cameras with Police Chief Kevin Kennedy and Officer Ian Spencer. Dr. McFall noted that the Administrative Team has not yet heard about the School Council's work and said that Dr. Rose will want to be prepared on what the Council thinks about homework. Mr. Borden suggested that the Committee advertise the discussion with provocative statements, such as "you're not allowed to do homework" and provide different models for people to discuss. Mr. Christenfeld will follow up with Principals Sarah Collmer and Sharon Hobbs for the homework discussion and send an announcement about the February 15 homework discussion to the community on Wednesday.

Ms. Mitchell will update the work plans and post them online.

Mr. Christenfeld thanked the members for their work.

11. New Business

1. Location Change for May 24, 2018 School Committee Meeting

Document: None.

Dr. McFall said the Committee's May 24 meeting cannot be held in the Hartwell Multipurpose Room because the District Art Show will be set up in the room. The Donaldson Room at Town Hall will not be available. The Committee decided to hold the May 24 meeting in Pod B on the Hartwell campus.

2. Work Place Labs [WPL] Report – Communication/PR Summary Report to School Committee

Document: Public Relations WPL Truncated Report by Team members David Baiz, Claire Hagan Alvarado, Shanna Peoples, Matt Smith, Michael Veal

Dr. McFall said that Dr. Rose wrote an executive summary of the findings of the Harvard Graduate School of Education students on communication, and noted that the administration was hoping for more information and that the findings felt limited. She said that the administration and Committee need to think about how to empower more people to take on the responsibility to mention the good things going on in the schools.

She said that opening up and giving information via social media would be helpful, but it would need to be controlled.

Mr. Borden asked if they have leveraged the PTO's offer to tell stories, and Dr. McFall said they will be discussing the issue with the principals and administrative team. The Committee wanted all students to show their work. Dr. McFall said that some teachers do a great job using Twitter and their websites to show student work, but the use of social media and websites is not consistent, and she would like to help teachers who do not use social media with it.

Mr. Christenfeld indicated that it was more important for the Committee to communicate the great work going on at the schools, and Mr. Borden said that much student work should be celebrated, and he said the work was not necessarily of individual students. He understood that the capacity to celebrate the work is another issue. Dr. McFall responded that she includes some work in the Great Learning Section of the Superintendent's Bulletin that comes out each week. She said she would talk about different approaches with the administrative team. Ms. Mitchell suggested that somehow the work that links to the district's strategic values and Strategic Plan would be helpful.

Dr. McFall said the administration sees the communication piece as an issue, and the district does not promote itself enough. She noted it was important because of the school building project. Mr. Borden said they need creative ideas to address it. Mr. Christenfeld said that the normal things going on in the schools every day are simply amazing, and he noted that maybe a wider discussion on the state of education would be helpful. He said the district has great teachers and principals.

3. Approval of Discretionary Leave of Absence

Document: None.

The new Lincoln Teachers' Association contract includes a provision for a discretionary leave of absence without pay for teachers who have professional status. Dr. McFall said that one teacher has requested a leave.

Dr. McFall said that the School Committee owns the contract, but Dr. McFall makes the recommendation to the School Committee. Mr. Christenfeld said there were two options: 1) either Dr. McFall decides whether the teacher should be allowed to take a leave of absence, or 2) the Committee votes whether to extend to Dr. McFall the decision to give a teacher a leave of absence. Mr. Christenfeld said that the superintendent has the personnel authority.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to give Dr. Rebecca McFall the authority to decide on discretionary leaves of absence for the duration of the Lincoln Teachers' Association contract from September 1, 2017 to August 31, 2020.

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

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, October 26, 2017; 2) Draft of Meeting Minutes, November 9, 2017; 3) Draft of Meeting Minutes, November 30, 2017

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the minutes of the October 26, 2017, November 9, 2017, and November 30, 2017 meetings. The Committee voted unanimously to approve the minutes of the October 26, 2017, November 9, 2017, and November 30, 2017 meetings.

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

13. Information Enclosures

Documents: 1) Letter to Mr. Michael Lueders, President, Lueders Environmental, from Rebecca McFall, Superintendent, dated January 25, 2018; 2) Memorandum to EDCO Board of Directors and Advisory Council members from Colleen Dolan, EDCO Executive Director, RE: EDCO Collaborative Update, dated January 18, 2018

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

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Mitchell, the Committee voted unanimously to go into Executive Session for the purpose of discussing strategies for negotiating the custodial contract with A.F.S.C.M.E. Council and to approve the January 18, 2018 Executive Session minutes. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes. The Committee would not be returning to open session. The open session adjourned at 10:41 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, February 15, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary