

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
 Thursday, February 15, 2018
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA
 OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Al Schmertzler, Tara Mitchell, Simone Johnson (METCO Representative), Laurel Wironen (Hanscom Educational Liaison). Also Present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology).

Absent: Jena Salon, Mary Emmons (Administrator for Student Services).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:08 pm. He thanked Mr. David Trant for recording the meeting.

Mr. Christenfeld announced that Mr. Borden is participating in the meeting remotely via cell phone. There was a quorum of Committee members physically present in the meeting room. As required by the "Remote Participation" provision of the Open Meeting Law, M.G.L. Ch. 30A, §§ 18-25, Mr. Borden stated that no other person was in proximity that could exert undue influence on him. All votes must be recorded as roll call votes this evening. The Committee approved the use of the "Remote Participation" provision on November 7, 2013.

2. Chairperson's and Members' Reports

Ms. Mitchell attended several EDCO Collaborative board meetings. She said that many members told her how much they appreciated Dr. McFall's role in the hiring process for a new executive director. The members said that Dr. McFall went above and beyond. Ms. Mitchell thanked Dr. McFall for her work beyond the district.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gift of Upright Piano

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject; Gift of a Piano, dated February 7, 2018

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to accept a gift of a Sohmer upright piano from Thomas and Laura Sander for music programs on the Hanscom campus.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

Mr. Christenfeld thanked the Sanders for their generous gift. The administration will send a thank-you letter.

5. Time Scheduled Appointments

3. [sic] Homework Discussion

Document: None.

Mr. Christenfeld welcomed the Lincoln School Council to talk about homework. The Council is parents Cathie Bitter, Cindy DeChristofaro, Hannah Stevenson, and Sylvia Perry, teachers Melissa Webster and Corinne Hairston-Parris, community member Valerie Fox, and Principals Sarah Collmer and Sharon Hobbs. He noted that the Committee was setting aside time to discuss issues that do not normally come up at a Committee meeting. He thanked Principals Collmer and Hobbs for meeting with him and coming up with four discussion questions.

- 1) Do you get better at homework by doing it?
- 2) What is high quality homework?
- 3) What would developmentally appropriate homework look like across the grades?
- 4) How do parents know the value of homework and how to help with it?

Ms. Collmer, Dr. Hobbs, Ms. Bitter, and Ms. Hairston-Parris presented. Ms. Collmer said that last year, there were newspaper headlines about schools that do not give students homework, and the Council discussed what would happen for students and teachers if the schools decided not to assign homework. She said there were parent forums on the subject. Dr. Hobbs said the Council looked at homework in 2007, and at that time it was decided that the amount of homework equaled rigor. She said that now, it is not necessarily true, and students are booked a lot outside of their school time. She said the pieces of it are quantity, quality, and balancing family time, and the Council wanted to discuss the issue with families again.

Dr. Hobbs said they sent a survey to families last spring and received 215 answers. 43% responded that the level of homework was just right. Students are spending less than 30 minutes an evening on homework. Most students were independent doing their homework, and the most valuable purpose for homework is math practice, reading, science projects, social studies projects, and practice reading for information. Practice with French and Spanish is helpful. The survey had space for comments, and the principals received 110 comments.

Dr. Hobbs said that in the lower grades, parents felt that homework was not purposeful, and parents preferred a creative project or something that engaged their children in time management. Parents of 6th-8th graders said that it was more important for these students to have homework because homework teaches time management, and deep learning is more important as students go to high school. Parents want to see progression in the amount of homework. There were some parents who preferred no homework for their students in these grades.

Ms. Hairston-Parris said they sent a survey to faculty members last spring, and 25 teachers responded. The responses were similar to the family survey, and the amount of homework students do depends on their grade. Students in 1st through 5th grades do not do homework that is longer than 30 minutes an evening in most cases. Students in 6th through 8th grades do homework in multiple disciplines, and 60% of students spend 60 minutes or less on homework each evening. Some students spend two hours or more an

evening. Teachers sometimes coordinate homework. Students mostly do their homework independently and without parental support. Ms. Hairston-Parris said the survey asked what purpose does homework serve? The answers were to improve study habits, executive function, and time management, to learn new things, to reinforce skills. Students responded that 36% of them received feedback on their homework. The teachers noted that students are booked outside of school, and balancing time on different activities with homework can be a challenge.

Ms. Bitter said they held two focus groups with 3rd and 4th graders. She noted that 3rd graders did not have organized activities after school, and the students reported that they had an appropriate level of homework, and maybe they should have more in some areas. 3rd graders find that reading homework is most helpful. 4th graders have organized activities after school and reported that they had too much homework. These students would prefer more flexibility in when to complete assignments. 4th graders prefer projects and research, and they would also like differentiated math homework. Ms. Bitter reported that parents give their students a choice on when to do their homework.

Ms. Sylvia Perry from School Council reported that they will also gather feedback on former Lincoln students who are now high school students who attend Lincoln-Sudbury Regional High School, Minuteman Tech, and private schools. The survey will ask, “When you were in 8th grade, what homework did you have?” “Did you feel well prepared when you got to high school?” Ms. Perry participated in a discussion about the transition to high school, and at Lincoln-Sudbury, students spend 2 to 3 hours a night on homework depending on the number of Advanced Placement [AP] courses they take. Students need to be ready to do that amount of homework, and Ms. Perry said there is not much organizational help for the students. She said students need practice.

Ms. Collmer said they will use the high school survey information and summarize all of the survey information and develop recommendations for potential changes in homework. She noted homework is now given depending on the teacher and grade level.

Mr. Christenfeld asked whether students should be prepared in 8th grade for the two to three hours of homework that is given in high school. He thought homework helped students organize themselves. Mr. Schmertzler suggested that Lincoln ask Hanscom students, parents, and teachers for their perspectives. Ms. Collmer said that elementary teachers do well at teaching learning and organizational skills and giving feedback to students. She said at that stage, homework is more about practicing independence.

Dr. McFall asked how parents felt about projects and research and asked if parents needed to be as involved. She said it was important to create equity for students to carry out the task at hand regardless of the items and support that students have at home. Ms. Bitter noted that not all parents have the time to help their children with homework. Ms. Sheila Webber said that in high school, homework is a challenge because there is a huge quantity of it. She said studying for exams in high school is also a big shift and suggested that middle school students be better prepared.

Dr. Hobbs noted that teachers have to balance homework and consider what works best for individual families because homework can break families. She said there are layers of complexity involved with the homework issue. Dr. McFall said that students who have Individual Education Plans [IEPs] may have different needs that have to be considered. Ms. Hairston-Parris said there is differentiation for students with IEPs,

but special education students have anxiety about doing homework. She was concerned that anxiety was becoming embedded in students' lives. Mr. Christenfeld said that homework was to help students become engaged in and master the subject, and if homework is done right, it should allay the anxiety for students.

On the question of how do parents know how to help, Ms. Collmer said that math is taught differently from the way than many parents have learned it, and parents do not know how to help. The difference causes stress, and students are pressured to turn something in on time and know that doing the homework is taking too much time. Dr. McFall said it was helpful to know what the stressors are and asked what information would help the administration help students and families. She said they needed better direction on how to start the discussion and then be able to organize their thinking on homework and how to get to specific actions.

Dr. Hobbs indicated that the middle school offers a get organized class for students during the extension block which helps students think about and plan their school weeks. She added that Lincoln-Sudbury has a strategic skill class, and there is an app to help students with time management.

Parents concerns included that homework for students in kindergarten to 4th grade is a stressor as these students have little unstructured time and need time to play, a math worksheet is difficult for a 1st grader to do because they are still learning to read, and the homework was not developmentally appropriate, diversifying homework is great, but parents have to get to the store to get the materials for projects and for some families this might be a challenge. One parent said that her children do not like forced reading, and the boxes on reading log sheets are too small to write in, making her son unhappy. She noted that one cannot always anticipate what will make students unhappy, and homework is a family affair. She said it would be helpful to give paragraphs as homework over a weekend. She noted that it would help if teachers gave feedback on the homework, tests, and other classwork so that she knew if her children were developing their skills and study habits and know if they were effective or not.

Dr. Rose thanked the parents for their feedback and said that each student's needs are individual, and she noted that maybe their homework should match with their individual needs instead of giving one type of homework to all students in the class. She said that there is an issue of equity, and some students need more practice, and other students need more challenging work. She said she was curious how it would look if students got different homework assignments each night depending on what they needed. Ms. Collmer indicated that they may do some shorter term experiments before rolling out a systemic change.

Dr. McFall said that students should be given more power and control and be helped to self-assess. Students should also be given choices and the teachers should provide opportunities for students. She noted there should be a high quality feedback loop with the teacher for all students so that students learn what their needs are.

Mr. Ford said that Boston students have more travel time, and Ms. Hairston-Parris indicated that many of them use their phones during the trip to do their homework. Ms. Johnson said the bus is loud and takes 45 minutes one way, making it hard to do math homework.

Mr. Christenfeld said that homework should be done by students, not parents, because the homework lets the teachers know where students need help. When making

adjustments to homework, perhaps setting expectations with parents is needed. Ms. Johnson said if she does not help her children with their homework, and check it to correct what is wrong, then the teachers will wonder why she is not helping. Ms. Hairston-Parris said that the growth mindset teaches that it is okay to fail because it helps students grow, and she said that message needs to be communicated to parents. Ms. Mitchell read from a parent's email that said that homework helps parents to know what their children are doing. The parent's email said that students should be reading and writing at home, not at school, when teachers should be actively teaching students.

Dr. McFall and Mr. Christenfeld thanked the School Council and parents for attending.

1. [sic] Discussion of Town Meeting Presentations
Document: None.

Mr. Christenfeld said that the School Building Committee [SBC] and Community Center Preliminary Planning & Design Committee [CCPPDC] will report at the Annual Town Meeting on Saturday, March 24, 2018. He was going to ask Town Administrator Timothy Higgins how much time each Committee would have. Mr. Christenfeld asked for suggestions on whether the SBC's report should be to give information or to get feedback on the school building options at Town Meeting.

Dr. McFall said that they were ready with the budget, and the Finance Committee Chair presents the budgets. If a person wants to discuss items in the budget, the moderator will hold them out for discussion. Dr. McFall said the entire budget is voted on at once. She said that the Committee and administration should be prepared for questions during Town Meeting, especially about the school building project.

Mr. Creel said that the Capital Planning Committee presents the capital projects, and like the budget, items can be held out for discussion. He indicated that the Committee and administration should be prepared for questions.

Mr. Creel said that the Medicaid reimbursement will likely be included on the consent agenda.

2. [sic] School Choice Hearing and VOTE

Document: Draft, Letter to Jeff Wulfson, Acting Commissioner, Massachusetts Department of Elementary and Secondary Education, from Rebecca McFall, Ed.D., Re: Withdrawal from School Choice, dated February 16, 2018

Under the Massachusetts School Choice Law, G.L. Ch. 76, §12b, every city, town, and regional school district is required to enroll non-residential students under the School Choice program unless the School Committee votes prior to June 1 not to participate in the next school year. Dr. McFall said that most districts around Lincoln opt out of the program.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to withdraw from the Massachusetts School Choice program for the 2018-2019 school year for the following reasons: a) potential financial loss because of the significant discrepancy between the reimbursement rate (\$5,000 per pupil) and the actual pupil cost in Lincoln;

b) potential special education costs to the district; and c) commitment to maintain small class size; and d) classroom space constraints.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

Dr. McFall will send a letter to the Department of Elementary and Secondary Education withdrawing Lincoln from the School Choice program for the 2018-2019 school year.

4. School Building Committee Update

Document: None.

Mr. Christenfeld said that the School Building Committee [SBC] and its subcommittees have been very busy. There has been a conference call with the architects every Monday morning. The Lincoln architectural group has met with Ewing Cole, a subcontractor of the architect, and Mr. Christenfeld said there was much helpful input on designs by the design talent in the room. He noted that many of the people who opposed the 2012 MSBA-approved project have raised concerns and questions and have been attending SBC meetings. He said that he is grateful to those who are not officially serving on a school building committee or subcommittee for their work and thought into the process to move it forward. He said that the SBC room is often full, and there are liaisons from most Town Boards and Commissions involved. He thanked all of those who are participating in the process.

Dr. McFall said at the SBC's last meeting, they reviewed the options for the school building and are adding enhancements to the repair options, such as kitchen and dining spaces. There are nine or ten schemes at all price points, and she said the SBC will refine the plans and think about the high end option. She said that she expects a change in the tide at some point where the SBC decides how to narrow down the options.

Mr. Christenfeld reported that between the SBC meeting and the meeting with the architects' group, the Community Center Preliminary Planning & Design Committee [CCPPDC] met. The Campus Coordination Group met this morning. He said there is discussion that if the school decides not to use the Smith School, the Town should keep it and use it to build the Community Center. He said there are two versions of this idea: 1) keep the whole Smith School, which would be much more expensive, or keep only the Smith Gym and build the rest of the Community Center attached to the Gym. Mr. Christenfeld said there are three metaplans with the school's current footprint. One has the school on the current footprint, one is consolidating the school on the north side of the circle with the Community Center at the Hartwell complex, and one has the school on the north side of the circle with the Community Center at Smith. He said the SBC and CCPPDC will hold another forum on Tuesday, March 13 with a morning session from 8 to 10 am and evening session from 7 to 9 pm. At those sessions they will ask whether the idea of having the Community Center at the Smith complex had any traction with the Town.

Mr. Christenfeld said the next SBC meetings are on Wednesday, February 28 and Wednesday, March 7. Mr. Bill Maclay, an expert on Net Zero buildings who was hired to look at the options and how to make them more sustainable, will present information

and his findings at the SBC's March 7 meeting. The SBC will also meet on Wednesday, March 21.

Information will be presented at the Annual Town Meeting on Saturday, March 24. Mr. Christenfeld 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 Selectman Jennifer Glass and the SBC's outreach subcommittee for their work.

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

6. Superintendent's Report

Document: None.

Dr. McFall thanked Ms. Mitchell for the acknowledgment of her work on the EDCO Executive Director hiring process. She said that the EDCO Board did not select someone for the position but that the two finalists had strengths to offer but the Board wanted someone with the right fit with all of the needed skills. The Board has decided to reach out to a search firm to recruit someone. The two finalists have been invited to apply again. Dr. McFall said the EDCO Board hopes to have hired someone before the end of the school year. She noted that she will not be playing a major role in the hiring decision.

Dr. McFall said the Hanscom enrollment has been increased to 600 students as of September 30, 2017, which puts the district in the Band 4 enrollment band. The district met with a consultant to determine the eligibility of students and determined that there were 600 eligible students enrolled at the Hanscom schools. Dr. McFall reported that the district has received a contract modification in the amount of \$693,314, which will go into the Reserve Fund for future expenses. She noted that the expenditures for the furniture, fixtures, and equipment [FF&E] for the new Hanscom Primary School will come out of the Reserve Fund. With the increased enrollment, Dr. McFall said they will consider what the students need. The enrollment for the 95th day of school was 649 students, including preschool students. The Primary and Middle School have 567 students, and a total of 41 students are ineligible for purposes of reimbursement for the district. Ineligible students at Hanscom are those of retired military families who live in Base housing. Dr. McFall said they are anticipating the next contract solicitation in the next few weeks from the federal government.

Dr. McFall noted that there will be a meeting on Tuesday, February 27 at 7 pm about the potential Oriole Landing housing project and how the new housing could impact the school enrollment. She noted that the district could accept an increase of students. Ms. Mitchell said that Oriole Landing units would have one or two bedrooms, and the project might allow for downsizing and then having larger homes in Lincoln sold to families. Mr. Creel said that when the school building is revitalized, it may cause an uptick in the number of students, and the district needs to look at the risks and manage them in the next seven to ten years.

Mr. Schmertzler said that the point should be made at Town Meeting that if a good school building is not produced soon, the number of students could decrease, and the value of homes could also decrease.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose had three items. The first was that Mr. Ford, the principals, IT specialists and technology team have been working hard on the MCAS testing for this year, which will be the first time that all students will take online. She thanked them for their work.

The second item was that the team has had its second session with Dr. Darnisa Amante, and there will be a full-day retreat with the Administrative Council.

Third, Dr. Rose said that Hanscom Middle School teacher Jason Peledge has brought Bentley University students from their service learning and civic engagement center to the Hanscom Middle School [HMS] for a mentoring program called $2 + 2 = 5$ partnering is better. The program is also a financial literacy program, and 90 HMS students are participating. She said this year is the third year the after-school program has been running. As the Base can be isolating for students and their families, the program aims to strengthen positive feelings and relationships between military and civilian families. She said the program is serving students in wonderful ways. Mr. Ford noted that the new HMS building is facilitating the program and the new spaces make it easier to hold.

Dr. McFall added that she, Mr. Ford, and Lincoln School Principal Sarah Collmer attended the 3rd grade's Colonial Marketplace in teacher Joe Colombo's classroom. Students created storefronts where they sold their wares, Mr. Colombo was attired in full colonial garb, and students purchased their needed wares. He said students were really engaged and were all speaking in British accents. Dr. Rose said that students were also being taught about money. Two students saved their money while all the other students spent all of theirs.

Mr. Christenfeld thanked Dr. Rose for her work.

8. Policy

1. Review Proposed New Policy EEAG, Student Transportation in Private Vehicles, Third 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: EEAG, Student Transportation in Private Vehicles; 3) Draft Policy, File: EEAG, Student Transportation in Private Vehicles, undated; 4) Draft Policy, File: EEAG, Student Transportation in Private Vehicles, undated

Mr. Christenfeld indicated that the Committee wanted to eliminate Policy EEBC, Business and Personnel Transportation [sic] Insurance, and replace it with EEAG, Student Transportation in Private Vehicles.

Dr. McFall revised the draft of EEAG, Student Transportation in Private Vehicles, based on the conversation at the last meeting. She changed the language of the Massachusetts Association of School Committee's [MASC] draft policy so that the

current EEAG did not require evidence of insurance be shown to the administration but included a valid driver's license. She noted that the policy would not require a certain level of car insurance but has recommended \$100,000-\$300,000.

Mr. Christenfeld said that the new draft of EEAG protects students without restricting field trips.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy EEBC, Business and Personnel Transportation [sic] Insurance, as presented.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes; Ms. Johnson, yes; Ms. Wironen, yes.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to adopt Policy EEAG, Student Transportation in Private Vehicles, as amended.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

2. Review Policy GCAB-R, Administrative Positions, Second Reading Document: Lincoln Public Schools, Policy File: GCAB-R, Administrative Positions, Approved at School Committee Meeting of April 22, 1985

Dr. McFall wanted to eliminate GCAB-R, Administrative Positions, was too specific and wanted to replace it with GCA, Professional Staff Positions.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy GCAB-R, Administrative Positions, as presented.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

3. Review Proposed New Policy GCA, Professional Staff Positions, Second Reading

Documents: 1) File: GCA, Professional Staff Positions, MASC Model Policy; 2) Draft, Lincoln Public Schools, File: GCA, Professional Staff Positions

Mr. Christenfeld said that they wanted to replace GCAB-R with GCA, Professional Staff Positions. The new policy requires that new professional staff positions be initially created by the Committee and does not spell out the details of the hiring process by the superintendent the way that GCAB-R did.

Mr. Christenfeld said that any addition or removal of a staff position is done by the Committee.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to adopt Policy GCA, Professional Staff Positions.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

4. Review Policy GCB, Professional Staff Contracts and Compensation Plans, Second 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.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to reaffirm Policy GCB, Professional Staff Contracts and Compensation Plans, as presented.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

5. Review Policy GCT, Policies Relating to Employment of Substitute Teachers, Second 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) Draft, Lincoln Public Schools, File: GCG, Substitute Professional Staff Employment

Dr. McFall suggested that GCT be eliminated and replaced with MASC's model policy GCG, Substitute Professional Staff Employment, because the School Committee approves the wage rates, which the district already has, and the Department of Elementary and Secondary Education [DESE] has a new category for reporting for long-term substitute teachers who serve more than 30 days. She said that GCG covers only substitute teachers and emphasizes their competence and qualifications. Mr. Creel explained that the contract with the Lincoln Teachers' Association [LTA] is used as a basis when the district provides benefits to a substitute teacher if the teacher becomes a long-term substitute.

Dr. McFall suggested that they include the word "daily" to the first sentence so that it reads, "The school system will employ as daily substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence."

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy GCT, Policies Relating to Employment of Substitute Teachers.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to adopt Policy GCG, Substitute Professional Staff Employment, as presented.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

6. Review Policy GDB-2, Support Staff Contracts and Compensation Plans (Custodians), Second 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

Mr. Christenfeld suggested that the policy include the secretaries into GDB-2. Mr. Creel said that each employment contract defines the groups that are included in the specific contract. Dr. McFall noted they added AFSCME and the Lincoln Schools Secretarial Association to the policy.

Ms. Mitchell suggested that they rename the policy from GDB-2, Support Staff Contracts and Compensation Plans (Custodians), to GDB, Support Staff Contracts and Compensation Plans.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to revise Policy GDB-2, Support Staff Contracts and Compensation Plans (Custodians), as presented, and to rename Policy GDB-2, Support Staff Contracts and Compensation Plans (Custodians) to Policy GDB, Support Staff Contracts and Compensation Plans.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

7. Review Proposed New 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

Mr. Christenfeld said that the draft policy's first sentence was added: "Any permanent installation of cameras in or on buildings on the Ballfield Road Campus must be approved in advance by the School Committee." He noted that the changes suggested the last time were made.

Dr. McFall rearranged the requirements for tenants and licensees. She asked if the language on approving requests to give the video needed language to get the video back and noted that there may be some cases where the district could not get the video back. She was fine with the language in the draft.

Ms. Mitchell suggested that on page one, under "Limited Access to Recordings", the fifth bullet was a repeat of the second bullet and suggested that the fifth bullet be deleted. She also suggested that on page two, under "Short Term Data Storage", the phrase "approximately a maximum of fourteen (14) days," needed work and suggested that they delete "maximum." Mr. Ford wanted to discuss with Doherty's whether they had the capacity to keep 14 days of video and whether Magic Garden had enough storage. He asked that they keep the word "approximately" and delete "a maximum of".

Mr. Ford said that once the policy was approved, they would work with Magic Garden and that a grace period was needed for Magic Garden to comply with the new policy. Dr. McFall said they needed time to put up signs and to notify people. She

suggested that the Committee approve the policy with the caveat that all will be in compliance with it by September 2018.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve Policy ECAF, Security/Surveillance Cameras in/on School Buildings and on School Buses, as revised, to go into full effect in September 2018.

There being no further discussion, the Committee voted unanimously for the motion. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

Ms. Johnson left the meeting at 9:35 pm.

8. Review Policy IC, School Year/School Calendar, First Reading

Documents: 1) Lincoln Public Schools, Policy File: IC, School Year/School Calendar, Reaffirmed at School Committee Meeting of February 11, 1985; 2) Draft, Lincoln Public Schools, Policy File: IC, School Year/School Calendar, Reaffirmed at School Committee Meeting of February 11, 1985

Mr. Christenfeld said the one change was to take out “in the spring of” as the Committee has voted on the next year’s school calendar in January. The policy does not specify what time of year the calendar will be adopted. Ms. Mitchell asked that LSRHS be spelled out to Lincoln-Sudbury Regional High School. Mr. Ford said that the last sentence should read, 603 CMR 27.00.

Policy IC, School Year/School Calendar, will come back to the next meeting for a second reading and vote.

9. Review Proposed New Policy IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs), First Reading

Document: Draft, File: IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs)

Mr. Borden said that IHB and IHBA cover the same ground, but he noted that IHB has more color to it, and he prefers IHB because it speaks to the Committee’s and the Town’s philosophies. Mr. Borden said that the language for IHB comes from the MASC draft policy, and Ms. Emmons edited IHB.

Dr. McFall said that Ms. Emmons prefers IHB over IHBA. Dr. Rose added that in paragraph four, first sentence, second line, a comma should be added after “special classes” and encouraged the consistent use of the Oxford comma in all policies.

Mr. Christenfeld preferred an edited version of IHB and suggested that the Committee use the language of IHB and rename IHB to IHBA.

Policy IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs), will come back to the next meeting for a second reading and vote. IHBA, Program and Services for Children with Special Needs, will come back to the next meeting for a second reading and vote to eliminate it.

10. Review Policy IHBA, Program and Services for Children with Special Needs

Documents: 1) Draft Policy, MASC File: IHBA, Programs for Students with Disabilities; 2) Lincoln Public Schools, Policy File: IHBA, Program and Services for Children with Special Needs, Approved at School Committee Meeting of March 18, 1985

As mentioned above, Mr. Borden said that IHB and IHBA cover the same ground, but he noted that IHB has more color to it, and he prefers IHB because it speaks to the Committee's and the Town's philosophies. Mr. Borden said that the language for IHB comes from the MASC draft policy, and Ms. Emmons edited IHB.

Dr. McFall said that Ms. Emmons prefers IHB over IHBA. Dr. Rose added that in paragraph four, first sentence, second line, a comma should be added after "special classes" and encouraged the consistent use of the Oxford comma in all policies.

Mr. Christenfeld preferred an edited version of IHB and suggested that the Committee use the language of IHB and rename IHB to IHBA.

Policy IHBA, Program and Services for Children with Special Needs, will come back to the next meeting for a second reading and vote to eliminate it. Policy IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs), will come back to the next meeting for a second reading and vote.

11. Review Policy IJOB, Community Resource Persons and Volunteers, First Reading

Documents: 1) Draft Policy, MASC File: IJOB, Community Resource Persons/Speakers, October 2016; 2) Draft Policy, MASC File: IJOC, School Volunteers; 3) Lincoln Public Schools, Policy File: IJOB, Community Resource Persons and Volunteers, Revised at School Committee Meeting of February 11, 1985

Ms. Mitchell said that she included the MASC language for the first two items and did not change anything. She asked about the last sentence in the current policy, "Persons assisting school personnel should have the appropriate medical tests before they begin their duties." She expected that the volunteers would be required to submit to a Criminal Offender Record Information [CORI] check.

Mr. Christenfeld was concerned about the penultimate sentence in the last paragraph, "Persons assisting school personnel as outlined in this policy statement should demonstrate that they are qualified to perform such assistance either by virtue of training or experience or in some other way acceptable to the school principal." He noted that the volunteers are parents helping with puppets or seniors in the work-off program. He also asked if the principals approve the volunteers, and Dr. McFall said that teachers, not usually principals, coordinate their volunteers. He suggested that the sentence be deleted.

Ms. Wironen left the meeting at 9:45 pm.

Ms. Mitchell was going to write a new draft using IJOC – School Volunteers for the next meeting.

Policy IJOB, Community Resource Persons and Volunteers, will come back to the next meeting for a second reading and vote.

12. Review Policy KFB, Use of School Buildings

Document: Lincoln Public Schools, Policy File: KFB, Use of School Buildings, Revised and Voted at March 27, 2008 School Committee Meeting

Ms. Mitchell said that as the Committee has just updated Policy EDC, Use of School Equipment, they will add it to the references for KFB, Use of School Buildings.

Policy KFB, Use of School Buildings, will come back to the next meeting for a second reading and vote.

The next policies that will be considered for first readings are: IKB - Homework, IMDC – Religious Music, and JFA – School Admissions.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$788,435.68 and the accounts payable warrant totaling \$170,795.68 for a total of \$959,231.36. 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.

There being no further discussion, the Committee voted unanimously to approve the warrants as presented. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

Mr. Christenfeld thanked Mr. Creel for his work.

Mr. Creel reported that he, Mr. Ford, Facilities Manager Michael Haines, and Hanscom Primary School Principal Kristin St. George attended a job meeting for the Hanscom Primary and Middle Schools. It was meeting number 178 for the Middle School and number 41 for the Primary School. He said that the Army Corps of Engineers inspected the contractor's schedule. He said the end date for the Primary School construction is July 17, 2019, which is good. He said they hope to start the new school year, 2020, in the new building, which means the move will occur in the summer instead of during the school year. While Mr. Creel acknowledged that there still could be a catastrophic failure, but the construction is currently on track.

Mr. Christenfeld said that trailers would likely be needed for the Lincoln school building project. Mr. Creel said that under the Construction Manager at Risk method, the district might be able to move trailers early for the Lincoln project, and the Hanscom trailers might be able to be used. He said it might be orchestrated to receive permission from the Base to store the trailers over the winter. He noted that one possible issue would be that the trailers could be in the way of restoring the Hanscom Primary School's site. He said that the current plan is to demolish the trailers, but Mr. Creel thought the idea could be an economical solution, and the Base could be amenable to it.

Mr. Christenfeld said for the first time, there was detail on phasing the Lincoln school project, and there would be two stages. He said the first would be that all students would be out of Brooks, and trailers would be on the soccer field site while most of the work was being done at the Brooks school, and the second would be for Smith. He said there would be two 18 month phases.

10. Old Business

Document: Letter to the Chairs of the Sudbury K-8 School Committee and Lincoln-Sudbury Regional High School Committee from Timothy Christenfeld

Mr. Christenfeld wrote to the Chair of the Sudbury K-8 School Committee and the Chair of the Lincoln-Sudbury Regional High School Committee about the April 24, 2018 joint district forum and asked that they take the Lincoln K-8 School Committee off the sponsorship of it. In his letter, he told the Chairs that there are two reasons to have a tri-district forum: 1) to collaborate and to cooperate with each other; and 2) as to the topic chosen for the April forum, school start times, the topic does not concern the Lincoln K-8 School Committee. Lincoln's start times are in the contract with the Lincoln Teachers' Association and therefore cannot be changed, and no parents have indicated their concern with school start times.

He noted that the other two School Committees will need a traffic study. He said the Lincoln K-8 Committee does not need to be involved with the school start time topic.

Mr. Christenfeld has not yet received a response from either Committee Chair.

11. New Business

Document: None.

Mr. Christenfeld mentioned that the Sudbury Board of Selectmen sent a letter to the Lincoln Board of Selectmen on February 14 that indicated that Sudbury wanted to explore the opportunity to work with the three districts to advance our joint interests in improving education of students and create a committee with Lincoln. In this vein, the Lincoln-Sudbury Regional High School Committee has invited the Sudbury Board of Selectmen to a meeting. Mr. Christenfeld said that the Lincoln K-8 Committee had been listed to receive a copy of the letter and said that he would be in touch with the Lincoln Board of Selectmen.

12. Approval of Minutes

None.

13. Information Enclosures

None.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Mitchell, the Committee voted unanimously to adjourn at 10:02 pm.

The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes.

The next School Committee meeting is tentatively scheduled for Thursday, March 8, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary