

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, March 22, 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), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology), Mary Emmons (Administrator for Student Services).

Absent: Laurel Wironen (Hanscom Educational Liaison), Jessica Rose (Assistant Superintendent).

1. Greetings and Call to Order

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

2. Chairperson's and Members' Reports

Mr. Christenfeld said the third METCO Book Group discussed *The Namesake* by Jhumpa Lahiri last Thursday. He said it was a great session, and he liked the protocols, and said the discussion was superbly organized. He thanked Hilary Skelton, Jenny Nam, and Jaime Moody for facilitating and hosting the event.

Mr. Christenfeld said Mr. Steve Cullen and METCO Director Ms. Lateefah Franck have led the 8th grade social studies class to study the history of the METCO program through the 1968 records.

Mr. Christenfeld said that last week's Lincoln Middle School production of *Shrek: The Musical* was terrific. He thanked the teachers, parents, and Kristin Hall for their help. He said it was great to see the students perform, and he had the opportunity to go backstage and watch students be stage managers. He was impressed.

Mr. Christenfeld said that the Annual Town Meeting will be held on Saturday, March 24, and he hoped to see many people there. The Annual Town Election will be held Monday, March 26; there was a contested race for Lincoln-Sudbury Regional High School Committee, and two members of the Lincoln School Committee were running for re-election.

3. Public Comments

None.

4. Consent Agenda

1. Overnight Field Trip to the Museum of Science, Boston, MA

Documents: 1) Late Night and Overnight Field Trip Proposal, Lincoln Public Schools, New England Aquarium and Museum of Science; 2) Memorandum to School Committee, from David Trant, Ninth Annual Museum of Science Overnight, Sixth Grade Field Trip Proposal, undated; 3) Lincoln Sixth Grade 2018 Overnight Field Trip to Museum of Science Cost Proposal

2. Gift of \$300 from Arbella Insurance Foundation

Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, 5-8 Lincoln School Principal, dated March 1, 2018

3. Gift of \$500 from Hanscom Spouses Club

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Spouses Club, dated March 5, 2018

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the ninth annual 6th grade overnight field trip to the Museum of Science, Boston, MA on April 5 and 6, 2018, and to accept a gift of \$300 from the Arbella Insurance Foundation to support bus transportation for the 2018 Lincoln Middle School field trip to the Boston Symphony Orchestra Youth concert and a gift of \$500 from the Hanscom Spouses Club in support of Hanscom grades 6-8 attendance at the Trills and Thrills Festival to offset the cost of t-shirts.

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

Mr. Christenfeld thanked the Arbella Insurance Foundation and the Hanscom Spouses Club for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Demo on Computational Thinking Lesson

Document: Slides on Computational Thinking, prepared by Mr. Robert Ford

Mr. Ford introduced Instructional Technology Specialist Nicole Putnam and Wellness Teacher Stacey Clarkin. He explained the state released new standards and learning expectations for Digital Literacy and Technology last year. He said the definition of computational thinking is the practice of defining problems and using computation to solve those problems. In computational thinking, one uses modeling, analysis, problem solving, and other skills when working with computers, but the skills learned can be used in many domains.

Mr. Ford said students in grades K-8 need computational thinking to be competitive in the work force, and computer programming and computer science professions are growing by two thirds. He noted that employers are having challenges filling the positions for computer science and computer programming. Mr. Ford said that the most compelling argument is equity as only 15% of students in computer science classes are women, and only 8% of students in those classes are people of color. He said there has been a study that students learn stereotypes about engineering and computer science by age 6, and interventions in the elementary grades of 20 minutes combats those stereotypes. He said computational thinking was important to be an informed citizen, because people have to make informed decisions about data and technology. He said they are giving students agency to create technology.

Mr. Ford said that this year, 100% of the Lincoln students in grades K-5 and Hanscom students in grades K-8 have taken one computer science unit. He said that the district's Instructional Technology Specialists have taught these courses.

Ms. Putnam and Ms. Clarkin shared a K-3 lesson on computational thinking; the speed stack. Students stack cups, which develop hand-eye dexterity and mapping abilities. Students start with three cups and stack them up and down. Ms. Clarkin showed the "my robotic friend" cup stacking lesson that the Hanscom 3rd graders have performed. The lesson addresses digital literacy and computational thinking standards and physical education. The Committee split into two-person teams and wrote an algorithm for the code for a robot to stack the cups in a certain pattern. There was a code sheet to be used, and students learn to be precise with directions and develop their visual and spatial abilities. Ms. Clarkin said the lesson was multidisciplinary and developed during teacher collaborative practices time. She said students love it.

Mr. Borden liked the language used, which implies engineering and math, and that the lesson has creative potential. He said that artificial intelligence is coming quickly. Mr. Ford said students think that digital services like Alexa and Siri are magic, but the district is developing students to think about how those services work. Mr. Christenfeld said that the Lincoln GearTicks went to the national championship, and at least half of the students on the team were girls.

Mr. Christenfeld thanked Ms. Clarkin and Ms. Putnam for attending.

2. Lincoln-Sudbury Regional High School Environmental Club Discussion on Banning Plastic Bags and Plastic Bottles

Documents: 1) Memorandum to Lincoln Town Meeting from Alex T. Vai, Surfrider Foundation Massachusetts Chapter, RE: Support for Lincoln Bylaws to Reduce Single-Use Plastic Bag and Water Bottle Pollution, dated February 17, 2018; 2) Flyer, Bring Your Own Bottles and Bags, Articles 32 and 33; 3) PowerPoint presentation from Lincoln-Sudbury Environmental Club on Proposed Bag Article and Proposed Bottle Article

Mr. Christenfeld said that representatives from the Lincoln-Sudbury Regional High School's Environmental Club could not attend this evening. The students would like the Committee to vote this evening to endorse warrant articles 32 and 33 that will be discussed at Saturday's Town Meeting. One article is to ban the sale of non-reusable water bottles sized one liter or less, and the other is to ban the use of plastic bags. Mr. Christenfeld talked to Food Services Director Cathleen Higgins about the bottles, which are sold at Brooks. She has sold \$1,777.92 of water this year, and she estimated that they would sell \$3,100.00 for the full year. Mr. Christenfeld said those amounts did not include vending machine sales. He said that if the ban passed, food services would not sell bottled water, and the schools would not be able to use these water bottles at school events.

Ms. Salon wanted to make sure that students have access to water and said that there are refill stations. Mr. Christenfeld noted that boxed water was encouraged, and Dr. McFall noted that vendors do not offer alternative sources of water, and Mr. Creel added that boxed water costs three times the cost of bottled water. Dr. McFall said the food service is self-sufficient and is not a part of the district's operational budget, and losing

\$2,000 per year could be a hit. Mr. Creel said the sale of meals is at the break even or less point, and the sale of other items by food services is needed to keep the operation going. Dr. McFall suggested that food services could possibly sell reusable bottles. Mr. Christenfeld added that Concord and Sudbury have banned the plastic bottles, and moving forward, there will be more non-plastic bottles available. He was concerned that students would buy something else to drink if water was not available. Ms. Salon was concerned about the sugar in juices or other drinks and urged that water be available to students. Mr. Borden did not want to see the consumption of juice or soda increase and said the schools need enough hydration stations. Mr. Creel noted that there was no plan to sell soda in the vending machines, but they sell sparkling water.

Mr. Christenfeld said that the Environmental Club hopes that students will bring their reusable water bottles to school. Ms. Mitchell suggested that coolers be available with paper cups that can be recycled. Mr. Christenfeld said they could use the larger size water bottles and cups for activities such as the school building forums. He said that if the students are right that plastic bottles are bad, then we should take the appropriate action. Dr. McFall said products are created from recycled water bottles. Mr. Borden was not convinced that banning water bottles would necessarily reduce the use of plastic, especially if they sold juice instead.

Mr. Schmertzler asked what the students' solution was, and Dr. McFall responded that it was aluminum bottles and paper cups. Mr. Creel said that the carbon footprint of aluminum was a concern.

Mr. Christenfeld said that the use of plastic bags does not affect the schools.

Mr. Christenfeld said that the Board of Selectmen voted unanimously to ban plastic bags and voted two to one to ban the sale of plastic bottles. He noted that there was concern for Donelan's sales, and there would be for Trail's End, but Trail's End has closed.

Ms. Salon moved, and Ms. Mitchell seconded, the motion to endorse the Lincoln-Sudbury students in their initiative on banning plastic bags and single-use plastic water bottles as presented.

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

3. School Committee Meeting Dates for 2018-2019

Document: Draft, Lincoln Public Schools 2018-2019 Academic Year Calendar

Dr. McFall presented a draft of the School Committee meeting calendar for 2018-2019. The first budget presentation will be November 8, and she chose other meeting dates that followed vacation periods to give enough time to put together the meeting packets.

Ms. Mitchell was concerned that the start of the year had too many three-week spans between meetings and suggested that a meeting be added in September. Mr. Creel said the Finance Committee will have its first budget meeting on December 5 and the last payroll in December is included in the second quarter budget report, and it would be easier to give the report in mid-January.

Mr. Christenfeld suggested that the meeting dates be August 30, September 13, September 27, October 11, October 25, November 8, November 29, December 13,

January 10, January 24, February 7, February 28, March 14, March 28, April 11, April 25, May 9, May 23, June 6, June 20.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to accept the following School Committee meeting dates for 2018-2019: August 30, 2018, September 13, September 27, October 11, October 25, November 8, November 29, December 13, January 10, 2019, January 24, February 7, February 28, March 14, March 28, April 11, April 25, May 9, May 23, June 6, and June 20.

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

4. Update on Lincoln School Building Project

Document: None.

Mr. Christenfeld said that the School Building Committee [SBC] met last night. Since the March 13 forum had to be cancelled because of the weather, there will be a public forum on April 10 at which six options for the school building will be presented. The forum's priority will be to narrow the options that will eventually be voted on at the June 9 Special Town Meeting.

Mr. Christenfeld said that Mr. Bill Maclay, an expert on Net Zero buildings and the author of *The New Net Zero*, was hired to look at the options and how to make them more sustainable. Mr. Christenfeld said the Town's 2030 energy bylaw states that any building should reduce their Energy Use Index. Mr. Maclay calculated the Energy Use Index for the school building options. Mr. Christenfeld said that the options that renovate the school buildings would not allow the Town to satisfy the requirements of the 2030 energy bylaw. He said that the buildings could be made "net zero," but the costs to renovate and make energy efficient are higher. He said the information will be presented at Saturday's Town Meeting.

Jennifer Glass and Jonathan Dwyer will give an overview of the Community Center Preliminary Planning & Design Committee [CCPPDC], and the presentations will be no longer than half an hour. As the SBC forums and meetings have been cancelled, the CCPPDC's meetings were also cancelled because of weather. He said there are four plans for the Community Center, and one is to attach to the Smith Gym with two floors for office space. Mr. Christenfeld said a group of architects has continued to meet outside of the meetings for the school building project.

Mr. Christenfeld said there will also be a plan at Town Meeting for a development called Oriole Landing that will have 62 units of one- and two-bedroom apartments. Mr. Christenfeld said the Committee has not received any requests for information or opinion on the development and the possible impact it could have on the schools, but Dr. McFall and Mr. Creel have been asked about the possible impact. Mr. Creel said that the Planning Board hired a consultant who calculated that the impact could be seven students. He noted that one-bedroom apartments usually do not have school-aged children living in them, but two-bedroom apartments could. He looked at the total number of bedrooms and said it was a matter of probable circumstance if it would affect the schools. He said that the same thing could happen if a four-bedroom house sold. The district has ways to manage the risk through the budget process. Mr. Borden said the total number of students has been decreasing. Dr. McFall said that the district is happy to

have more students, and there is room for them; the district wants to plan for the students. She said having students from Oriole Landing would not affect the number of Boston students, capped at 91, that the district invited to the schools. Dr. McFall heard that some are pushing the idea that the development could bring more students who have special needs. Mr. Creel noted that the presentation will be after lunch and that the district embraces all students and makes them successful.

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

5. Shift to Summer Hours

Document: None.

During the summer months, the Selectmen have approved a four-day work week with Fridays off for full-time employees. Employees work the same number of hours in four days as they do in five days, and Town offices will be open from 7:00 am to 5:00 pm Monday through Thursday. Dr. McFall said that full-time school employees could have the same opportunity if the Committee votes to approve the shift to summer hours and recommended the shift.

Dr. McFall said the custodial staff will remain on a five-day work week schedule. The shift does not apply to school-year secretaries, who return to work on August 20, the week before teachers do. For the School Department, the summer hours start the week of July 2 and end the week of August 13.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the shift to summer hours for full-time full year employees as presented.

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

Additional Report Only: Update on Health and Wellness

Questions and Answers

Document: School Nurses' Report to the School Committee, dated March 22, 2018, by Maureen Richichi and Eileen Dirrane

Ms. Emmons reported that the school nurses have shared that there is an increase in anxiety among students, and students visit the nurses for help. She noted that the increase is not isolated to the district and reflects a nationwide issue.

Ms. Emmons said that they have set up a relaxation room. The administration wants students to go to adults with whom they feel safe. She mentioned that the reasons for the anxiety are complex, but the schools are seeing students at younger ages who are suffering with anxiety. She reported that the Screening, Brief Intervention, Referral to Treatment [SBIRT] screening was well planned.

Mr. Christenfeld thanked Ms. Emmons, Ms. Richichi, and Ms. Dirrane for their work.

6. Superintendent's Report

Document: Slide on Make Up Snow Day Survey

Dr. McFall reported that the district used six snow days this year, and the district must make up the day because the state requires days before April 1 to be made up. The state requires school districts to hold 180 days of school and to report the number of days that school has been held. The state considers a half day of school as making up a full day. She suggested that they hold school for a half day on Good Friday, Friday, March 30, a half day on Tuesday, June 26, or a half day on Friday, April 20, the last day of April vacation. She sent a survey to parents and received 581 responses; a majority of respondents chose to make up the day with a half day on Good Friday.

Dr. McFall asked teachers how many teachers would be absent if she decided to hold school on Good Friday, and 33 of them would be out, with 16 of them needing substitutes. Dr. McFall said it was difficult to find substitutes to cover over 10 absences because substitutes also want to take the holiday. She asked the principals to ask faculty who will take a personal day on Good Friday if school was held, and the principals confirmed that 13 teachers would be absent, and that number did not include if a teacher was out sick. Dr. McFall said the administration could consider creative solutions.

Dr. McFall reported that the survey comments included that parents preferred a full day of school to be held, and Hanscom families prefer to have school end earlier in June because they move. Some asked if school could be dismissed at 11:00 am instead of 12:35 pm so that families could attend Good Friday services.

Ms. Mitchell asked if it was possible to add time to each school day. Dr. McFall said that was not an option. The contract with the federal government to run the Hanscom schools requires the district to hold school on 180 days, and the district would be in default on the contract if they did not have enough school days.

Another consideration was if buses would be available on Good Friday. Mr. Creel reported that Doherty's would rather that the extra day be added to the end of June, but he was not sure if the Boston buses would be available.

Dr. McFall said Good Friday could be tough, and buses were a factor, but the majority of parents liked it. June 26 could see lower attendance but is better for planning purposes. She would need to decide tomorrow if the district was going to hold school on Friday, March 30. Dr. McFall said that the district could meet the time requirement by dismissing students at 11:00 am.

Mr. Borden moved, and Ms. Salon seconded, the motion to authorize Dr. McFall to decide to make up school on Friday, March 30, 2018 as long as buses and substitute teachers can be accommodated, and if Dr. McFall did not think those needs could be accommodated on March 30, that the district make up the snow day on Tuesday, June 26, 2018.

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

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Mr. Creel was delighted to announce that the Food Services review that the Department of Elementary and Secondary Education [DESE] conducts every three years was performed last week. Any school district that receives federal money is required to

be reviewed. He noted that the process is intensive and involves looking at the food and menus, and the process for most districts usually finds issues that need to be corrected. He said that this review found nothing, and the district has no corrective action plan. He congratulated Food Services Director Cathleen Higgins for her achievement. Mr. Creel said the district will receive a letter about the accomplishment and will give it to the Committee.

Ms. Mitchell suggested that families know about the achievement.

Mr. Schmertzler congratulated Ms. Higgins.

8. Policy

1. Review Policy IC, School Year/School Calendar, Second 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 that the changes suggested at the last meeting have been incorporated.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve revised Policy IC, School Year/School Calendar, as presented.

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

2. Review Policy IHBA, Program and Services for Children with Special Needs, Second Reading

Document: Lincoln Public Schools, Policy File: IHBA, Program and Services for Children with Special Needs, Approved at School Committee Meeting of March 18, 1985

Mr. Christenfeld preferred an edited version of IHB over IHBA and recommended that IHBA, Program and Services for Children with Special Needs, be eliminated.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy File: IHBA, Program and Services for Children with Special Needs.

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

Ms. Johnson left the meeting at 9:30 p.m.

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

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

Mr. Christenfeld preferred an edited version of IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs), to reflect the district's values and to replace IHBA.

Dr. McFall said they adjusted the language. Ms. Emmons added the words “to meet their individual needs” to end the first sentence in the third paragraph. She also restructured the fourth paragraph on inclusionary practices and the district’s commitment.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to adopt new Policy IHB, Special Instructional Programs and Accommodations (Programs for Children with Special Needs), as presented.

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

4. Review Policy IJOB, Community Resource Persons and Volunteers, Second 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; 4) Draft, Policy File: IJOB, Community Resource Persons and Volunteers

Ms. Mitchell combined IJOB, Community Resource Persons and Volunteers, with IJOC, School Volunteers, to have one policy that covered when citizens participate in the schools. She made the changes suggested at the last meeting and added the requirement for Criminal Offender Record Information [CORI] checks. Dr. McFall said that CORI is required for those persons and volunteers who are with students in an unaccompanied situation. Mr. Christenfeld noted that CORI should not be required from those who are coming to the PTO to give a talk.

The third word, “specific” was changed to “relevant” in the first sentence. In the third paragraph, last sentence, the word “speakers” was changed to “individuals”. In the last paragraph, the sentence, “Compliance with CORI regulations is important for community resource persons and volunteers.” was added after the last sentence.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Policy IJOB, Community Resource Persons and Volunteers, as revised.

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

5. Review Policy KFB, Use of School Buildings, Second Reading

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

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

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

6. Review Policy IMDC – Religious Music, First Reading

Documents: 1) Lincoln Public Schools, Policy File: IMDC, Religious Music, Reaffirmed at School Committee Meeting of April 8, 1985; 2) Draft, Policy File: IMDC, Religious Music

Dr. McFall said that Mr. Ford and Mr. Borden worked on the language and said that the current practice is not aligned with their policies. She said they crafted some language that needs to be refined. She would like to allow religious music from an educational and cultural standpoint.

Ms. Salon asked that the words “to be tolerant of and” be taken out of the second sentence of the first paragraph so the sentence reads: “This requirement of neutrality will neither preclude nor hinder the Lincoln Public Schools from educating students to respect religious diversity.” She asked that the words “tolerance, mutual” be taken out of the third sentence of the first paragraph so the sentence reads: “Such efforts to promote respect, and an understanding of different religions and customs may include religious music, providing that:...” She also asked that the word “tolerance” be taken out of the last sentence of the last paragraph and replaced with the word “appreciation”.

Policy IMDC – Religious Music, will come back to the next meeting for a second reading and vote.

7. Review Policy JFA, School Admissions, First Reading

Documents: 1) Lincoln Public Schools, Policy File: JFA, School Admissions, Revised at School Committee Meeting of May 6, 1985; 2) Lincoln Public Schools, Proof of Residency; 3) Draft, Lincoln Public Schools, Policy File: JFA, School Admissions

Ms. Mitchell mentioned that JFAA-R, Admission of Resident Students, is another procedure and recommended that it be eliminated. She added the third paragraph from JFAA-R to JFA. Ms. Emmons noted that federal law requires districts to enroll homeless students even if they have no school records.

Ms. Salon asked that the word “actually” be taken out of the first sentence. In the first sentence, the words “in accordance with residency laws” be added after Lincoln. Dr. McFall said there are some houses that are split between town lines, and the standard for deciding where a student lives is where does a child lay their head at night. Dr. McFall suggested that they use the term “legally resides” in the first sentence. Mr. Borden suggested that they include a document that refers to the student’s address. Ms. Emmons suggested physical and legal custody and mentioned that people have rented places and not lived in them in other towns to access the schools. Mr. Christenfeld asked why six-year olds were included when they were mentioned in another policy.

Mr. Christenfeld said that the policy needs to say something in addition to federal and state requirements. Dr. McFall added that it is helpful to have the policy to guide the administration when situations arise.

Ms. Emmons will review the policy and Policy JFA – School Admissions, will come back to the next meeting for a second reading and vote.

Mr. Borden left the meeting at 10:00 p.m.

Mr. Christenfeld said that the Committee has reviewed more than their goal of 10% of their policies and will not bring any new ones for review to the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,525,889.49 and the accounts payable warrant totaling \$376,780.97 for a total of \$1,902,670.46. Mr. Schmertzler reviewed the warrants, noted that the warrants covered two payroll cycles, and recommended that they be approved. Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the warrants as presented.

There being no further discussion, the Committee voted unanimously to approve the warrants as presented.

Mr. Christenfeld thanked Mr. Creel for his work.

2. Facilities Rental Fees Review and VOTE

Documents: 1) Lincoln Public Schools, Regulations Governing Use of School Facilities, June 2018; 2) Fee Schedule for Use of School Facilities for the period July 1, 2018 through June 30, 2021, June 2018; 3) Lincoln Public Schools, Policy File: JICFA-E, Anti-Hazing, Adopted at School Committee Meeting of November 9, 2017

Mr. Creel said that the Committee sets fees for renting school facilities every three years and reviews them each year. He said that the Anti-Hazing policy has been included with the regulations. The fees for custodial services would increase over FY18 by a dollar an hour in FY20 and FY21. Fees for A/V services will increase by \$5 per hour for all groups needing assistance. Mr. Creel said the rental rates would stay the same as the rental revolving fund was in good shape. He recommended that the Committee approve the schedule of fees.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the schedule of fees for the use of school facilities for July 1, 2018 to June 30, 2021 as presented.

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

Mr. Christenfeld thanked Mr. Creel for his work.

3. Student Activities

Document: Lincoln Public Schools, Student Activities School Year 2017-2018

Mr. Creel said that M.G.L. Ch. 71, § 47 governs Student Activity Accounts. The Department of Elementary and Secondary Education [DESE] reviewed the procedures that districts use to administer these accounts and has published guidelines of required and recommended actions to ensure the accounts are used in the way they are supposed to be. One recommendation was to have School Committees approve the list of Student Activities each year, and Mr. Creel presented the proposed list of Activities.

The accounts hold money collected from particular groups of students, and the money follows the student class if it is not all spent for a particular activity or trip. Mr. Creel said that the students decide how the money is spent, and, for example, the Committee would be approving the Class of 2018 to collect funds that will be used by their class and their class only.

Mr. Schmertzler left the meeting at 10:13 p.m.

Mr. Christenfeld said that the concern was that the accounts be specific enough so that funds do not get mixed up in a different class. He noted that the Committee did not want to limit student activities to the ones on the proposed list. Mr. Creel explained that approving the list was not approving or disapproving individual activities that students wanted to do, such as a bake sale or car wash.

Dr. McFall added that the list provides the mechanism by which fundraising accounts are set up and that the accounts themselves do not have to be so specific, so it was not an issue if a particular activity was not on the proposed list; the activity could still happen. She said the proposed list contained the activities that the administration knows exists. Dr. McFall asked that Mr. Creel add “Activities Accounts” to the title of the list.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the list of Student Activities School Year 2017-2018 as presented.

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

Mr. Creel will bring a new list of student activities in September 2018.

4. Pod C License Review and VOTE

Documents: 1) LEAP: Lincoln Extended-day Activities Program, Application to License Hartwell C Pod, Submitted to Lincoln School Committee, March 18, 2018; 2) Lincoln Public Schools, License, Lincoln Campus – Pod C

The license for renting Pod C for an after-school childcare program for school-aged children will expire on June 30, 2018. LEAP, the current licensee, requested to renew their license for another year. He mentioned that the Committee has to review the program each year because of the rules that govern licenses. Mr. Creel said the administration believes that a license arrangement instead of a lease arrangement is the appropriate method for allowing the use of Pod C for an after-school program, and he recommended an increase in the license fee from \$31,100 to \$31,600 to cover custodial care and repairs. Mr. Creel said that while the license runs for the fiscal year, the use of Pod C is restricted to the school year because the facilities are used for summer camp. Mr. Creel recommended that the Committee renew the license from July 1, 2018 to June 30, 2019.

Ms. Kathryn Hawkins, LEAP Director, and Ms. Deanna Mori, Parent Representative of LEAP’s Board, appeared. Ms. Hawkins said there are 123 students registered, and LEAP has a fabulous staff that has increased. She reported that students are very happy, and LEAP provides many activities and transports students when needed. She noted LEAP is lucky to have their own space, and other programs use the schools.

Ms. Mori’s daughter has attended LEAP for seven years, and Ms. Mori has been a Board member for four years. She said that LEAP has a rich program that other places do not have, and LEAP is an inclusive, warm environment. She noted that they are responsive to elementary school students and are gearing some programming for middle school students. She said LEAP has a talented staff that keeps all students engaged.

Mr. Christenfeld thanked Ms. Hawkins for the report. Mr. Creel received a letter from a parent who highly recommended LEAP.

Mr. Christenfeld said it was a pleasure to see the program do well the last four years and noted that an after-school program is important to the schools. He noted that as plans evolve for the community center, there may be moving pieces, but the Committee is committed to keeping two Pods, and one will be for an after-school program. Ms. Mitchell said in paragraph 1. A., the wording in the license agreement did not match the dollar amount of \$31,600 and should read, “thirty-one thousand six hundred dollars and no cents,…”

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the Lincoln Extended-day Activities Program’s license for the use of Pod C from July 1, 2018 to June 30, 2019 as amended.

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

10. Old Business

1. Discuss collaboration with Sudbury Public Schools and Lincoln Sudbury Regional High School

Documents: 1) Letter to Sudbury Board of Selectmen from Jennifer Glass, Lincoln Board of Selectmen, dated February 26, 2018; 2) Memorandum to Lincoln Board of Selectmen from Sudbury Board of Selectmen, undated

Mr. Christenfeld said that the Sudbury Board of Selectmen wrote to the Lincoln Board of Selectmen, inviting the Lincoln Board of Selectmen to participate in a subcommittee that was working on issues surrounding the schools. The Lincoln Board responded that the School Committee was the appropriate Committee to be involved. Mr. Christenfeld asked if there were any issues listed in Sudbury’s letter that the Committee wanted to discuss with the Sudbury K-8 School Committee and/or the Lincoln Sudbury Regional High School Committee.

Mr. Christenfeld said that the third bullet, “to better facilitate successful student transitions for all students across all grade levels,” would be helpful but for Lincoln K-8 to Lincoln-Sudbury Regional High School only. He asked the members what they thought about the top two bullets in the letter, “to enhance the education of all students through better alignment of curriculum and instructional practices,” and “to improve special education services including programming, planning, and budgeting.” Ms. Mitchell thought the first three bullets were the higher priority, and Ms. Salon wondered what the Committee would be committing to and did not want to embark on a major conversation with Sudbury.

Dr. McFall noted that Sudbury belongs to the same special education collaboratives that Lincoln does, and there was much collaboration with Sudbury among the administrations, which was valuable. She was concerned that additional collaboration could spread the administration more thinly.

Mr. Christenfeld said the Committee was not under any obligation to respond as the Committee had not been addressed directly in the Sudbury Board of Selectmen’s letter. The Committee decided not to do anything.

11. New Business

1. Review letter to Representative Thomas M. Stanley regarding Support of the METCO Program

Document: Draft Letter to Representative Thomas M. Stanley from Timothy Christenfeld, Chairperson, dated March 22, 2018

Mr. Christenfeld said that Lincoln METCO day happened last week at the State House, and he wrote a draft letter to Representative Thomas M. Stanley in support of the METCO program.

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to approve the draft letter to Representative Thomas M. Stanley regarding Support of the METCO Program.

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

Mr. Christenfeld will send the letter to Representative Thomas M. Stanley.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Letter to Mr. and Mrs. Thomas Sander from Rebecca McFall, Ed.D., Superintendent, dated March 1, 2018; 2) Letter to Mr. Jeff Wulfson, Acting Commissioner, Massachusetts Department of Elementary and Secondary Education, from Rebecca McFall, Ed.D., Superintendent, Re: Withdrawal from School Choice, dated February 26, 2018

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

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 a strategy session in preparation for negotiating the Superintendent's salary increase. The roll call vote was as follows: Mr. Christenfeld, yes; Ms. Salon, yes; Ms. Mitchell, yes. The Committee would not be returning to open session. The open session adjourned at 10:47 pm.

The next School Committee meeting is tentatively scheduled for Thursday, April 5, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary