

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, May 24, 2018  
 Donaldson Room, Town Hall, 16 Lincoln Road, Lincoln  
 OPEN SESSION

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

Absent: Jena Salon.

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm.

2. Chairperson's and Members' Reports

Ms. Mitchell attended the EDCO Board meeting today, and the Board interviewed two finalists for the Executive Director position. The Board is scheduled to select the new Executive Director on May 31.

Ms. Mitchell said the Art Show is amazing, and it is incredible to see what students can do. She noted that there was a lot of work represented in the art that was fun to see. She thanked the art teachers.

Ms. Mitchell reported that last night's Choral concert on the Lincoln campus was terrific.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$500.00 Lincoln School PTO Donation for Class of 2018

Document: Memorandum to School Committee and Becky McFall, from Sharon Hobbs, dated May 16, 2018

2. Approve Brooks School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education, October 18-21, 2018

Documents: 1) File: IICA-E2, Late Night and Overnight Field Trip Proposal by Claudia Fox Tree and Sharon Hobbs; 2) Timetable for Sargent Center, October 16-19, 2018; 3) October 16-19, 2018, Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education Permission Form; 4) October 16-19, 2018, Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education Goals; 5) Letter to Parents; 6) School Program at Sargent Center, Letter to Parents; 7) Sargent Center Health Information and Consent Form for School Program; 8) Sargent Center Health Memorandum; 9) What Students Should Bring Letter; 10) Contract with Nature's Classroom; 11) Nature's Classroom, Sargent Center at Hancock, NH Flyer and Site Map;

12) Cabin Layouts for Willa Cather House, Robert Frost House, Emerson; 13) Sample Schedule

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of \$500.00 from the Lincoln School Parent Teacher Organization to assist with the cost of the Lincoln School Grade 8 graduation costs and to approve the Brooks School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education from October 18 to October 21, 2018.

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

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

## 5. Time Scheduled Appointments

### 1. Math Update

Document: PowerPoint presentation on Math programs

Mr. Christenfeld welcomed Ms. Kathy O'Connell and Ms. Ellen Metzger, Mathematics Content Specialists for Grades K-8, to review the progress on the implementation of the math curricula. Ms. Metzger presented the new CMP3 program for grades 6-8, which is aligned with the state standards in mathematics. She reported teachers have had success with it. Students like the program as there is more technology involved, and there are activities and group work. Students have homework each day except Friday, and students complete the homework independently.

Mr. Schmertzler arrived at 7:20 pm.

Ms. Metzger said the program was not completely free of difficulty, though, and said there is so much content that it is a challenge to pace it, especially in 7<sup>th</sup> grade. She noted that the assessments are really long, and the district is trimming them down. There are regular assessments after each unit. Ms. Metzger said the next steps are to train new staff members, and to hold regular department meetings on engagement, pedagogy, and content. She said that both campuses are finding similar issues and doing the program faithfully. She noted that in grades 6-8, they have integrated some math into interdisciplinary work, and they would like to do more, but it can be a challenge with the schedule.

Mr. Christenfeld asked if there were indicators to show how well the program was working for students. Dr. Rose responded that the feedback from Lincoln-Sudbury and Bedford high schools on how well prepared Lincoln and Hanscom students are for 9<sup>th</sup> grade math will indicate whether the curriculum is working. Ms. Metzger added that they have met with administrators at Lincoln-Sudbury and Bedford High, who have said the program is a good fit with Lincoln-Sudbury math.

Ms. O'Connell presented the Everyday Math 4 curriculum for students in grades K-5, which is in its second year of implementation. She reported that the pacing was better for grades 4 and 5, and the program covers the state standards in depth. Ms. O'Connell said they collect data from assessments and use it at team meetings, which is very helpful. She said the math specialists had professional development and team meetings during the collaborative practice time.

Ms. O’Connell said that the EDCO workshop with Graham Fletcher, Math Came Alive, was terrific. Teachers will participate in a workshop with Tracy Zager at the Carroll School during the summer. Ms. O’Connell said that the curriculum makes math come alive for students so that it is not just figures. She sees math as cross disciplinary and finds ways to add math to other subjects, such as with the wetlands boardwalk, and she continues to branch out in that area. She noted that the challenge for the generalists versus the specialists is that each sphere has to lean on the other for their expertise and to work as a team. She noted that deepening the content area in math is a challenge. She noted that student interviews give teachers more understanding of what students have learned.

Ms. O’Connell thanked the district and the Lincoln School Foundation for sending her to the National Conference of Teachers and said she got some great ideas.

Mr. Christenfeld thanked Ms. Metzger and Ms. O’Connell for their work.

## 2. Report on School Improvement Plans for Preschool, Hanscom Primary School and Hanscom Middle School

Documents: 1) School Improvement Plan, End of the Year Report, Lincoln Preschool, 2017-2018; 2) Hanscom Primary School, School Improvement Plan, Year End Report, 2017-2018; 3) Hanscom Middle School, School Improvement Plan, 2017-2018, Year End Report

Mr. Christenfeld welcomed Ms. Lynn Fagan, Preschool Coordinator, Ms. Kristen St. George, Hanscom Primary School Interim Principal, and Mr. Erich Ledebuhr, Hanscom Middle School Principal, to give their end-of-year School Improvement Plan reports.

Ms. Fagan thanked the School Council—parents Jing Su and Steven Massaquoi, parent and teacher Dori Fishbone, and teacher Diane Mackenzie—for their work. The Preschool serves students who are ages 2.9 to 5. Goal one was “to support preschool educators in a comprehensive study of preschool programming to determine a model that best meets the needs of the preschool population in preparation of the new neighborhood at Hanscom Primary School.” She said there is lots of excitement about the changes at the Preschool and the reorganization of their new building (the Hanscom Primary School), and they are especially excited that all Hanscom Preschool students will be together in one place. For this goal, the preschool team examined all of the potential program options and found that they can create the best model for students. They observed at other preschools and will observe at two more in the fall. She said that while they are not yet sure exactly what they want, they know what they have to have and what they do not want. In the fall, the School Council will have a recommendation on what model to follow. Ms. Fagan said they will need to be consistent but flexible, and there will be flexible space for them to use in the new building, which will accommodate their different groupings of students.

The second goal is “to support the preschool educators in engaging in collaborative practices that are focused on optimizing student learning in our current settings and as we prepare for the new primary school facility.” Ms. Fagan said they have a wonderful collaborative team that worked on learning targets to be shared with each other, specialists, and parents, even though scheduling collaborative time is a real

challenge. She noted there is a higher percentage of students with English Language Learner needs. Ms. Fagan thanked the Hanscom Primary School for accommodating two preschool classrooms in the temporary trailers, and she hopes all can continue to be inclusive next year.

Mr. Christenfeld thanked Ms. Fagan for her work.

Ms. Kristen St. George reviewed the progress on the Hanscom Primary School's goals, noting that it was fun to summarize a year's work. Goal one was "to support K-8 teachers as they implement the collaborative practices that will create professional learning communities focused on student learning." Ms. St. George shared that kindergarten teachers developed social-emotional instructional tools and strategies and focused on three areas: managing strong emotions (big feelings), self-control, and safe body. She said the 'Zones of Regulation' program is a curriculum that gives students the language and strategies for managing feelings. Teachers helped students find the language that goes with the feeling and to use faces as visuals to show how they felt.

Ms. St. George said 1<sup>st</sup> grade teachers collaborated on Tier II of the problem-solving unit this year, which is to help students learn problem-solving skills. There was targeted intervention to assist students, and students who grew beyond benchmark helped other students without having adults help. Ms. St. George said 2<sup>nd</sup> grade teachers concentrated on physical science units and developed rubrics. 3<sup>rd</sup> grade teachers worked on increasing baseline scores in expository and persuasive writing.

Ms. St. George said specialists worked on incorporating digital literacy standards into library, wellness, music, and art classes. She noted that the entire staff wants children to have voice in their agency and growth and to know how to solve problems. Students made videos of themselves solving problems and showing that they can help and be experts. She said it was an exciting year of growth.

Goal two was "work collaboratively to develop our shared vision for teaching, learning, collaboration and community, building a strong, professional learning community optimizing student learning in the new Primary School Facility." Ms. St. George noted that work on this goal started last year to focus on where they wanted to be when the new building opens. They reflected on the building renderings and focused on what was important. They have finalized norms with the faculty and clarified who they want to be and what their best selves look like. They examined what they were passionate about and articulated their shared values and beliefs. She said that the collaboration was their best work. She said that Ms. Beth Ludwig, Hanscom Primary School Principal, will return in the fall and will continue to and refine the work on this goal.

Dr. McFall has appreciated Ms. St. George's leadership over the last two years in bringing the faculty together. Dr. McFall thanked Ms. St. George and said they were extremely grateful for her work.

Mr. Ledebuhr presented his year-end report, saying that it was rewarding at this time of year to look back over the accomplishments of the school year. Goal one was "Faculty will continue to develop and refine engaging units of study and instructional pedagogy to provide students appropriate levels of cognitive demand and differentiation. Faculty will also incorporate elements of the FAR Cycle and FIRME into their practice to better monitor and measure student growth." He had his teams write the report on

collaborative practices and said that they have seen the impact on students of the collaborative work. He noted that teamwork permeates the school at HMS.

Mr. Ledebuhr shared some of the collaborative work. 4<sup>th</sup> grade teachers extended their flexible math groupings to English Language Arts, and he joined the group this year. They created a vision for co-teaching. He reported that using the Fountas and Pinnell assessments, 63.6% of students were at benchmark in ELA at the end of the year. He reported that flexible groupings will continue in ELA and math. 5<sup>th</sup> grade teachers continued to use flexible groupings in math to target instruction and to differentiate instruction for students' needs. He noted that the teachers' sharing session worked well, and students were taught the level of math that they needed. They witnessed much student growth.

Mr. Ledebuhr said that 6<sup>th</sup> and 7<sup>th</sup> grade teachers hosted student-led conferences. Students created phenomenal digital portfolios of work to show their parents what they accomplished. In addition, teachers had students write across the curricular areas and used a universal rubric. He noted that teachers had great results. Mr. Ledebuhr said that 8<sup>th</sup> grade teachers worked with the 'faces of inequality' subject. Students have received immediate feedback on their work so that they can develop their key skill areas: collaboration, visual and verbal presentations, data analysis, writing, and following the CER model [claim, evidence, reasoning] when responding to text. Teachers have given each other feedback and grew as a team.

Goal two was, "Faculty will review and recommend changes to the Hanscom Middle School Shared Vision." The faculty confirmed their vision of what they had when they moved into the new Hanscom Middle School and revisited the question of what engagement looks like. While their shared vision was sound, it did not have specific language to military families. He noted it was a tough year for students and families, and they built trust and appreciation with staff. He held sunshine events with faculty and the group worked together through some difficult issues and became closer as a result.

Mr. Ledebuhr was proud of the work accomplished this year and thanked teachers for it.

Mr. Christenfeld thanked Ms. Fagan, Ms. St. George, and Mr. Ledebuhr for their work.

### 3. Report on District Strategic Priorities (All Priorities)

Documents: 1) Strategic Priority Map for 2017-2018, Lincoln Public Schools, October 11, 2017; 2) Lincoln Public Schools, Strategic Priorities, 2017-2018, Approved by School Committee August 24, 2017; 3) Lincoln Public Schools, Core Values; 4) Assessment in Lincoln Public Schools, Draft for Comment, undated; 5) Learning Walks, 2017-2018; 6) SEL Inventory Findings, May, 2018; 7) SEL Inventory Survey, dated May 18, 2018

Dr. Rose reviewed the progress toward the strategic priorities and thanked Mr. Ford and Ms. Emmons for their work. Mr. Ford reported that for Strategic Priority D2, they have narrowed the choices for the student information system [SIS] and will make a final selection in June. Nursing functions will be in SNAP, and staff attendance tracking

will be in Frontline. The district hired a new data and learning systems administrator, Dane Clune, who will take part in the implementation of the new SIS.

Mr. Ford reviewed the progress on Strategic Priority D1. There was an assessment steering committee through a side letter with the Lincoln Teachers' Association [LTA]. The steering committee compiled a draft of assessment practices and asked for feedback. The district wants to make sure that the assessments are culturally proficient. There will be an August workshop on K-5 assessments and school- and district-mandated assessments, and there is much work to establish a framework that will be established this summer.

Dr. Rose said that for Strategic Priority C2, they have just finished the Learning Walks. The five key questions for learning guide the walks. The walks are to find evidence of learning in classrooms, and the administrative team discusses what authentic learning looks like. The trends are that students and teachers are having meaningful transactions, and Dr. Rose said it feels like a very important focus.

Dr. Rose reviewed progress on Strategic Priority B2, the social-emotional needs assessment. This year's goal was to understand the landscape of social-emotional learning. They held small-group interviews to discuss the gaps and did a district-wide inventory. Ms. Emmons said they talked to specific groups for the inventory. Dr. Rose said it would take time to get into the quantitative data, but educators say social-emotional learning is an important area of focus. The district has many educators with knowledge and tools that need to be shared, and the sharing needs to be cohesive, consistent, and intentional. Dr. Rose noted that the staff is eager to learn in this area, and the district wants all adults to have training. The next steps in the social-emotional needs assessment will be to convene a district-wide social-emotional learning task force, which will review social-emotional learning plans that occur throughout the district. The task force will also select a social-emotional learning framework and develop learning expectations.

Ms. Emmons said that the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework has competencies that the district wants students to develop, and students are more ready to learn when they have coping strategies. Ms. Emmons noted that collaborative practices work has led to stations for movement breaks, Zones of Regulation, the use of calming strategies, and counseling. She said that when students model for each other, they learn from each other. She said that for Strategic Priority C1, they have been looking at the services delivery model to make sure that all students are receiving the services they need. They are examining the work load versus the case load data. She noted that the speech and language therapists have larger case loads. Ms. Emmons said when students are pulled out of the general education classes, they require a more intensive level of instruction.

Mr. Christenfeld thanked Dr. Rose, Mr. Ford, and Ms. Emmons for their work. Ms. Johnson and Ms. Wironen left the meeting at 9:23 pm.

#### 4. Update on Bullying Prevention and Intervention Plan Revisions

Documents: 1) Draft, Bullying Prevention and Intervention Plan, May 24, 2018; 2) Appendix A, Attendance List from the Community Forum on November 10, 2010; 3) Appendix A, Reporting of Possible Bullying; 4) Appendix B, Investigation of Possible Bullying

Massachusetts General Law Ch. 71, § 370 requires school districts to review and update their Bullying Prevention and Intervention Plans at least biennially.

Ms. Emmons attended training at the Massachusetts Aggression Reduction Center [MARC], where she learned that gateway behaviors have to be addressed head-on if bullying is to be stopped. She said they have to be explicit on how to treat bullying. Last night, the district held a presentation about bullying and prevention with a group in attendance that produced a good discussion. She thanked Ian Spencer, Matt Sur, and others for their help at the presentation. Ms. Emmons will present to the faculty on June 13 on the process of determining subtle behaviors and reporting bullying. She said that teachers and staff have to report bullying when they see it happen to make sure that the incidents are investigated.

Mr. Borden asked what happens when a parent is unhappy with the outcome of an investigation of alleged bullying. Ms. Emmons explained that all involved are interviewed, and the students' privacy has to be protected. Parents will not know what happens to the alleged aggressor. Sometimes there will be a corrective action, but the action cannot be reported. Ms. Emmons talked with the principals, and there have not been more than two incidents of reports of bullying at any one school this year. She noted that there are mandatory annual trainings for staff that are online. She said that the Bullying Prevention and Intervention Plan is posted, and there are additional resources posted online. Dr. McFall added that the investigations are not a rigid process, and if the administration hears of any bullying, they investigate.

Mr. Borden asked if there was a serious bullying incident and there was criminal activity, would the district contact police, and the answer was yes. Ms. Emmons noted that bullying is not a criminal offense. Mr. Christenfeld asked what the expected involvement was absent a criminal offense, and Dr. McFall said sometimes the administration involves the police. Ms. Emmons noted that they make sure that students are safe while an investigation is ongoing.

Dr. McFall said that in most if not all of alleged bullying cases, the administration provides a safety plan for a student even if they have found that bullying has not happened. Mr. Christenfeld asked how many safety plans had been drafted, and Ms. Emmons will get the information for him.

Mr. Christenfeld reported that a parent was dissatisfied with the district's reaction to reported bullying. He said that the Committee's jurisdiction was on the policy and how the policy was being implemented, and that it was not the Committee's role to intervene in the investigation as they have no supervisory role other than over the superintendent. He asked the members what they as a Committee should do.

Dr. McFall offered that the Committee could request that an evaluation of the situation be done. The School Counsel could review the documentation and provide an assessment of how the process of investigation was carried out. Mr. Christenfeld observed that the assessment would cost money, and he would want to give a specific set of instructions. Ms. Mitchell suggested that the Counsel look at the policy implications of the policy not being implemented the way it is intended. Dr. McFall explained that parents go up through the chain via teachers, principals, Ms. Emmons, Dr. McFall, and then the Committee. She acknowledged that they may have missed a step in procedures, but there have been many conversations. Dr. McFall said they have acknowledged that

the administration is not always perfect; the communication was not as timely as it could be, but she felt that the outcomes were appropriate. She offered to contact an attorney on the student services issues who was not the one with whom the district usually works to avoid any potential bias.

Mr. Borden said it would help to have an attorney look at the severity of the issue and any potential gap between following the law and what happened. Mr. Christenfeld said he thought the issue was, “if the law been followed.” Dr. McFall said there were many communications to review on the incident, and Mr. Christenfeld suggested that the school district’s attorney could read through the documents and judge whether there was need for further investigation.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to authorize Dr. McFall to contact an attorney for student services to conduct a preliminary review of the documents and communications regarding the bullying incident and the carrying out of the bullying prevention and intervention plan and to report back as to whether further investigation was warranted.

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

Mr. Borden thanked the administration for working well together as a team.

#### 5. Superintendent Report on Annual Plan and Superintendent Performance Standards

Documents: 1) Superintendent’s Annual Plan for Evaluation, 2017-2018; 2) Memo from Dr. McFall to the School Committee: Self-report on work related to the superintendent evaluation standards, undated

Dr. McFall presented her summary on her annual goals for 2017-2018, noting that she sent her summary on the rubrics today. She said that a lot has happened this year, and a lot of what has happened was unanticipated. She has not had time to be thoughtful. Mr. Borden noted that he thought some of the goals should be off her list, and it was okay that she was not able to make progress on them. Dr. McFall asked the Committee that if there was an area where she could give them more information, please let her know. She said that she sent the administrative council the survey today, and they have asked that it be filled out and returned by June 1. The Committee will receive the results of the survey.

Mr. Christenfeld said that the Committee members need to fill out their evaluations of Dr. McFall and send them to Mr. Christenfeld by Monday, June 4 so that he can put together the composite evaluation. He noted that he may miss part of the June 7 meeting.

The members did not need any additional information from Dr. McFall.

#### 6. Update on Lincoln School Building Project

Document: None.

The Committee and School Building Committee have been working with architects on school building designs for the Lincoln campus. There are five designs: R, L1, L2, L3, and C, with varying amounts of renovation and new construction, with R



being a repair version and C being new construction, with project costs from cheapest to most expensive. Voters will be asked to choose a design at the Saturday, June 9 Special Town Meeting.

Mr. Christenfeld said that the question this evening was whether the Committee will decide on the educational value of each of the proposed school building projects. He noted that each design's benefits should be listed. He reported that the Board of Selectmen noted that designs R and L1 give little value to the Town; the Capital Planning Committee endorsed designs L3 and C; and the Finance Committee is looking at L2, L3, and C.

Dr. McFall said that Campus Coordination Group met this morning. The Board of Selectmen, Capital Planning Committee, and Finance Committee will communicate which design concepts they support. Mr. Borden wanted to share the excitement of the SBC's work with the Town and take pride in the work and the possibilities to support the educational vision.

Ms. Mitchell and Mr. Borden were most excited about design C. Ms. Mitchell reported that Mothers Out Front endorses designs L3 and C, and Mr. Borden said he could endorse design L3. Dr. McFall said that designs R and L1 do not meet the Town's energy bylaws, and designs L2, L3, and C are great improvements over the current building, however, she was most excited over L3 and C. She said the cost of L3 was estimated to be \$93.9 million, and the cost of C was estimated to be \$97.8 million.

Ms. Mitchell said that the School Committee should put out a statement on what it supports. Mr. Schmertzler suggested that they include that L3 and C were critical to provide a 21<sup>st</sup> century education. Other suggestions were added to the statement. Mr. Borden read the statement: "Our belief is that:

- The School Building Committee has done a tremendous job in looking at options, communicating with the Town and collaborating with all, balancing needs and acting as full stewards for the Town.
- Options R and L1 do not provide value for money and we do not endorse them.
- We recognize that options L2, L3 and C advance educational value for our students at varying levels (which increase from L2 to L3 to C).
- We believe options L3 and C are critical for providing 21<sup>st</sup> century education, and are most excited about the educational value from option C."

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to endorse and to promulgate the following statement: our belief is that:

- The School Building Committee has done a tremendous job in looking at options, communicating with the Town and collaborating with all, balancing needs and acting as full stewards for the Town.
- Options R and L1 do not provide value for money and we do not endorse them.
- We recognize that options L2, L3 and C advance educational value for our students at varying levels (which increase from L2 to L3 to C).
- We believe options L3 and C are critical for providing 21<sup>st</sup> century education, and are most excited about the educational value from option C.

Ms. Mitchell amended the motion to include a comma after L3 in the third bullet point, and Mr. Christenfeld seconded her motion. The Committee voted unanimously to include a comma after L3 in the third bullet point.

The Committee voted unanimously for the motion to endorse and to promulgate the following statement: our belief is that:

- The School Building Committee has done a tremendous job in looking at options, communicating with the Town and collaborating with all, balancing needs and acting as full stewards for the Town.
- Options R and L1 do not provide value for money and we do not endorse them.
- We recognize that options L2, L3, and C advance educational value for our students at varying levels (which increase from L2 to L3 to C).
- We believe options L3 and C are critical for providing 21<sup>st</sup> century education, and are most excited about the educational value from option C.”

Dr. McFall said the SBC’s last meeting before the Special Town Meeting will be on Wednesday, May 30, and they will have their final discussion about what to present on June 9. The SBC will also have a discussion on their summary of recommendations.

#### 7. Update on Hanscom Budget

Document: None.

The district runs the schools at Hanscom Air Force Base for the federal government through a contract for which it must compete under procurement laws.

Mr. Creel said that the federal government’s contracting officer issued a final solicitation to the district today, and the district sent their proposal to the federal government. The date for receiving proposals was extended to May 31, 2018, so the district will re-submit its proposal. He said there would be no contract awarded in the next several weeks, and the district is past the date at which it is required to notify the Teachers’ Association of potential reductions in force. He noted it was past the time the district normally sends agreements to teachers.

Mr. Creel reported that he heard from the Department of Defense Educational Activity [DoDEA] that the federal government intends to award the contract to the district, but Mr. Creel said he did not think that the contract would be awarded until June 15 or later. Dr. McFall expressed her concern to the government about the timeline for the award and said that the district should hold off on sending agreements to teachers until they were certain the district would be awarded the contract and provide assurance to the faculty.

Mr. Christenfeld said that the Lincoln Teachers’ Association should be updated. He asked that they not send agreement letters to different groups of teachers at different times and wait to send the agreements to all of the teachers at the same time.

Mr. Creel said there is no Hanscom budget at this time.

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

#### 6. Superintendent’s Report

##### 1. Radio Request Memo to Finance Committee and Capital Planning Committee

Documents: 1) Memorandum to Audrey Kalmus, Chairperson Capital Planning Committee, and Jim Hutchinson, Chairperson Finance Committee, from Becky McFall, Superintendent, RE: Request for Use of Operational Funds for Purchase of Radios, dated May 18, 2018; 2) Town of Lincoln, FY19 Capital Funding Request Form, dated September 29, 2017, District-wide Safety/Security Radio System

Dr. McFall wanted to present the capital request for a two-way radio system to be used in an emergency or crisis situation on the Lincoln campus. The request was partially funded at the Annual Town Meeting in March, and it gave the administration 37 walkie-talkie radios of the 62 that they had requested. Dr. McFall said the system was a linchpin to improve the processes during emergencies, and she said there was no way to say that they could communicate with everyone on campus at this time.

Dr. McFall said there were funds that the administration could use to obtain the remaining 25 walkie-talkie radios for a cost of \$16,874.00, but she said it was a capital request that had to be heard by the Finance and Capital Planning Committees. She drafted a memorandum to send to the Committees and asked whether the memorandum should come from her or if the Committee should also be named on the memorandum. She requested the Committee's approval to pursue the request.

Mr. Christenfeld asked the Committee if they endorsed the memorandum, and Mr. Borden and Mr. Schmertzler said yes. Mr. Christenfeld indicated that the Committee should be included on the memorandum with Dr. McFall. Mr. Creel suggested that they add into the memorandum that the radio issue was discussed at the May 24 meeting, and the Committee endorses the use of budget funds to pay for the remaining 25 radios.

Mr. Schmertzler moved, and Mr. Borden seconded, the motion to endorse the draft memorandum dated May 18, 2018 to the Chairpersons of the Finance and Capital Planning Committees as revised above.

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

Dr. McFall reported that she and Dr. Rose attended last night's concert at Hanscom. She said it was wonderful with great student solos. She thanked Howard Worona for his work. She said that an 8<sup>th</sup> grade student taught, coached, and directed a piece during the concert.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose had no updates.

## 8. Policy

1. Review Proposed New Policy IMDB, Accommodations for Religious and Cultural Observances, Second Reading

Documents: 1) Draft, Lincoln Public Schools, Policy File: IMDB, Accommodations for Religious and Cultural Observances, undated; 2) Bedford File: IMDA, Religious and Cultural Holidays Policy, Approved May 9, 2017; 3) Concord-Carlisle, File: IMDA, Accommodations for Religious and Cultural Observances,

Approved December 12, 2017; 4) Westford, Religious Holiday Observance, Belmont, Wayland

Dr. McFall said that the new policy IMDB includes pieces from the eliminated ILE, Testing on Religious Holidays. Ms. Mitchell asked why they were not using the language from other towns on excusing absences, and Dr. McFall said there was no penalization for an absence for religious and cultural observances. Ms. Mitchell said that students who are out of school because of a religious absence but otherwise have perfect attendance, the students should be considered to have perfect attendance. Dr. McFall noted that absences are required to be reported to the Department of Elementary and Secondary Education [DESE], and parents have choices, but she was not sure that being out of school for a religious holiday was a category of reporting.

Ms. Mitchell was concerned about teachers planning things at certain times of year, and Mr. Borden said it could create a burden as there could be many holidays to account for, and he wanted to keep the policy as it was presented.

Mr. Christenfeld moved to approve Policy IMDB, Accommodations for Religious and Cultural Observances, as presented.

Ms. Mitchell asked that they add the words, “have that absence excused and shall” to the second sentence so that it reads, “Any student who is absent because of religious or cultural observances shall have that absence excused and shall be provided the time and the opportunity to make up missed work, activities, and/or assessments.” Mr. Borden seconded the amended motion.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Policy IMDB, Accommodations for Religious and Cultural Observances, as revised.

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

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$783,097.39 and the accounts payable warrant totaling \$90,429.55 for a total of \$873,526.94. 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.

Mr. Christenfeld thanked Mr. Creel for his work.

## 10. Old Business

None.

## 11. New Business

### 1. Review Implementation of JICFB, Bullying Prevention Policy

Document: Lincoln Public Schools, Policy File: JICFB, Bullying Prevention, Revised at School Committee Meeting of November 17, 2016

The Committee discussed the policy earlier in the meeting, during Item 5.4, Update on Bullying Prevention and Intervention Plan Revisions.

#### 12. Approval of Minutes

None.

#### 13. Information Enclosures

Documents: 1) Letter to Ms. Samantha Sullivan, Raytheon, from Rebecca McFall, Ed.D., Superintendent, dated May 18, 2018; 2) Town of Lincoln, Massachusetts Agreed Upon Procedures Report on the End of Year Financial Report, June 30, 2017, by Giusti, Hingston and Company, Certified Public Accountants, Georgetown, MA 01833, dated April 30, 2018

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

#### 14. Adjourn for the Purpose of Entering into Executive Session

On motion by Mr. Christenfeld, seconded by Mr. Schmertzler, the Committee voted unanimously to go into Executive Session for the purpose of discussing FY19 wages for non-union personnel and discussing A.F.S.C.M.E. (Custodial) Collective Bargaining Agreement. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Mr. Schmertzler, yes; Ms. Mitchell, yes. The Committee would return to open session. The open session adjourned at 10:47 pm.

#### 15. Executive Session

#### 16. Return to Open Session for the Purpose of Ratifying the 2018-2021 A.F.S.C.M.E. Collective Bargaining Agreement

Document: 2018-2021 A.F.S.C.M.E. Collective Bargaining Agreement

Mr. Christenfeld called the open session to order at 11:06 pm.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to ratify the 2018-2021 A.F.S.C.M.E. (Custodians) Collective Bargaining Agreement as presented.

The Committee voted unanimously for the motion.

#### 17. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 11:07 pm.

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

Respectfully submitted,

Sarah G. Marcotte  
Recording Secretary