

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 7, 2018
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln
OPEN SESSION

Present: Peter Borden (Vice Chairperson), Al Schmertzler, Tara Mitchell, Laurel Wironen (Hanscom Educational Liaison). 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: Tim Christenfeld (Chairperson), Jena Salon, Simone Johnson (METCO Representative).

1. Greetings and Call to Order

Mr. Borden, Vice Chairperson, called the open session to order at 7:02 pm.

2. Chairperson's and Members' Reports

Ms. Mitchell said that the EDCO Board chose Nadine Ekstrom as their new executive director. Ms. Ekstrom will begin her new duties in July. Ms. Mitchell said she is excited because Ms. Ekstrom has energy and spirit.

3. Public Comments

None.

Please note: The Committee heard some of the retiree recognitions before Mr. Schmertzler arrived. The Committee voted on item 4, Consent Agenda, after Mr. Schmertzler arrived when there was a quorum of three voting members. For ease of following the agenda items and minutes, I have not changed the order of the agenda items.

4. Consent Agenda

1. Accept \$100.00 Donation from Jacques Cohen and Diana Beaudoin
Document: Memorandum to School Committee and Becky McFall,
Superintendent, from Buckner Creel, dated May 31, 2018

Mr. Borden moved, and Ms. Mitchell seconded, the motion to accept a gift of \$100.00 from Jacques Cohen and Diana Beaudoin in appreciation of Maureen Richichi, Lincoln School and Town Nurse, to be deposited into the Retired Teacher Gift Account to support the health services of the Lincoln School.

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

Mr. Borden thanked Mr. Cohen and Ms. Beaudoin for their generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Retiree Recognitions

Document: None.

Dr. McFall said that this year the district has an extremely distinguished group of retirees who have given much service to the district and served in many capacities. The retirees have contributed to the district's culture and have been outstanding colleagues. She said it was bittersweet to celebrate the retirees, especially because they have much institutional knowledge that will be gone. Dr. McFall expressed gratitude and appreciation for their work, noting that each has made a great difference. Each retiree received a gift of a rocking chair or a lamp.

Jennifer Wolf, Coordinator for Student Services, and Lynn Fagan, Preschool Coordinator, presented for Laurie Berkowitz, Lincoln School and Lincoln Preschool Speech/Language Pathologist. Ms. Berkowitz served as a speech/language pathologist for 30 years, with 26 of those years in Lincoln. Ms. Fagan noted that they have worked together for 24 years, and Ms. Berkowitz helped to establish the integrated Preschool. Ms. Wolf and Ms. Fagan thanked her for creating an environment for students where learning was always fun. Ms. Berkowitz said she was grateful to have worked in the district for such a long time.

Mr. Schmertzler arrived at 7:11 pm.

Sarah Collmer, Lincoln K-4 Principal, presented for Therese Green, District Science Enrichment Teacher. Over Ms. Green's 25 years working for the district, she served as a science teacher, specialist, team leader, and Lincoln Teachers' Association President. Ms. Green developed the science enrichment program and brought Lego Robotics and the Wetlands Boardwalk to the district. Ms. Green thanked the district for the nice send off, noting that she had 12 more teaching days with 415 report cards to write. She taught over 8,000 students and wrote 24,000 report cards and many Lincoln School Foundation grants.

Sharon Hobbs, Lincoln 5-8 Principal, presented for Rosemary Heffernan, Lincoln School 5-8 Grade 7 Mathematics Teacher. Ms. Heffernan served the district since 2008, has taught 600 students, and made many contributions. She attended the Sargent Center overnight field trips, and her kindness, thoughtfulness, and humor helped students conquer their homesickness.

Erich Ledebuhr, Hanscom Middle School Principal, presented for Barbara Moynihan, Hanscom Middle School Wellness Teacher. Ms. Moynihan served the district for 33 years and taught 8,000 students. She was fully invested in the school and was a student council advisor, Washington, D.C. trip chaperone, and coach of many sports. She started many traditions at Hanscom Middle School, including Project Adventure and the Hopa Race, which last had 400 runners. Mr. Ledebuhr said they would miss her sense of humor and dedication. Ms. Moynihan thanked the district for the opportunity and experiences to enhance student development.

Sarah Collmer, Lincoln K-4 Principal, presented for Ingrid Neri, Lincoln School K-4 Instructional Assistant, who was not in attendance. Ms. Neri served the district for 16 years and went above and beyond. Ms. Collmer said that her creativity and collaboration with students made a positive impact, and she will be greatly missed.

Sharon Hobbs, Lincoln 5-8 Principal, presented for Maureen Richichi, Lincoln School Nurse. Ms. Richichi attended many field trips, including 74 nights of overnight

stays. She was committed not only to students, but to colleagues and staff alike. In addition to her work as a nurse, which included walking across campus with medications, she served on committees in Town. Ms. Richichi thanked the district and Town for their strong support for health services, noting that the model really works. She said that she was very grateful for and loved her time in the district.

Dr. McFall and the Committee congratulated the retirees, thanked them for their service, and wished them well.

2. Scholarship Committee Report

Document: Report to the Lincoln School Committee from the Lincoln Scholarship Committee, dated June 7, 2018, by Barbara Slayter, Appointee to the Scholarship Committee

Mr. Borden welcomed Ms. Barbara Slayter, the Committee's Appointee to the Lincoln Scholarship Committee to present the end-of-year report. The Lincoln Scholarship Committee provides awards and scholarships to graduating residents of the Town. The Committee sent fundraising letters to all Lincoln residents in March. This year they received over \$6,225 in contributions, with most in the \$50 to \$100 range, but one of \$15 and one of \$1,000. Ms. Slayter said that the Scholarship Committee received applications from 6 students for the two awards and Ogden Codman Trust Scholarships, and 4 applications for the additional needs-based scholarships.

Ms. Slayter said the Scholarship Committee gives two awards, the Sumner Smith Community Service Award and the Fannie S. Campbell Academic Award. Each award is a one-time honor of \$500. This year's recipients were Brigitta Salvesen-Quinn and Emily Glass. The Committee also gives two Ogden Codman Trust Scholarships, the Ogden Codman Trust Scholarship of \$5,000 per year and the Ogden Codman Trust Opportunity Award of \$2,500 per year, in conjunction with the Ogden Codman Trust. This year's recipients were Ruby Carmel and Josephina Mitchell.

Ms. Slayter said the Committee will decide the recipients of the needs-based scholarships on June 15. The needs-based scholarships are \$2,000 to \$4,000 each. The Codman dinner will be held on Tuesday, June 26, and the winners will be announced. Ms. Slayter said that the Committee donates \$12,000-\$15,000 in scholarships per year.

Ms. Slayter said that the applicants were a group with great social sensitivity. Two of the applicants had significant farming experience, and other students worked on diversity, mentoring, and violence prevention.

Ms. Slayter said that applicants to the Scholarship Committee had to submit the Free Application for Federal Student Aid [FAFSA] to the Committee for the first year.

Ms. Slayter serves on the Scholarship Committee with Carolyn Dwyer and Nancy Marshall, and they work with Ken Mitchell and Susan Taylor from the Ogden Codman Trust.

Ms. Slayter said that Boston residents are not eligible for the awards or scholarships because the language that set the awards and scholarships up requires that recipients be Lincoln residents. She would like to discuss the issue because Boston students are highly qualified.

She said the Scholarship Committee would like to increase the number of Lincoln households that contribute and accepts contributions at any time of year. The Committee

sent letters to families to make them aware of the awards and scholarships. Mr. Borden asked for the address where donors could contribute. It is Lincoln Scholarship Committee, P. O. Box 6283, Lincoln, MA 01773.

Mr. Borden thanked Ms. Slayter for her time and report.

3. Review 2018-2019 Strategic Plan, First Reading

Documents: 1) Draft, Lincoln Public Schools Strategic Plan, 18-19, last updated June 7

Dr. McFall thanked the Committee for their time on Tuesday at the Strategic Planning Session with the Administrative Team. She said that since that meeting, the administrative team has had their conversations and edited the draft. Dr. McFall presented the latest draft #4. She said the sections highlighted in yellow are where the team made changes. She said that they edited in the blue bar at the bottom of the page. Under Strategic Objectives, the change under Educator Growth and Innovation was to add “and equity for all students” to the end of the sentence. Under Strategic Priorities, C2, she added “to examine data of subgroups and reflect on outcomes” after “student’s learning and growth and”. Under Strategic Priorities, D2, she added “and consider the impact of intersectionality for students” to the end of the sentence. Dr. McFall said that some students belong to more than one group, for example, the state’s definition of “high needs” includes several kinds of high needs, such as low income.

Ms. Mitchell asked if data was in the document enough to support the goal of using data to inform instruction.

Mr. Borden said the Strategic Plan will come back to the next meeting for a second reading.

4. VOTE on FY19 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 there is no Hanscom budget at this time. No contract has been awarded yet, but he hoped that the contract would be awarded to the district next week. He received positive feedback from the Department of Defense Educational Activity [DoDEA] on the technical proposal.

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

5. 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. The architects developed 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. The cost of L3 was estimated to be \$93.9 million,

and the cost of C was estimated to be \$97.8 million. Voters will be asked to choose a design concept at the Saturday, June 9 Special Town Meeting, which starts at 9:30 am.

At the last meeting, the Committee voted 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 21st century education, and are most excited about the educational value from option C.”

Dr. McFall encouraged all to participate in the Special Town Meeting and to vote. There is information on the different designs at the School Building Committee’s website, www.lincolnsbc.org, and the Town’s website, www.lincolntown.org. She said that the outreach subcommittee has done a great job sending communications to residents. Dr. McFall noted that there will be a document of frequently asked questions at the Meeting.

Mr. Borden added that Selectman Jennifer Glass and the team have done an outstanding job, and there is much discussion, passion, and interest. He said people are asking for information. He also encouraged people to attend and to bring their lunch. LEAP will provide babysitting services.

6. Superintendent Summative Evaluation

Documents: 1) 1) Memorandum from Tim Christenfeld, School Committee Chairperson, to School Committee and Rebecca McFall, Superintendent, Re: Superintendent Summative Evaluation Procedure, dated May 3, 2018; 2) Lincoln Public Schools, Annual Superintendent Evaluation Timeline; 3) Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents, Prepared by the Massachusetts Association of School Committees, Revised, November 2012; 4) Superintendent’s Annual Plan, 2017-2018, Approved at September 7, 2017 School Committee Meeting

Mr. Borden said he would like to complete Dr. McFall’s summative evaluation when Mr. Christenfeld and Ms. Salon were available. The members have filled out their individual summative evaluations, and Mr. Christenfeld compiled them for a composite evaluation that needs to be signed.

Mr. Borden said the summative evaluation for Dr. McFall will occur at the next meeting, June 21.

7. VOTE to Appoint 2018-2019 Voting Member to CASE and EDCO Collaboratives

Document: None.

Lincoln is a member of the Concord Area Special Education [CASE] and Educational Collaboratives [EDCO], and state regulations require committees to delegate voting members, who have to be the superintendent or a member of the School Committee, to the boards of directors of each collaborative for the year. Dr. McFall currently serves on both boards as the voting member. Ms. Mitchell currently serves as the non-voting member to the EDCO Board of Directors.

Mr. Borden moved, and Mr. Schmertzler seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and the Concord Area Special Education [CASE] for 2018-2019.

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

Ms. Mitchell volunteered to be the non-voting member to the EDCO Board of Directors.

Mr. Borden moved, and Mr. Schmertzler seconded, the motion to appoint Ms. Tara Mitchell as a non-voting member to the Board of Directors for the Educational Collaborative [EDCO] for 2018-2019.

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

Mr. Borden thanked Dr. McFall and Ms. Mitchell for their willingness to serve.

Additional Report Only: Special Education Parent Advisory Council (SEPAC)
End of Year Update

Questions and Answers

Document: Lincoln SEPAC, Year End Report, 2017-2018

The SEPAC collaborates with the district to give input into and support for the programming for students who have special needs.

Ms. Emmons said that she meets on a monthly basis with the SEPAC Chair, Kelly Anne O'Connor. She noted that the SEPAC hosted presentations, including one on mindfulness. 7th and 8th graders attended. Ms. Emmons also presented a session on Navigating the Individualized Education Plan [IEP].

Ms. Emmons said she and Ms. O'Connor will meet for a half day during the summer. The SEPAC now has a website and sends flyers on their programs and resources. Ms. Emmons said they will put their presentations on the SEPAC website.

Mr. Borden thanked Ms. Emmons and the SEPAC for their work.

6. Superintendent's Report

Document: None.

Dr. McFall asked the Committee to approve the enrollment of an employee's child into the Lincoln Preschool. She said that after being approved, one employee decided not to enroll their child in the Lincoln Preschool, so there was a space available for the new request.

Mr. Borden moved, and Mr. Schmertzler seconded, the motion to approve the enrollment of Henry Collmer into the Lincoln Preschool for the 2018-2019 school year subject to the continued employment of his parent.

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

Mr. Borden thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose said they started their work on the three-year literacy initiative on both campuses in grades K through 5. She reported that many teachers felt that the district has not had a cohesive literacy program, and it can be confusing for students. She said that the needs assessment for the program was done before she arrived. The district will use common tools and move forward with Lucy Calkins' program, Units of Study.

Dr. Rose said the district will be investing heavily to bring literacy educators Clare Landrigan and Tammy Mulligan from Teachers for Teachers. Dr. Rose said they have expertise in literacy tools, curricula, and complex change processes. The district began their work with Ms. Landrigan and Ms. Mulligan last week, and they will come to Institute Day in 2019 and to Wednesday afternoon professional development sessions six times in the year. She said there will be constant on-ground support for teachers, and the approach is about professional development and not curricula. Dr. Rose said she thought teachers would learn a lot.

Mr. Borden thanked Dr. Rose for her work.

8. Policy

None.

Ms. Mitchell reviewed the progress on the review of the Policy Manual this school year. The Committee set a goal to review 10% of the policies and reviewed more than 35 policies. She noted there were 10 others on their list, but they did a good job in reviewing more than 10% overall. There will be a new list for next year, and she will write a summary of this year's work for the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$807,111.75 and the accounts payable warrant totaling \$348,840.70 for a total of \$1,155,952.45. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Borden 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. Borden thanked Mr. Creel for his work.

2. Preschool Fees

Document: Memorandum to Dr. Rebecca McFall, Superintendent, and Buckner Creel, Administrator for Business and Finance, from Lynn Fagan, Preschool Coordinator, Re: Preschool Fees, dated June 1, 2018

Mr. Creel reviewed Ms. Fagan's memorandum, noting that the Committee last approved tuition fees for the Lincoln Preschool for a three-year period in 2015, and there were increases implemented over that three-year period. These tuition fees for the Preschool are paid by parents who have students who do not have needs for specialized instruction; parents who have students who have specialized needs who qualify receive free education. There are comparable programs around Lincoln with higher fees, but Ms. Fagan would like to encourage parents to participate. Mr. Creel and Ms. Fagan recommended that the Committee vote to keep the fees the same for FY19 and FY20 and then revisit the issue. Mr. Creel said they would like to notify parents a year in advance if the tuition fees were to be increased.

Ms. Mitchell was concerned that the fees did not cover the costs and asked if they needed more specialists. Mr. Borden asked if it would impact the program if the tuition fees were increased. Mr. Creel responded that there were no problems funding it, but the administration would look at the issue in the next budget cycle. Ms. Emmons noted it was a balance that the district is legally required to provide for students with special needs from age 3 and older. She said Ms. Fagan will look at other models as the costs will not cover the services.

Dr. McFall said that with the new Hanscom Primary School opening, there will be more space, and the Hanscom students currently at the Lincoln campus Preschool will be moving to the Hanscom campus. There may be spaces for more students in Lincoln when the move happens.

Mr. Borden moved, and Ms. Mitchell seconded, the motion to approve the schedule of fees for the Lincoln Preschool for FY 19 and FY 20 as presented with the understanding that the Committee will revisit the fees for FY 21.

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

3. Re-affirm Summer Warrant Process

Document: None.

Mr. Creel said that the warrants and payroll are required to be approved by the Committee, even in the summer months when the Committee does not meet as regularly. For the past few years, the Committee has voted to give the authority to the Chairperson to approve the warrants on a bi-weekly basis during the summer. Mr. Creel said the process has worked well and recommended that the Committee "deputize" the Chairperson to approve the warrants. He added that Massachusetts General Law allows the Committee to approve someone to approve the warrants.

Mr. Borden moved, and Ms. Mitchell seconded, the motion to reaffirm the summer warrant process and to appoint Mr. Timothy Christenfeld as Chairperson to approve the summer warrants.

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

10. Old Business

None.

11. New Business

Document: None.

Ms. Mitchell said that there will be one or two planning meetings over the summer to review the Committee's goals. She will send a poll to determine dates.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Agreement of Services School Physician for 2018-2019; 2) Letter to Ms. Trintje Gnazzo and Ms. Heather Veague, Lincoln School PTO Co-Chairs, from Rebecca McFall, Ed.D., Superintendent, dated June 1, 2018

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

14. Adjournment

On motion by Mr. Borden, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn the meeting at 8:29 pm.

The next School Committee meeting is tentatively scheduled for Thursday, June 21, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary