

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, August 30, 2018
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Al Schmertzler, Jena Salon, 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: Simone Johnson (METCO Representative).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:03 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld reported that the School Building Committee [SBC] has been meeting every Wednesday evening, and it has been an action-packed summer. He said on Wednesday, September 5, there will be two public forums on the Lincoln school buildings, one from 8 am to 10 am and one from 7 pm to 9 pm, both in the Reed Gym. He encouraged the public to attend. Dr. McFall will send an email about the forum.

Mr. Christenfeld said that the SBC will meet on Wednesday, September 12, and at that meeting the SBC will finalize the plans for cost estimates. The SBC expects to have more information on costs by its meeting on September 26. The SBC will present the design to the Town at a Special Town Meeting for a vote on December 1. He noted that the SBC is optimistic about the building and the design, which has hubs, a commons, and a link. The design is also energy net zero.

Mr. Creel said the SBC and the process has used a collaborative approach and will bring value to the Town. Dr. McFall has been impressed with the number of people who attend SBC meetings and credited Co-Chairs Chris Fasciano and Kim Bodnar for bringing all people into the formal meeting process. She noted that the meetings are on video. She said last night's meeting was a good example of high-level collaboration between the architects [SMMA] and Town members with architectural expertise. She noted the input from the residents has resulted in a better design.

There is information on the building design at the School Building Committee's website, www.lincolnsbc.org, and the Town's website, www.lincolntown.org.

Ms. Mitchell thanked Mr. Christenfeld, Dr. McFall, and Mr. Creel for their work on the SBC.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gift of \$750 from Civil War Preservation Trust

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Civil War Preservation Trust, dated June 26, 2018

2. Accept Gift of \$300 from Bedford Cultural Council

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Bedford Cultural Council, dated July 9, 2018

3. Accept Gift of 27” Monitor from Herman Karl

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Gift of Apple monitor, dated July 10, 2018

4. Accept Gift of \$400 from the Society of St. Vincent DePaul

Document: Memorandum to School Committee, from Sarah Collmer, dated June 21, 2018

5. Accept Gift of \$500 from Anonymous Donor

Document: Memorandum to School Committee, from Sarah Collmer, dated June 21, 2018

Mr. Christenfeld moved, and Ms. Salon seconded, the motion to accept a gift of \$750.00 from the Civil War Preservation Trust for the Hanscom 8th grade Washington, D.C. and Gettysburg Hanscom Cares Account, a gift of \$300.00 from the Bedford Cultural Council for Hanscom 7th grade students to attend the Harvard Museum of Natural History and the Museum of Fine Arts, a gift of a 27” Apple monitor from Herman Karl to support the District’s educational program, and gifts of \$400.00 from the Society of St. Vincent DePaul and \$500.00 from an anonymous donor for the purpose of educational tutoring for a Lincoln School student in need of financial assistance during the summer 2018.

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

Mr. Christenfeld thanked the Civil War Preservation Trust, the Bedford Cultural Council, Mr. Herman Karl, the St. Vincent DePaul Society, and the anonymous donor for their generous donations. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Lincoln School Security Camera Planning Discussion

Document: Lincoln Public Schools, Policy, File ECAF, Security/Surveillance Cameras In/On School Buildings and On School Buses

Dr. McFall, Mr. Creel, Mr. Ford, Facilities Manager Mr. Michael Haines, Ms. Emmons, and the principals met with SMMA, Daedalus Projects (the Owner’s Project Manager), and the Lincoln Police Department to discuss security for the new school building. Dr. McFall said there was a high-level conversation on entrances, and she shared the new policy on surveillance at that meeting. She felt that before they went

further on the design of the school buildings, a discussion with the Committee on their thoughts and approval on where cameras should be placed was needed. She said she was looking for broad answers at the level of: put cameras on the exterior of the buildings only, at the entrances to school property or on the buildings, on the interior of the building. She will bring the information to the design team on where to place the cameras and what the equipment will be. She said there will also be a meeting for the public to discuss the issue.

Dr. McFall said that there are cameras at the entrances that show people's faces at the doors, and the district is not recording anything with the cameras now. Mr. Borden wanted to know what the intent of using cameras was—safety or forensics. He said unless he was advised otherwise, he thought no forensic use of cameras was needed, but he would listen to advice on safety. Dr. McFall said the Police Department and administration were on the same page that cameras do not provide safety except in allowing for control of who enters the campus and the buildings. The school personnel can see who is coming up to the doors, which could help before something happened, but the cameras will not be monitored all the time. On a forensic basis, she was at first against using cameras because of privacy, but has shifted her thoughts because in conversations with other superintendents at the CASE Board meetings, all districts except Bedford have and use cameras. The cameras were included with their building projects. She said that people are used to being videoed in many places now. In addition, some districts have had serious events in their schools, and with cameras, districts can determine what has occurred and can act quickly. She noted that there have been incidents on campus, and it takes much investigation without a camera to find out what happened. Using cameras saves time, and the administration can make better decisions on the outcome of incidents. She said it was tricky, and she was not advocating for cameras in every classroom, but it could help in the halls.

Dr. McFall said the Police Department would like the schools to have cameras on the outside, but the Department does not want a direct connection to the video from the schools. Mr. Christenfeld said that the new paging system would help in an incident during the times when the police and public safety would be traveling to the scene. Ms. Salon said that the security consultant mentioned that there was a liability if there was a gap in camera coverage, and Mr. Creel said that the building perimeter is over a half mile, so complete surveillance of the outside would be tough. Dr. McFall said that it sounded like there was support for cameras on the outside of school buildings in key areas, such as where expensive equipment was stored and the entrances. She said that cameras could also be helpful to see who goes into and out of bathrooms on the inside of the building. Mr. Borden asked that the design plan for the buildings include items that would enable the administration to expand the use of cameras later if needed.

Mr. Borden said that cameras could be used for safety, forensics, and deterrence. Mr. Christenfeld said the discussion of using cameras on school buses at first brought up that using cameras could deter bad behavior, but after students are used to being videoed, that wears off.

Mr. Schmertzler said there could be an advantage to reminding people that they are being videoed and security devices are being used. Mr. Borden was concerned for staff members' and residents' privacy. He did not think encrypted video was enough to keep the video secure and that we needed sufficient security on the entire video system.

Ms. Mitchell asked how the principals felt about having cameras, and Dr. McFall said she thought they would like to have cameras to help with investigations of incidents. The decisions are about whether to place them at entrances of buildings, on the perimeter of the campus, and whether cameras would be inside buildings, and if so, where would the cameras be placed inside—in hallways, in classrooms, or at the entrances of rest rooms. Mr. Borden suggested that cameras be placed at entrances, in hallways, and at the entrances of rest rooms but not inside the rest rooms, and that the district set up the technical capability to install cameras inside classrooms and around the perimeter, but not right away. Mr. Christenfeld asked whether they should have recording devices or not.

Dr. McFall said that any equipment that is installed now would be paid for through the operating budget, but that cameras that are installed in the new building would be purchased as part of the capital budget for the school building. If the money for the cameras is not included in the building project, the administration would have to ask the Capital Planning Committee for funding. Mr. Ford said the cost would likely be in the six-figure range. Dr. McFall said she would like to have high-quality cameras and equipment to capture good video.

Mr. Ford noted the project would be expensive but would save administrative time. He said that with the graffiti incident that occurred in the last couple years, it was not good not to be able to give parents answers. He said more information could help, but he was concerned that if the district placed a small amount of cameras that did not cover enough area, it would not help. Dr. McFall included that there are new laws that do not allow children under 12 to be charged with a criminal offense.

Mr. Borden said that regarding safety, the cameras would not be used to watch the environment, and that 90% of the time the administration would look at the video because an incident had occurred. Dr. McFall asked if the members agreed with Mr. Borden to make sure the campus was camera ready and that a system be built that could allow for expanding the use of cameras or if more conversation was needed. Mr. Christenfeld asked if it would be more or less expensive if they bought the equipment now or later. Mr. Borden suggested that they consider including a low cost, medium cost, and high cost options for camera systems in the building project budget knowing that if they put in one cost, it could be cut in the value engineering exercise. Ms. Mitchell agreed and asked what low, medium, and high costs options were. She suggested that low could be considered the cameras on the exterior, and Mr. Borden said the minimum would be the devices and to be camera ready. Dr. McFall said a low cost option would only include coverage at the key entrances and camera readiness. Mr. Ford said the cabling and wiring were needed for the low cost also, but that the costs come from the cameras and the storage size needed to keep the video footage.

Mr. Christenfeld accepted cameras at the entrances to buildings, but for those anti-camera people, more cameras and coverage than that is a big leap. He asked if the Committee was making that leap. He asked what was a viable medium; the cafeteria, locker rooms, key places, seven cameras? Dr. McFall said they know where incidents occur in the schools—bathrooms and outside. Mr. Borden indicated that he was fine making the leap but cautioned that capturing all places would be too much, so he suggested starting at those “hot spots,” and they could increase coverage if needed. Dr. McFall said the principals have to ask her to retrieve the video.

Dr. McFall said that the study and recommendations that the experts prepared on cameras a year or so ago is in draft form, so the study was not a public document, but they would look at the recommendations for where to place the cameras. She mentioned that they could place cameras on the yard and at the entrance to the campus, but Mr. Ford warned there could be issues because they could capture the vehicle license plates of all entering and leaving the campus, and Dr. McFall indicated that it could be a problem with the community if the cameras captured vehicles traveling on Lincoln Road. She also said that covering the parking lots could be a problem. It was recommended that they not use cameras on the parking lots and the cameras should just focus on the school building.

Dr. McFall summarized her understanding of the discussion: The Committee wanted her to start with the building plan and put cameras outside on the key entrances to school buildings and on building hot spots. She also understood that the Committee wanted to build in conduit for cameras where they might be expanded later. Mr. Borden said that he would like the Town to decide on the expenditure for the video system so as to be on record.

Dr. McFall said the next steps were that she would give SMMA the information on the discussion and guidance and ask them to bring a preliminary design and bring that design to a Committee meeting or a meeting with SMMA.

Mr. Christenfeld thanked Dr. McFall for her work.

2. School Committee Goals, First Reading

Documents: 1) Lincoln Public Schools, School Committee Goals 2018-2019, undated; 2) Lincoln Public Schools, School Committee Strategic Objectives and Priorities 2018-2019, Strategic Priority Map 2018-2019

Mr. Christenfeld thanked Ms. Mitchell for updating the Committee's goals for the new school year. At their workshop meetings over the summer, the Committee discussed these goals. Ms. Mitchell said that on the Strategic Priorities boxes on the goals list, she changed the wording in A1, A2, C2, and in B1, she changed the percentage to 20%. She noted that the Committee would review each policy in the manual every six years. She included that the school building would be a huge focus this year, and the Committee suggested that she add the words, "and advocate" after the word "discussions".

Ms. Mitchell said that the Strategic Objectives and Priorities document took the priorities and laid out the actions and outputs and is a rough draft. She asked that the members email her if they had any suggestions. She noted that the document would be used to keep them accountable for their work.

Mr. Christenfeld said the Committee would vote to accept the documents at the next meeting.

3. Superintendent's Annual Plan

Documents: 1) Memorandum to Lincoln School Committee from Rebecca McFall, Re: Superintendent's Annual Goals for FY19, dated June 14, 2018; 2) Draft Annual Plan goals for 2018-2019; 3) Superintendent's Annual Plan for Evaluation

Dr. McFall said this was the second reading of the draft plan she submitted in June 2018. She has had the opportunity to consider her goals and has revised her plan since the June meeting. She updated several of her goals and has five goals—one Student Learning goal, two Professional Practice goals, and two District Improvement goals.

Dr. McFall said on her Student Learning goal, they will continue to work on the collaborative practices work, and she and Dr. Rose will co-lead with the principals, and Dr. Rose will work with the Curriculum Leadership Team. Dr. Rose will also continue with the learning walks.

Dr. McFall said that the two Professional Practice goals are similar to last year's, and both goals have side letters with the Lincoln Teachers' Association [LTA]. The first one is to "provide support and guidance to the Assistant Superintendent and Director of Technology as they carry out an assessment review process." While she noted that the work is not directly hers, she coaches, guides, and supports the two who do carry out the work. Dr. Rose and Mr. Ford have worked on the assessment review process this summer and are working with the teachers on the Steering Committee. Dr. McFall said this is the second year of a three-year process, and it has taken a long time for the LTA to find representatives to help with this work. The second goal is to "work with the Administrative Team and key faculty to review our course offerings, staffing, and scheduling across the district." She said this goal is a big project, and this year they will be able to scope out the benchmarks and identify the steps to take.

For the first District Improvement goal, the Lincoln school building project, there is a lot of work to be done, and the work will be very intense from now until December, and it will encompass many details.

Dr. McFall said that she has stepped back from the second District Improvement goal to facilitate a process to develop a Lincoln profile of a graduate and said that she may not use the Farmington, Connecticut school district's work as a template for how to design instruction to get to the outcome of the graduate profile. She would like to create a profile that works for all parents, students, faculty, administrators, and the community so that there is a shared sense of ownership and commitment.

Mr. Borden thought the idea of the profile was exciting, and with innovation and the school building, it could address the question of what the purpose of the modern school is. Dr. McFall said the student profile was a core document on the strategic plan for the Connecticut school district. Mr. Christenfeld said that engaging in that conversation was an end in itself. Dr. Rose explained that the vision for the type of instruction to get to that profile of a graduate is what the product drives. She said that some aspects could be about process, and some could be about what drives daily decisions.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the Superintendent's Annual Plan as presented.

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

4. Results of Hanscom Middle School Radon Testing

Documents: 1) Letter from Dr. McFall to the families of students at Hanscom Middle School, dated August 28, 2018; 2) Letter from Dr. McFall to the staff of the Hanscom Middle School, dated August 28, 2018

Dr. McFall reported that the Hanscom Bioenvironmental Squadron has found that there are radon levels above the threshold for action at the new Hanscom Middle School. She said that two communications went out on Tuesday. She said that radon testing is required for all new buildings on Air Force Bases. In June, the district received the results of the testing for the new Hanscom Middle School, which showed that there are elevated levels of radon, from 3 picocuries per liter up to 9.84 picocuries per liter. The level is at an actionable level, and the level requires mitigation within three years. She has been working with the Department of Defense Educational Activity [DoDEA], the Base leaders, and the project manager to develop a communication plan and a list of information about the testing results. There will be two sessions, one for parents and one for HMS staff, on September 17 where she will introduce the issue and will have environmental experts at the meeting to answer questions.

Dr. McFall said that the levels are low levels even though they are actionable levels, and she said there was no concern on having students occupy the school buildings at Hanscom. There is a plan for mitigation this year, and they will have a full plan available at the September 17 meeting, but may not know when the mitigation will be finished. The work will be done during school vacations, and the slab will have to be drilled to place piping to release the radon gas.

Dr. McFall said they learned of the higher radon levels the day after the slab was poured for the new Hanscom Primary School building, and the project for the Primary School will include mitigation during the construction phase.

Dr. McFall invited the members to the sessions and asked that the members let her know if they would like to attend so that they can gain access to the Base. Dr. McFall added that she received an email message from a parent who works in the radon field who said that the levels were low. She said that if it were a big issue, the district and the Base would have closed the schools.

Additional Reports Only on:

- Extended School Year Programs
- Faculty Members Receiving Professional Status

Documents: 1) Memorandum to School Committee and Dr. Rebecca McFall, Superintendent, from Mary Emmons, Administrator for Student Services, Lynn Fagan, Preschool Coordinator, Scott Dixson, Extended School Year Coordinator, Special Educator, RE: Extended School Year Program PK-8, 2018, dated August 25, 2018; 2) Recognition of Teachers Receiving Professional Teacher Status (PTS), August 2018

Questions and Answers

There were no questions on the reports.

6. Superintendent's Report

Update on Hiring

Document: New Administration and Faculty Appointments for 2018-2019

Dr. McFall asked the Committee for their approval to enroll an employee child into the Lincoln Preschool for the 2018-2019 school year. She noted that teacher Scot Dexter is adopting a preschool-aged child. She said that there is space for the child in the Preschool and the request is in line with the policy.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the enrollment of school employee Scot Dexter's child into the Lincoln Preschool for 2018-2019, subject to the continued employment of their parent.

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

Dr. McFall updated the Committee on the new hires. She did not have information on the number of people who left at the end of last year. She said there is one one-year appointment that remains open for a school psychologist because the two part-time school psychologists are on maternity leave. Ms. Emmons noted that the position is a .5 FTE for direct support to students and faculty and .5 FTE for assessment and is needed to build the therapeutic team. Dr. McFall said she hopes by the end of next week, they will have found someone for the position.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose said the district held the new faculty orientation for 10 new faculty members last week for two days to orient them to the district and to set the tone on the focus and priorities. She was excited to welcome veteran teachers to the district, and the students are excited to meet them too.

All new faculty will participate in the mentoring program. Mentors will be teachers who have worked for the district and are not teachers on the new faculty members' teams to avoid tension and power dynamics. Mentors receive stipends, and they will hold an end-of-year celebration.

Dr. Rose said she will report on the summer professional development work at the next meeting.

Dr. Rose was excited to report that the Hanscom Middle School has received a \$1,000.00 grant from the Dollar Store to buy new books for the 4th grade team. Dr. Rose thanked the Dollar Store for their generosity.

8. Policy

1. Review Proposed New Policy IMG, Service Animals in School (Guide or Assistance Dogs), First Reading

Document: Draft, File: IMG, Service Animals in School (Guide or Assistance Dogs)

Ms. Emmons said that there has been an increase in the use of highly trained service dogs to help students and needs to set parameters on expectations for these dogs. She noted that the proposed new policy draft comes from the Massachusetts Association of School Committee's [MASC] policy on animals in school. She adapted it to cover only service dogs.

She said that the dogs' handlers are responsible for the dogs, and the dogs who come to the district are well groomed and healthy. She said it is wonderful to watch the dogs working with the students. She said that the policy would be only for service dogs and not other animals, and this policy does not cover therapy dogs. Other kinds of animals would need to be specifically approved by the district.

Ms. Mitchell asked about emotional support animals, and Ms. Emmons said the policy was not for them. Ms. Mitchell asked if they should be more explicit and say certified service dogs and asked if it were implicit that these were not emotional support dogs. Ms. Emmons said the dogs are working dogs who help students who have mobility, hearing, seeing, and muscular problems. The district makes sure that the dogs are well behaved and explicitly trained for the students' disability. If the dog is not well behaved, the district can say that a dog is not appropriate to attend the school.

Mr. Creel asked that Ms. Emmons review accommodation in terms of what was required under the Americans with Disabilities Act. Ms. Emmons will check.

Policy IMG, Service Animals in School (Guide or Assistance Dogs), will come back to the next meeting for a second reading and vote.

Mr. Christenfeld said that the next policies to be reviewed are BB—School Committee Legal Status, BCB/GBEA—Conflict of Interest, and AD—Educational Philosophy. The policies will have their first readings at the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$709,954.70 and the accounts payable warrant totaling \$216,694.64 for a total of \$926,649.34. Mr. Schmertzler reviewed the warrants and recommended that the warrants 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. FY18 Budget Closeout

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY18 Budget status, dated August 21, 2018

Mr. Creel reviewed his memorandum on the FY18 budget. The Committee voted to pre-pay up to \$220,000 of the FY18 budget surplus for special education out-of-district tuitions and collaborative fees at the June 21 meeting, and Mr. Creel said that the administration has saved that amount for the FY19 budget. The sale of the van brought \$5,852.54 to the Town, which is included in the remainder of the monies, \$77,919.89, which was returned to the Town's Free Cash through the Finance Committee.

Mr. Creel said for the Hanscom campus, \$1,143,843.58 of unspent FY18 budget encumbrances were returned to the Hanscom Reserve Fund, which is a revolving fund for Hanscom operations.

Mr. Christenfeld thanked Mr. Creel for his work.

3. FY20 Budget Guidelines and Timeline

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY20 Budget Guidelines, dated August 22, 2018; 2) Lincoln Public Schools, FY20 Budget Development Timeline

Mr. Creel reviewed his memorandum on the FY20 budget guidelines. As Lincoln has an early Town Meeting in March, the budget process to develop the Superintendent's Preliminary FY20 budget begins now. He said the process that has been used has filled the needs and said that he will consider the reimbursements and grants to be level-funded. His memorandum had the same rubrics, goal-focused guidelines and budget process-focused guidelines as last year. He noted that this year there will be a change in compensation for secretarial staff as their contract will be negotiated in FY19. Dr. McFall noted that in item 7b, the enrollment of 550-599 students on the Hanscom campus is now called Band 4, not Band 3.

Dr. McFall said that in item 7d, the furniture, fixtures, and equipment [FF&E] is for the Hanscom Primary School. Mr. Creel said they will purchase the FF&E in the spring, and now they are identifying large bulk furniture to keep and what to replace. He did not yet have a budget estimate, but they will order at the start of 2019 for deliveries early in the summer of 2019. Some of the technology will also move to the new Primary School.

Mr. Borden asked where the public should become involved in the budget process. Dr. McFall said the team was going to be working on improvement initiatives and staffing, and now was the window for input. Mr. Creel said the principals and School Councils could also advocate for support. Dr. McFall said she would think of a communication process to let the public know how to become involved. She said it was a good reminder for her to let Town residents know about the important things so that they can become involved.

Under budget process-focused guidelines, Ms. Mitchell asked if, under item 4, the district should work with the Lincoln School Foundation [LSF] to see if any successful grants could be expanded.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the guidelines for the development of the FY20 budget as presented.

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

Dr. McFall said the Superintendent's Preliminary FY20 budget will be presented at the November 8 meeting.

10. Old Business

Document: Draft, Lincoln Public Schools, School Committee, Resource Bulletin #1, Fall 2018

Ms. Mitchell shared her draft of the School Committee Bulletin and asked for input. She would like to send it to the school community and have it on the website,

www.lincnet.org. She asked what members thought about having open office hours. She asked if members wanted to include information on the Open Meeting Law. Ms. Mitchell said she hoped to release the first edition in the fall.

Mr. Borden liked it and asked if Ms. Mitchell was at the stage to market test it. Dr. McFall asked if the members wanted to hold office hours.

11. New Business

Documents: 1) Draft letter to fill vacancy on School Committee by Tim Christenfeld, dated August 30, 2018; 2) Lincoln Public Schools, Policy File: BBBE, Procedure for Filling a School Committee Vacancy, June 12, 2014; 3) Memorandum from Tim Christenfeld, Proposed Schedule for Filling SC Vacancy, dated August 30, 2018

Dr. McFall said she wanted to acknowledge the amazing work on the opening of the school year, especially on the Lincoln campus without air conditioning. She said she has seen great progress in building the school community, and that teachers are using fun and engaging ways to engage students. She reported that she was at the Hanscom Primary School this afternoon and held the doors open for three students who were thrilled with their day at school.

Ms. Wironen said there is a new Commander on the Base. Colonel Chad Ellsworth accepted command of the 66th Air Base Group during a change of command ceremony at Hanscom Air Force Base on August 2. Ms. Wironen will meet him next Thursday. Dr. McFall said there will be a reception for Col. Ellsworth, and he will be invited to a School Committee meeting.

Mr. Christenfeld said that Ms. Salon has decided to resign her position on the Committee, and this evening is her last meeting. He expressed his appreciation for her work and her strong views. The Committee members also thanked her for her sense of fairness, social justice, and equality and concern for students.

Mr. Christenfeld said that the process to fill a vacancy on the Committee comes from Policy BBBE. The Committee will need to publish an advertisement about the vacancy, and the School Committee and Board of Selectmen will decide jointly. He would like to fill the vacancy as soon as possible because October will be very busy. He said the Committee will need to formulate questions for the candidates. Mr. Christenfeld will revise his letter and asked members to submit comments to him. Potential candidates will have two weeks to respond. He said it is likely that they will interview candidates at the September 27 meeting but is waiting for confirmation from Town Administrator Timothy Higgins for the availability of the Selectmen.

12. Approval of Minutes

Documents: 1) Draft of School Committee Meeting Minutes, April 26, 2018; 2) Draft of School Committee Meeting Minutes, August 7, 2018

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the April 26, 2018 and August 7, 2018 meetings.

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

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

13. Information Enclosures

13.1 Letter to Asya Shestopal for Donation of Selmar Clarinet

Document: Letter to Asya Shestopal from Rebecca McFall, Ed.D., Superintendent, dated July 16, 2018

13.2 Commonwealth of MA Letter to Buckner Creel re: MCPPO Recertification

Document: Letter to Buckner Creel from Joyce McEntee Emmett, Director, MCPPO Program, dated January 2018

Dr. McFall congratulated Mr. Creel for his recertification as a Massachusetts Certified Public Purchasing Official.

13.3 Letter from DESE re: National School Lunch Program Administrative Review

Document: Letter to Rebecca McFall, Superintendent, from Robert M. Leshin, Director, Office for Food and Nutrition Programs, RE: National School Lunch Program Administrative Review Agreement # 09-157, dated July 3, 2018

Mr. Creel congratulated Ms. Cathleen Higgins for the successful administrative review by the National School Lunch Program. He noted there were no corrections.

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

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn the meeting at 9:39 pm.

The next School Committee meeting is tentatively scheduled for Thursday, September 13, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary