

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 13, 2018
Hartwell Multipurpose Room, Hartwell Building, Ballfield 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: No one.

1. Greetings and Call to Order

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

2. Chairperson's and Members' Reports

Mr. Christenfeld attended this evening's PTO picnic. He said it was well attended, and many Town organizations were also in attendance. He thanked the PTO for holding it.

Mr. Christenfeld said last week's curriculum night for the Lincoln Middle School was great where Principal Sharon Hobbs had encouraged teachers to present what made teaching special for them.

Dr. McFall attended the Hanscom Middle School curriculum night the same evening.

3. Public Comments

Document: None.

Ms. Lisa Rosen, 53 Bedford Road, parent of a kindergartener, wanted to find a reasonable solution to the air temperature in the school buildings on the Lincoln campus during the warmer months. She said the school was 95 degrees at the kindergarten parent orientation, and she could not listen in class, and everyone was sweating. She asked if there was a school standard for the indoor air temperature and found a law that said it is the Committee's and the Superintendent's responsibility to provide fuel and what is necessary for the comfort of students. She brought a thermometer into her son's classroom and said when it is 80 or warmer outside, it is hotter in class than it is outside. Ms. Rosen said the situation was unfair to teachers and students, and no learning was happening. Ms. Rosen said she and other parents were willing to work with the school to identify a solution, and the parents would fund it.

Mr. Christenfeld thanked Ms. Rosen and said that the Committee would decide to discuss the issue and include it on an agenda at a future meeting.

4. Consent Agenda

1. Accept Gift of Casio Keyboard from Ken Bassett

Document: Memorandum to School Committee from Becky McFall, Superintendent, Re: Accept Gift, dated August 31, 2018

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of a Casio keyboard from Ken Bassett for music teacher Ryan Ruiz at the Hanscom Primary School.

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

Mr. Christenfeld thanked Mr. Bassett for his generous donation. The administration will send a thank-you letter.

5. Time Scheduled Appointments

1. Retiree Recognitions—Carolyn Cullinane and Gale Winchester Document: None.

Dr. McFall said that they are eager to recognize the two retirees this evening. She said it was bittersweet to celebrate the retirees and wish them well, but it was also hard to say good bye. Dr. McFall expressed gratitude and appreciation for their work, noting that each has made a great difference for students, faculty, and administrators. Each retiree received a choice of a gift of a rocking chair or a lamp.

Beth Ludwig, Principal at the Hanscom Primary School, presented for Ms. Gale Winchester, Administrative Assistant at Hanscom Primary School. Ms. Winchester has been at Hanscom Air Force Base for 32 years and is an Air Force spouse and volunteer. She worked at the Hanscom Primary School for 28 years, with almost 20 of them as Administrative Assistant to two principals. Ms. Ludwig said Ms. Winchester was a good manager for both principals, and Ms. Winchester became Ms. Ludwig's trusted professional guide, collaborative partner, loyal colleague, and friend.

Rob Ford, Director of Technology, presented for Ms. Carolyn Cullinane, District Data Manager. Ms. Cullinane served as a public servant for over 30 years, with 10 of those years in Lincoln. Mr. Ford said that she cared about colleagues and the details and had creative solutions for problems. Mr. Ford congratulated her and wished her well.

Mr. Christenfeld congratulated the retirees and wished them well.

2. School Committee Goals, Second 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 said the goals document was the same as at the last meeting. Ms. Mitchell noted that she added in C2 "and advocate" after the word "community".

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the School Committee goals for 2018-2019 as presented.

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

3. Development of School Committee Work Plans

Document: School Committee Priority Maps, on Google Drive

Mr. Christenfeld and Ms. Mitchell have reviewed the Committee's Priority Maps. Ms. Mitchell will put together an attachment of the work plans for those who cannot access Google drive. Ms. Mitchell said the Committee's Priority Maps are similar to the administration's and are to consider the items and the activities that need to happen in order to meet the goals: "What measures and outcomes will show that the goals have been met?" Ms. Mitchell asked if there were other ideas on how to engage the community. She noted that they will follow up with the work of the Harvard focus group. There will be pre- and post-emails to the community on the work, and they are also going to start a new resource bulletin. She said that at the next meeting, a new person will be appointed. Dr. McFall will send information through her Superintendent's bulletin. Mr. Borden wanted feedback from parents and suggested they send a survey to parents that asks what they want from the Committee and how they like to be informed of things, via email or other ways? Mr. Christenfeld wanted to know how often parents liked to receive email messages. He said that they also want to hear from Boston and Hanscom parents. Ms. Wironen suggested that she write an article for the Base paper and website on her role so that parents understand what the Committee does.

Ms. Mitchell said it felt awkward when the public presents issues during the public comment time because it does not seem that the Committee gives encouragement or enthusiasm for the commenters. Dr. McFall said it was a balance and suggested that the members ask more questions and obtain more information from commenters. She said there are pieces around rules of engagement that are especially important when things become contentious, and the Committee should not make decisions during public comment. Mr. Borden suggested that a member follow up with presenters or the Committee have a process so that commenters feel that they have been heard and that it was worth coming to the Committee. Mr. Christenfeld said the Committee could write to commenters. Dr. McFall said that some Committees will explain before each public comment period, and she offered to find some models from other committees.

Ms. Johnson said it was important to let Boston parents know that the Committee meetings were open for them to attend. Dr. McFall and the principals used to go to Boston to meet with parents, but there was not a large turnout, and she asked if the Committee was interested in going to Boston. Mr. Borden suggested adding to the list to poll Boston, Hanscom, and Lincoln parents to figure out their needs and desires. Ms. Johnson said email and a visit in Boston was the best way to connect with the families. The Boston parents group is not active at this time. Mr. Christenfeld said they hoped to have the new Executive Director of the METCO program attend a meeting in Boston with the Committee.

Mr. Borden asked if it would help to have a Committee meeting at Hanscom, and Ms. Wironen said it would. Mr. Christenfeld asked if the Parent Teacher Organization [PTO] had met at Hanscom yet, and Ms. Wironen said they have a full board but have not yet met, and she would find out when the next meeting was, and Mr. Christenfeld will attend.

Mr. Christenfeld said for the communication issue, the Committee will consider sending a poll, having the METCO Director come to a meeting, placing an article in the Hanscom Base newspaper. Mr. Christenfeld will attend a PTO meeting at Hanscom.

Mr. Christenfeld reviewed the #2 item: innovation. Mr. Borden liked having the topic on their plans and said he saw one potential obstacle, resistance. He asked if it was worth discussing with the Lincoln Teachers' Association [LTA]. Dr. McFall said a discussion would raise the innovation issue to a level that it has not gotten to yet. She said they were in the nascent stage of understanding innovation. She wanted to talk about the possibilities with the Committee and ask which things are interesting. She noted innovation is a big landscape, and they need a focus. She added that they do not know what they want to achieve. Mr. Borden said that "Big I" requires top down investment and training, whereas "little i" gets built into the culture. Dr. McFall said there is much "little i" happening with the collaborative practices work and the principals group. She wanted a sense of starting to see where to dig deeper. What would "Big I" look like? She said there should be a presentation of ideas to discuss. Mr. Borden said they wanted to consider things and not jump on the first or second idea. He wanted to be innovative and understand why they are innovating. Mr. Christenfeld said "Big I" innovation was what they are doing with designing the school building renovation and said there were synergies with the building process with the goals and innovation. He said that at the beginning of November, they will plan and budget for the new building, and there will be one month to give information about the building, and they may schedule a forum before the December 1 vote. Mr. Borden wanted ideas for using the hub concept spaces that are being incorporated into the building design.

Mr. Christenfeld said there will be an SBC discussion on what the Committee can do to support the effort for the December 1 vote. Mr. Borden said that for B14, he could revise the template for ideas. There should be another discussion on innovation where people bring ideas to be shared and explore the possibility of a more formal process for "Big I" and "little I".

Ms. Mitchell said the Committee will review two to four policies per meeting as time allows, and the priorities will be to review policies that were reviewed before 2002. Dr. McFall said Policy BDFEA, School Councils, is a big one to review, but she would like to hold off until December until the principals have done their School Improvement Plans and the budget has been presented. She said that Ms. Emmons would like to review JH, Policy on Student Absences, and JH-R, Administrative Guidelines for Student Make-Up Work Procedures, and needs to review it with the administrative team first. Mr. Christenfeld said that Policy KBF, Policy of Parents Visits to Classrooms, is not observed. Dr. McFall suggested Policy EBAD, Pest Management, would be an easy policy to review soon.

Mr. Christenfeld reviewed that in C1, the Intake and Committee process, the Committee created a spreadsheet, bookmarked videos, and has links for certain webpages. He said that the Lincoln-Sudbury Regional High School Committee has office hours, but parents do not come to them, and he suggested that the Lincoln School Committee try holding office hours during the day. Mr. Borden suggested that the Committee include a question in their poll about office hours. Mr. Christenfeld said the Committee could engage the community at a November forum, and he would discuss it with the SBC. After the December 1 and 3 votes on whether to go forward with the building project, there will be further discussions and much detail left. The School Building Committee will exist until the ribbon cutting for the building. Dr. McFall noted that the project will only be at the 20% design stage in December. Mr. Christenfeld said

the Committee will engage the faculty after the December vote, but Dr. McFall said that the architects, SMMA, will present to the faculty before the December vote.

Mr. Christenfeld said this year the Committee will negotiate with the Secretary's union.

Mr. Christenfeld thanked Ms. Mitchell for her work.

4. Long-term School Committee Agenda Development

Document: Lincoln Public Schools, DRAFT – FY19 School Committee-Long Term Agenda, undated

Mr. Christenfeld said that the agenda items for the Committee to discuss are included on the long-term agenda for the year. Dr. McFall said that many of the items on the long-term agenda are there from prior years, and the document is dynamic and can change. She said they can add other items once they have completed their Strategic Priority Maps. She said the administration needs to consider how to gather information for the Strategic Plan. She wanted to map out the conversations, and the Committee will have to decide what items to give up. She said there is much preparation for the budget presentation, which will occur at the November 8 meeting.

Ms. Mitchell asked that they include reviewing the School Committee goals at the February 28 meeting and a November forum with the School Building Committee. Mr. Christenfeld said he will discuss with the SBC if it is helpful to have a forum in November before the Special Town Meeting on December 1. As the School Committee meetings will be November 8 (budget presentation) and November 29, which is only two days before the Special Town Meeting. He was not sure an additional School Committee meeting was a good idea, but maybe the SBC could have a forum.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the FY19 School Committee Long-term Agenda as revised.

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

5. Planning for Policy Updates

Document: LPS Policy summary 2018_proposed plan, dated September 12, 2018

Ms. Mitchell said the Committee would review Policy BDD, School Committee-Superintendent Relationship, BDD-R, School Committee-Superintendent Relations, BGC – Policy Review and Maintenance, and EDCA-R, Use of Steinway Piano at Brooks School.

Ms. Wironen and Ms. Johnson left the meeting at 9:00 pm.

6. School Committee Subcommittee Assignments for 2018-2019, First Reading

Document: Draft Subcommittee Assignments for 2018-19

Mr. Christenfeld asked if there were any committees or subcommittees that he did not have listed on the subcommittees assignments sheet and said that there will not be custodian negotiations as they were done last year. He suggested that they include the new Committee member in the subcommittees on which Ms. Salon was serving. Dr.

McFall said that the Evaluation System Committee will be meeting this year because the Department of Elementary and Secondary Education [DESE] has made changes in the Evaluation System, but the Evaluation System Committee will meet later in the year. Dr. McFall said the Secretary negotiations will start after the budget, probably in December or January, with six to ten sessions, and the Security Committee has not yet met, but Ms. Emmons would like to have smaller groups, and the administration would like a School Committee member on it. Dr. McFall said she was not sure that the Report Card Committee was going to meet this year.

Mr. Christenfeld mentioned that Ms. Salon served as the liaison to the Town's Marijuana Committee, but he understood that that Committee has finished its work. He also suggested that the meeting minutes be reviewed on a rotating basis. He asked that members let him know if they would like to serve on different subcommittees. The Subcommittee Assignments list will be brought to the October 11 meeting for a second reading and vote.

7. Lincoln School Building Project Update

Document: None

Mr. Christenfeld reported that the School Building Committee [SBC] has been meeting every Wednesday evening and met last night. The SBC voted to submit the building design to the cost estimators, and expects to have more information on costs in two to three weeks. When the SBC receives the cost estimates, the SBC will review them and go through a value engineering process to trim costs. He said there was a high level of unity on the SBC for the vote.

Mr. Christenfeld said that the SBC is focusing on the kitchen and Commons area, and two weeks ago there was a high consensus, but the areas were revised, and the revision became contentious for some in the room.

Mr. Christenfeld said there will be a forum on the school building design at the Council on Aging tomorrow at 1 pm.

Mr. Christenfeld explained the cost estimating process. The Owner's Project Manager [OPM], Daedalus Projects, and the architects, SMMA, will prepare cost estimates. The two companies' cost estimators will meet with their estimates and have a cost reconciliation meeting, and will bring their results to the SBC. Both vendors will present savings estimates to get back to the target number of \$93.9 million, which was approved by the Town in June. Mr. Christenfeld said the SBC's aim is to have the cost estimating and value engineering processes completed by the end of October. The Town will be informed of the decisions.

The next meeting of the SBC will be held on Wednesday, September 26. 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. The SBC will present the design to the Town at a Special Town Meeting for a vote to bond the project on Saturday, December 1 and a ballot vote to bond the project on Monday, December 3.

Additional Report Only on:

- Summer Curriculum and Professional Development

Documents: 1) Memorandum to School Committee from Jessica Rose, Re: Report on Summer Curriculum and Professional Development, dated September 7, 2018; 2) Summer Work 2018: Alignment with Strategic Objectives

Questions and Answers

There were no questions on the reports.
Mr. Christenfeld thanked Dr. Rose for her work.

6. Superintendent's Report

Parental Leave

Documents: 1) Massachusetts Commission Against Discrimination, Parental Leave; 2) Excerpted from LTA Contract – 9/1/2017 – 8/31/2020, Article 15, Maternity/Parental Leave

Dr. McFall reported on three items. She said that some faculty members are affected by the explosions and fires in Andover, North Andover, and Lawrence and have had to evacuate their homes. She said their thoughts are with them and their families and reported that they are safe.

Dr. McFall said the administration and Hanscom Air Force Base officials will have a meeting about the radon gas situation at the Hanscom Middle School on Monday, September 17. She has finalized the slides for the presentation with the Department of Defense Educational Activity [DoDEA] and the Base leadership. The faculty will be in attendance, and Dr. McFall will send the slides to the members.

Dr. McFall said that Article 15, Maternity/Parental Leave, of the Lincoln Teachers' Association [LTA] contract may need to be revisited. There is one LTA member on leave now, and there is a time element to discuss the laws and regulations on equity in maternity and parental leave.

There are three categories of types of parental leave: 1) birth parent; 2) non-birth parent; and 3) adoptive parent. Dr. McFall noted that childbirth is considered a medical disability. The LTA wanted equity in benefits and pay between adoptive and non-birth parents and birth parents; the current contract gives 25 paid parental leave days and eight weeks of unpaid leave. Maternity leave has additional benefits.

Dr. McFall has talked with an attorney about the issue and asked if the Committee was willing to discuss the language with the LTA. She said that if the Committee wanted to discuss the language, there will be an executive session. The discussion would have to occur at the next meeting, and then the Committee would set up a meeting with the LTA, with a separate executive session in between that would occur before the September 27 Committee meeting.

Mr. Christenfeld said there was a side letter with the LTA on Article 15, and the language that has been proposed would require reopening the contract.

Mr. Christenfeld and Mr. Borden volunteered to serve as the Committee's negotiators.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to enter into contract negotiations with the Lincoln Teachers' Association for the purpose of discussing Article 15 of the current Lincoln Teachers' Association contract and to

appoint Mr. Timothy Christenfeld and Mr. Peter Borden as the Committee's representatives to the contract negotiations.

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

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

None.

8. Policy

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

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

Ms. Emmons added a reference to the Americans with Disabilities Act [ADA]. Ms. Mitchell asked regarding in the sixth paragraph if a child could be an owner of a service dog, and if so, would a child truly be able to take responsibility for the dog, especially as to liability for actions to persons or the premises? Dr. McFall said an owner could also be a staff member, and also there could be adults with therapy dogs who are not school employees.

Ms. Mitchell and Mr. Borden asked that the words, "or parent/guardian" be included so that the second sentence would read, "The owner, person having custody, or parent/guardian of a child with an animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including but not limited to, clean up, stain removal, etc."

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to adopt Policy IMG, Service Animals in School (Guide or Assistance Dogs) as revised.

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

2. Review Policy BB—School Committee Legal Status, First Reading

Documents: 1) Policy, File: BB, School Committee Legal Status, Reaffirmed at School Committee Meeting of October 30, 1989; 2) From the MASC [Massachusetts Association of School Committees] Policy Manual, File: BB – School Committee Legal Status

Mr. Christenfeld said that M.G.L. Ch. 41 §1 and Ch. 71 §37 establish the School Committee's legal status, and therefore the policy is informational. He included the MASC draft policy, but he did not like their suggested policy. He said there were three choices: 1) leave the policy as it is; 2) change the policy to something else and delete Policy BB; or 3) delete the existing Policy BB. He suggested that the Committee leave Policy BB as it is.

Mr. Borden said the MASC language gives more information than the current policy does. Mr. Christenfeld noted that the policy did not describe the way that the Committee works, and the School Building Committee is dealing with items where they

consult with other Boards and Committees but can ignore those Boards' and Committees' rules because the School Committee has legal authority and autonomy over the school building. Dr. McFall asked whether there could be a time when another Town Board or Committee would assert pressure on the Committee. Ms. Mitchell noted that the Committee had the legal authority to try a radical curriculum and it was good to keep that out there.

Mr. Christenfeld will draft a policy that included language that it was the Committee's inclination to work with other Town Boards and Committees, but the Committee has its own authority and autonomy. Mr. Borden liked the statement about being collaborative and stating the Committee's responsibility.

Policy BB, School Committee Legal Status, will come back to the next meeting with a new draft and will not be voted on at the next meeting.

3. Review Policy BCB/GBEA—Conflict of Interest, First Reading

Documents: 1) Policy, File: BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989; 2) From the MASC Policy Manual, File: GBEA – Staff Ethics/Conflict of Interest; 3) Draft, Policy, File: BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989

Ms. Mitchell said that the MASC language on conflict of interest is on the members of the professional staff and not only on the School Committee. She said the members of the professional staff were not mentioned in the Committee's current policy. Dr. McFall said that M.G.L. Ch. 268A §1 addresses conflict of interest, and the State Ethics Commission regulates it. The Town Clerk keeps the records that show each employee and Board and Committee member complies with the law, and each is responsible for completing the Ethics Commission's conflict of interest training every two years. Mr. Christenfeld said that the conflict of interest training is a legal requirement that may not need to be included in policy. Dr. McFall said that there have been incidents where the district has had to refer to the policy and having the policy is helpful for clarification.

Ms. Mitchell suggested that the policy include paragraphs one, two, and five of the MASC policy and asked if the Committee should adopt the MASC policy in total or edit the current policy. Mr. Christenfeld said the Committee should include paragraphs one, two, and five of the MASC policy and name them six, seven, and eight.

Ms. Mitchell will bring another draft of Policy BCB/GBEA—Conflict of Interest, to the next meeting for a second reading.

4. Review Policy AD—Educational Philosophy, First Reading

Documents: 1) Policy, File: AD, Educational Philosophy, Reviewed at School Committee Meeting of March 21, 1994; 2) Email message from Peter Borden to Janice Gross, and CC to Tim Christenfeld, Tara Mitchell, Jena Salon, Al Schmertzler, Becky McFall, Buckner Creel, Jessica Rose, Mary Emmons, Robert Ford, Laurel Wironen, Simone Johnson, Sarah Marcotte, RE: Policy AD: Education Philosophy Policy, dated September 12, 2018

Mr. Borden noted that the Committee's philosophy is in the District Strategic Plan, and he said that policy is for having something in place to help the administration and Committee make decisions. Mr. Borden suggested the policy read:

"The School Committee has the responsibility to ensure that there is a shared vision and strategy for education for the District; this vision and strategy shall be crafted, evolved and agreed collaboratively with the Administration and the School Committee, with input as appropriate from other parties including the wider community in Lincoln. This shall be described in a District Strategic Plan.

The Superintendent will be responsible for the evolution and execution of the District Strategic Plan. In this regard, they shall be responsible not only for defining the broad purposes of education, but also, through various means, for making those purposes known to all administrators, teachers, and other staff under their direction, as well as to the community—as well as ensuring that the Strategic Plan is incorporated into the yearly activities and budgeting as appropriate."

Ms. Mitchell liked Mr. Borden's draft. Mr. Borden asked if the draft should use the word "will" or "shall", and Mr. Christenfeld said to use shall for first person. Mr. Christenfeld said that the policy that covers the district priority objectives covers the same ground.

Policy AD—Educational Philosophy, will come back to the next meeting for a second reading and vote.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$733,736.48 and the accounts payable warrant totaling \$184,293.54 for a total of \$918,030.02. Mr. Schmertzler recommended that the warrants 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

10.1 School Committee Vacancy

Documents: 1) Memo to School Committee from Tim Christenfeld, Re: Questions for SC candidates, dated September 7, 2018; 2) Draft letter to fill vacancy on School Committee by Tim Christenfeld, dated August 30, 2018; 3) Lincoln Public Schools, Policy File: BBBE, Procedure for Filling a School Committee Vacancy, June 12, 2014; 4) Memorandum from Tim Christenfeld, Proposed Schedule for Filling SC Vacancy, dated August 30, 2018

Ms. Salon has resigned her position on the Committee. The process to fill a vacancy on the Committee comes from Policy File: BBBE, Procedure for Filling a School Committee Vacancy. Mr. Christenfeld said that next Thursday, September 20 is the deadline for submissions, and he has not yet received any materials.

Mr. Borden suggested that they add something that in addition to meetings, members need additional time to prepare and wanted to ask if the person could fulfill the responsibilities. He also suggested that the candidates be asked why they are interested in serving. Mr. Borden asked what qualities the Committee was looking for in a good Committee member and suggested that collaboration, stewardship, and relationships were important. Mr. Christenfeld asked what skill set the Committee is looking for, or was it a commitment to spend time and approach issues collaboratively. Mr. Borden said it was important that the person have an ability to fit into the collaborative culture. He said that the Committee's job is not to guide education, because that is Dr. McFall's job. The Committee's responsibilities are to approve the budget, policy, and contracts.

Mr. Christenfeld asked the members to send him suggestions on the questions by Monday, September 17, and he will send members the revised list of questions. The candidates will be asked the same set of questions. The Committee hopes to interview candidates at the Thursday, September 27 meeting, and the meeting will begin at 6:30 pm, with the candidate interviews first.

11. New Business

None.

12. Approval of Minutes

None.

13. Information Enclosures

13.1 Thank You Letters to Civil War Preservation Trust, Bedford Cultural Council, Herman Karl, and The Society of St. Vincent

Documents: 1) Letter to Mr. Steven Wyngarden, Civil War Preservation Trust, from Rebecca McFall, Ed.D., Superintendent, dated September 4, 2018; 2) Letter to Ms. Judith Mabry, Bedford Cultural Council, from Rebecca McFall, Ed.D., Superintendent, dated September 4, 2018; 3) Letter to Mr. Herman Karl from Rebecca McFall, Ed.D., Superintendent, dated September 4, 2018; 4) Letter to Ms. Gabriela Rigobon, The Society of St. Vincent De Paul, St. Joseph Conference, from Rebecca McFall, Ed.D., Superintendent, dated September 4, 2018

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

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 9:44 pm.

The next School Committee meeting is tentatively scheduled for Thursday, September 27, 2018 at **6:30 pm** in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte

Recording Secretary