

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 27, 2018
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Tara Mitchell, Simone Johnson (METCO Representative), Laurel Wironen (Hanscom Educational Liaison). Also Present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance), Mary Emmons (Administrator for Student Services), Jennifer Glass (Board of Selectmen).

Absent: Al Schmertzler, Jessica Rose (Assistant Superintendent), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 6:38 pm. He welcomed Selectman Jennifer Glass to the meeting. Selectman Jonathan Dwyer may join the meeting.

School Committee Candidate Interviews Conducted Jointly by School Committee and the Board of Selectmen

Documents: 1) Questions for Candidates; 2) Lincoln Public Schools, Policy File: BBBE, Procedure for Filling a School Committee Vacancy, June 12, 2014; 3) Letter to School Committee from Adam Hogue; 4) Letter to School Committee from Trintje Gnazzo

Mr. Christenfeld welcomed Mr. Adam Hogue and Ms. Trintje Gnazzo, the two candidates who applied to become members of the School Committee to fill Ms. Jena Salon's seat.

Mr. Christenfeld invited Mr. Hogue to the table. Mr. Hogue served in the military and worked on the Lowell Committee Charter School Board, where the Board purchased a building, which would help with the school building project. He suggested that Lincoln Talks and social media be engaged to get the leaders of the Town to understand how important the building project is to children and the community. While on the Lowell Community Charter School Board, he worked with Department of Elementary and Secondary Education [DESE] data, helped to develop the Strategic Plan, and engaged with students, parents, and administrative members.

Mr. Hogue had no questions for the Committee.

Mr. Christenfeld invited Ms. Gnazzo to the table. Ms. Gnazzo served as the PTO Co-Chair and loved it, but the structure of the PTO is a solo enterprise, and she would like to work with a team. She is passionate about education and loves students and teachers. She said that different Committees require different skills. Ms. Gnazzo would focus on what people have in common to encourage people to participate in the school building project vote, and she has been working with kindergarten parents and others. She said that they need to keep having meetings to reach people. She has seen many models of education and the stakeholders have to have buy-in.

Ms. Gnazzo asked what challenges the Committee saw going forward and how the Committee balances Hanscom, Lincoln, and Boston needs.

Mr. Christenfeld said there were two strong candidates to serve and asked each member to state the strengths of each candidate. The members found that Mr. Hogue's experience on the Charter School Board, commitment to public service, and military service could assist with Hanscom and the Strategic Plan. His experience with the Finance Committee and budgets could be helpful, and his drive to be an active member would help the Committee.

The members found that Ms. Gnazzo's experience with the PTO and her passion for students and teachers, her reminders about actively listening and doing the nuts and bolts of the PTO and its events and her recognition of diverse communities would help the Committee. Her focus on relationships and her recognition that students are the end of the Committee's work would be helpful.

Ms. Johnson arrived at 6:59 pm.

Mr. Borden noted that the school building project is the priority for the next few months, and someone who knows the community well would help.

Policy BBBE requires a majority roll call vote by the quorum of School Committee members but did not mention that a quorum of Selectmen was required. Mr. Christenfeld said the policy read that the Committee and the Board choose a person together.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to appoint Ms. Trintje Gnazzo as a member of the School Committee.

The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Ms. Mitchell, yes; Ms. Glass, yes for the motion. Ms. Wironen and Ms. Johnson are not voting members of the Committee.

Mr. Christenfeld thanked Mr. Hogue for applying for the vacancy and reminded him that there is an election for School Committee in March. He said they will get his energy and experience helping the Committee in some form.

Ms. Glass left the meeting.

2. Chairperson's and Members' Reports

Ms. Mitchell said that the new executive director of the EDCO Collaborative, Ms. Nadine Ekstrom, attended the EDCO Board Meeting. Protocol was reviewed at the meeting, and Ms. Mitchell said the EDCO agreement will have to be reviewed by this Committee. Dr. McFall said that EDCO was starting its budget process, and there is a budget in place. Ms. Mitchell said that Ms. Ekstrom has interesting ideas on reaching out as a collaborative and establishing discounts for members for various contracted services.

3. Public Comments

None.

4. Consent Agenda

1. Approve Brooks School Grade 6-8 Overnight Field Trip (September 29 and 30, 2018) to Noble View Outdoor Center, Russell, MA

Documents: 1) Late Night and Overnight Field Trip Proposal, Noble View Outdoor Center, dated September 12, 2018; 2) The Lincoln School, Field Trip Permission

Slip, dated September 12, 2018; 3) Youth Opportunities Program, 2018 Fall Festival, Noble View Outdoor Center, Information Packet; 4) 2018 Fall Fest Trip Planning Checklist; 5) AMC Youth Opportunities Program, Fall Fest 2018, September 29-30, 2018, Russell, MA Flyer and Itinerary; 6) Frequently Asked Questions, Fall Festival at Noble View Outdoor Center

Dr. McFall said that the Outdoor Club, led by teachers Jaime Moody and Steve Cullen, will be going on this trip, and students can sign up on a first come, first served basis for the ten spaces. A space became available in the Appalachian Mountain Club's Fall Festival at the last minute, and Ms. Moody and Mr. Cullen asked for approval. Dr. Sharon Hobbs said the Outdoor Club hopes to go on a winter trip too.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the Brooks School Grades 6-8 Overnight Field Trip to Noble View Outdoor Center in Russell, MA from September 29 to September 30, 2018.

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

Mr. Christenfeld thanked Ms. Moody and Mr. Cullen for chaperoning the students.

5. Time Scheduled Appointments

1. School Improvement Plan – Lincoln School

Documents: 1) Lincoln School, School Improvement Plan 2018-2019; 2) PowerPoint presentation

Mr. Christenfeld welcomed Ms. Sarah Collmer, Lincoln School Principal K-4, and Dr. Sharon Hobbs, Lincoln School Principal 5-8, to present their school improvement plan. Dr. Hobbs thanked the School Council—parents Lis Herbert, Hannah Stevenson, Liz Wilkinson, Sylvia Perry, and teachers Christine Staffin, Corinne Hairston-Parris—for serving. She said that the Council is looking for a community member to serve. Mr. Christenfeld suggested that Mr. Hogue be approached to see if he would like to serve in that role.

Ms. Collmer and Dr. Hobbs reviewed last year's K-8 faculty symposium that was held to share the teachers' work on collaborative practices. Ms. Lucy Maulsby of the Lincoln School Foundation mentioned using a Pecha Kucha format for the presentations; pecha kucha is Japanese for "chit-chat". Each member had two minutes to present their work in a high-tea festive hour-long faculty meeting in the Auditorium, and Dr. Hobbs said the meeting was fun and well received. She noted that they will see if the faculty members follow up with their work.

Ms. Collmer reviewed School Based Goal 1: Literacy Learning: "To support K-5 teachers as they learn and implement the Lucy Calkins units of study that will create a systematic approach to literacy across the grades." She explained that the Lucy Calkins curriculum on reading and writing also gives philosophy and practical guidance that is comprehensive. It teaches how to be a reader and there is a companion on writing. There are guides for teachers and there are four per grade level. Tammy Mulligan and Clare Landrigan of Teachers for Teachers are leading the implementation of the Calkins

curriculum. Dr. Hobbs said that teachers watch the students' dispositions, which is helpful data, and they will talk with the teams on their observations.

Ms. Collmer reviewed School Based Goal 2: "School council will review and make recommendations for updates to the Lincoln School handbook to reflect the current practices and learnings of the faculty and parents." Ms. Collmer said the council will go through a similar process to what it did last year when it reviewed homework practices.

Dr. Hobbs updated the Committee on the school-based work in grades 5-8. She said they will have their third-year on culturally responsive teaching and will look where they need work, such as with LGBTQ youth. The faculty and administration will work on equity practices and how to have conversations on cultural practices, and there are collaborative practices groups working on these items. Dr. Hobbs said they hope to share their work using the pecha kucha format for the presentations.

Ms. Collmer said that the school-based work in K-4 is investigating the key facets of language. She said balance is the greatest need with all items, including the literacy work. She said they want the faculty time to be valuable and they are working on the language of feedback and want to make sure students have time to talk. She said there is language complexity because there is a growing number of English Language Learners [ELL] with different backgrounds. There is a social language and an academic language, and the district wants to teach a culturally proficient language, and she noted it was folded into all the school does.

Mr. Christenfeld asked if the district looked at other approaches to literacy besides the Lucy Calkins units of study, and Ms. Collmer said the curriculum came from the needs assessment done by Literacy Coach Gwen Blumberg. She said it was a workshop model of instruction with differentiated work zones, and Dr. Hobbs said the approach systematizes the language so that as students move from grade to grade, they know the language. Dr. McFall added that the Calkins curriculum is a three-year initiative that is on the Strategic Priorities Maps.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept the 2018-2019 Lincoln School Improvement Plan.

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

2. Lincoln School Building Project Update

Document: None.

Mr. Christenfeld reported that the School Building Committee [SBC] met last night and had the first glimpse of the cost estimates. He reminded the Committee that the project that received the votes on June 9 was estimated to cost \$93.9 million. He said that the two estimates came in at \$100 and \$109 million, meaning that the SBC will have to go through the value engineering process to cut the cost to \$93.9 million or less for the December 1 and December 3 votes to bond the project.

Mr. Borden indicated that he was frustrated that there was not more time to analyze the numbers, and Dr. McFall indicated that the number analysis would begin the next day, and the SBC is using the numbers from the estimates as a baseline. Mr. Creel said that the SBC, not the architects, will decide what to cut out of the design to reach the target of \$93.9 million. He reminded the Committee that the 2012 project was first

estimated to cost of \$62 million, but the project that was shown to the Town was estimated to cost \$49.9 million, and he said it was typical for project development to start with higher estimates.

Mr. Christenfeld said that the SBC will have different numbers by next week's meeting. Mr. Creel reviewed the cost estimating process. The Owner's Project Manager [OPM], Daedalus Projects, and the architects, SMMA, have cost estimators on staff. The two companies' cost estimators will meet with their estimates and have a cost reconciliation meeting, and will bring their results to the SBC. He said that the estimate would be the next step in the process and is expected to be 40 to 60 pages long with the figures from the different disciplines involved, such as mechanical, electrical, and other trades, but it would still not be a precise estimate. The designers consider what will make the design more expensive and what will make the design cheaper, and they write a list of reductions that will give the SBC options and keep track of the adjustments made. At that point, the architects develop the project scope for the Town with the estimated cost.

Mr. Christenfeld said that the SBC will meet next Wednesday, October 3 and Wednesday, October 10 to work through the value engineering process with the design team, and there will be more 3D versions of the design. He said that some items that get cut out during the value engineering process could be bid alternates and added back into the project. He said there would be a meeting with the chairs of the Town's Boards and Committees for the multi-Board meeting Wednesday morning. The School Committee will hold a multi-Board meeting on Thursday, October 18 for the Boards and Committees to bring questions to the Committee. A Special Town Meeting and the State of the Town Meeting will be held on Saturday, October 20 to focus on marijuana, but at the State of the Town meeting, the SBC and the Community Center will make ten minute presentations on their work. Mr. Christenfeld said the SBC would also hold another forum the first week of November at a date to be announced. On Thursday, November 15, there will be another multi-Board meeting and forum on the school building project.

There is information on the building design at the SBC'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.

3. Plan for Construction Manager-At-Risk Award

Document: None.

Mr. Creel explained the process for choosing a company to construct the Lincoln school building project, which must comply with Massachusetts General Law [M.G.L.] Chapters 149 and 149A, the laws that govern the bidding and construction of public buildings in the Commonwealth. Mr. Creel said that Ch. 149 is considered the "design, bid, build" method of bidding and construction, and Ch. 149A is considered the "construction manager at risk" method of bidding and construction. State agencies use Ch. 149A method of bidding and construction for state buildings. Ch. 149's "design, bid, build" method of bidding and construction involves DCAMM qualified general contractors bidding on projects with prequalified DCAMM subcontractors for subcontracting work that will cost more than \$25,000, giving the general contractor the

choice of subcontractors instead of the Town. By using Ch. 149A, the Town would be able to choose the subcontractors who work on the building project.

Mr. Creel said that the SBC voted to use the Ch. 149A method of bidding and construction because it brings a construction management company on board early in the building process that can influence the design and give advice on phasing the project and feedback on systems and methods that work. Mr. Creel said the Owner's Project Manager [OPM], Daedalus Projects, manages the design and construction estimates. The OPM proposes a guaranteed maximum dollar amount for the project before sending the project to bid through a Request for Proposals [RFP] process. The RFP process allows the Town to choose a construction company for other qualifications and specifications that are written into the RFP and not only by the lowest price. If the Town used the design bid build method, the Town would have to choose a contractor solely by the lowest bidder. Mr. Creel noted that because the building project will encompass a lot of renovation work, there is an advantage to having the construction manager on board sooner.

The blue sheet in the Committee's packet reviewed the timeline. Mr. Creel said the goal is to have the construction manager in place before December. He said the SBC is issuing a Request for Proposals [RFP] this week for the fees for the construction manager at risk.

Mr. Christenfeld said that the Committee will need to approve the award and asked that the item be placed on the October 25 agenda.

4. Discussion on Lincoln School Indoor Temperatures and Air Conditioning Document: None.

At the September 13 meeting, Ms. Lisa Rosen, 53 Bedford Road, parent of a kindergartener, reported that she wanted to find a reasonable solution to the air temperature in the school buildings on the Lincoln campus. She said the school was 95 degrees at the kindergarten parent orientation, and she could not listen to the teacher, and everyone was sweating. Mr. Christenfeld welcomed Ms. Rosen, noting that the Committee was not in a decision-making moment but wanted to understand the problem's parameters.

Dr. McFall said that several approaches have been tried to cool the classrooms, mostly when there has been a documented medical need. The administration has rented large spot coolers, and tried window units, but the units are not easy to install because the building has casement windows. Mr. Creel said ductless split units have worked and are installed in some rooms, and the cost is \$10,000 each with installation, and to install units in each classroom would cost at least \$320,000 with additional fees for electricity and maintenance. If the administration installed the units, the units would not be able to be re-used in a school building project. Mr. Creel indicated that it was unlikely that the Capital Planning Committee would approve that amount of funding because the Capital Planning Committee's budget for the entire Town for one year is typically \$450,000 to \$600,000. He noted that the administration could ask the Capital Planning Committee to replace the roof or for air conditioning, but not both because of the cost.

Ms. Mitchell asked if there was a policy or procedure that if there were really hot days, was there something that would allow relief from the heat, such as holding school

for a half day or a “snow day”, or time away from the building or spaces that allow students to spend time in the areas of the building that are air conditioned. Dr. McFall responded that they rotated students into the library and technology and engineering rooms, but it is not a good strategy for a full day of school. She noted it was a question of how to meet the 180 days of school requirement and the number of hours spent on learning.

Mr. Christenfeld said that addressing the indoor air temperature is one reason for a school building project and acknowledged that the hot air was a problem. He said that the options were to have students shuffle amongst cooled rooms and warm rooms, get fans for classrooms, or cancel school on very hot days. Mr. Borden said that there are two sets of decisions if the school building project is approved and if it is not approved.

Ms. Rosen suggested that a mix of options be used and that parents could pay for something that would help. The Committee was concerned about the equity of that solution, and Mr. Christenfeld said that the PTO raises approximately \$47,000 per year for programs at the school and suggested that parents would not be able to raise enough money to solve the air conditioning problem.

Mr. Creel and Mr. Michael Haines, Facilities Manager, will study air temperatures and consider options and bring them to the Committee. Dr. McFall and Mr. Creel will compile a list of what worked and did not work on keeping students cool.

Additional Report Only on:

- AV Projects

Document: 1) Memorandum to School Committee and Becky McFall from Rob Ford, Re: Summer Audio/Visual Systems Project Report, dated September 21, 2018

Questions and Answers

There were no questions on the reports. Ms. Mitchell thanked Mr. Ford and was pleased that the project has been completed.

6. Superintendent’s Report

Dr. McFall had no report.

7. Curriculum

Dr. Rose had no report.

8. Policy

1. Review Policy BCB/GBEA—Conflict of Interest, Second Reading

Documents: 1) Policy, File: BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989; 2) From the MASC [Massachusetts Association of School Committees] 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; 4) Draft, Policy, File: BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989

Ms. Mitchell said that the policy is to cover School Committee members and school personnel. Paragraphs one, two, three, and five of the MASC policy have been included in the new draft as paragraphs one, two, and three under the paragraph numbered 6. The unnumbered paragraph under number 6 is the first paragraph from the MASC policy.

Ms. Mitchell suggested that the new paragraphs be numbered seven, eight, nine, and ten. Paragraph newly named 7 should read, “The School Committee expects employees directly appointed by the Committee to be familiar with the code of ethics that applies to their profession....” Mr. Borden asked that the last paragraph say, “Every two years, all current employees and [instead of “including”] School Committee members,....”

Dr. McFall noted paragraph two from MASC that reads, “Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources,” could impact tutoring policies that are in place. She said the teachers can tutor someone who is not their student or someone who will not be their student. Mr. Borden suggested that the paragraph start with the first thing first—district information—and will bring draft language for it to the next meeting.

Ms. Mitchell will incorporate the other changes and bring a new draft of Policy BCB/GBEA—Conflict of Interest, to the next meeting for a third reading and vote.

2. Review Policy AD—Educational Philosophy, Second 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 said that there were no material changes from the draft presented at the last meeting. He tweaked the language with “will” to “shall”. In the second paragraph, last sentence, the word “Superintendent” should be “Superintendent”.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to revise Policy AD—Educational Philosophy, as revised.

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

3. Review Policy BB—School Committee Legal Status, First [sic] Reading

Documents: 1) Policy, File: BB, School Committee Legal Status, Reaffirmed at School Committee Meeting of October 30, 1989; 2) From the MASC Policy Manual, File: BB – School Committee Legal Status; 3) Draft, Policy, File: BB, School Committee Legal Status, Reaffirmed at School Committee Meeting of October 30, 1989

Mr. Christenfeld used parts of the MASC language and stated its legal authority and autonomy. M.G.L. Ch. 41 §1 and Ch. 71 §37 establish the School Committee’s legal status.

Policy BB, School Committee Legal Status, will come back to the next meeting for a third reading and vote.

4. Review Policy BDD—School Committee – Superintendent Relationship, First Reading

Documents: 1) Policy, File: BDD, School Committee – Superintendent Relationship, Revised at School Committee Meeting of February 5, 1990; 2) Policy, File: BDD-R, School Committee – Superintendent Relations, Adopted at School Committee Meeting of February 5, 1990; 3) From the MASC Policy Manual, File: BDD – School Committee-Superintendent Relationship; 4) Draft, Policy, File: BDD, School Committee – Superintendent Relationship, Revised at School Committee Meeting of February 5, 1990

Mr. Borden liked the content of BDD and BDD-R and said it shows how the two entities work together and would like the content to remain. He added the table from BDD-R into BDD. Dr. McFall asked what the content in number 7, “To make assignments for each position with the Committee’s authorization” meant and suggested that it restate the organizational pattern. She said that the administration struggles with when to come to the Committee when they are changing a Full Time Equivalent [FTE]. She comes to the Committee for approval when adding a new position but questioned whether they needed to come for approval when they decided staffing allocations. Mr. Creel added that the administration comes to the Committee with staffing allocations and the number of FTEs when it presents the budget.

Under Committee column, number 7 should read, “To approve an organizational staffing model for the district.” Under Superintendent column, number 7 should read, “To make assignments for each position and fulfill the staffing model.”

Mr. Christenfeld said that some elements of the Committee’s and Superintendent’s roles were not captured in the policy, but the elements were in other places, such as the District Strategic Plan.

Mr. Borden will include language that big curricular changes have to come before the Committee, and Mr. Christenfeld noted that M.G.L. gives the Committee the power to change books by a two-thirds vote if the change is a significant shift for the district. The Committee also has budgetary overview of the curriculum.

Dr. McFall said that with the education reform in the 1990s, superintendents have the responsibility of goal setting for the district. She liked the piece on informing the Committee about progress, obstacles, and concerns.

Mr. Christenfeld said that the Committee has budgetary overview over the curriculum and suggested that they add “School Committee has authority to review significant shifts in educational direction for the district,” and “Superintendent has responsibility to present significant shifts in educational direction.”

Mr. Borden will make the changes and bring Policy BDD—School Committee – Superintendent Relationship, to the next meeting for a second reading and vote.

5. Review Policy BDD-R—School Committee – Superintendent Relations, First Reading

Document: Policy, File: BDD-R, School Committee – Superintendent Relations, Adopted at School Committee Meeting of February 5, 1990

Any policy that has a –R after the other letters is procedure that the administration uses to carry out policy, and the Committee and Dr. McFall would like to eliminate procedures from the policy manual. The Committee has been voting to eliminate many –R policies.

Policy BDD-R—School Committee – Superintendent Relations, will come back to the next meeting to vote to eliminate it.

6. Review Policy BGC, Policy Review and Maintenance, First Reading

Documents: 1) Policy, File: BGC, Policy Review and Maintenance, Revised at School Committee Meeting of October 26, 1987; 2) Draft, Policy, File: BGC, Policy Review and Maintenance, Revised at School Committee Meeting of October 26, 1987

Ms. Mitchell changed the last line. Mr. Christenfeld was unsure whether the Committee’s responsibilities were correct in the first paragraph. Dr. McFall asked that gender neutral language be used so that “his/her” becomes “their”.

The policy was revised so that the first sentence would read, “The School Committee sets and approves the new policies by which the administration manages the schools on a daily basis.” The Committee deleted the first sentence of paragraph two. The third paragraph should read, “If a policy requires revisions the Superintendent or a Committee member will prepare a draft for School Committee review.” The fourth paragraph was deleted and the sentence was replaced with “Each policy shall be subject to second reading.”

Policy BGC—Policy Review and Maintenance, will come to the next meeting for a second reading and vote.

The next policies that will come before the Committee for first readings will be EDCA-R-Use of Steinway Piano, EEAEC-R-Bus Safety Rules, and ICAA-School Year Hours.

Ms. Johnson and Ms. Wironen left the meeting at 9:40 pm.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$771,526.34 and the accounts payable warrant totaling \$574,490.04 for a total of \$1,346,016.38. Mr. Christenfeld said that Mr. Schmertzler has not reviewed the warrants yet. Mr. Christenfeld moved, and Mr. Borden seconded, the motion to give contingent approval for the warrants pending the review of the warrants by Mr. Schmertzler or Mr. Christenfeld.

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

Mr. Christenfeld thanked Mr. Creel for his work.

2. FY20 Capital Projects, First Reading

Documents: 1) Memorandum to Becky McFall, Superintendent, and School Committee from Buck Creel, Administrator for Business and Finance, and Michael Haines, Facilities Manager, Subject: Proposed Capital Project list – FY20 CapCom project process, dated September 15, 2018; 2) Town of Lincoln, FY20 Capital Funding Request Form, Classroom Rehabilitation and Preventive Maintenance Program, dated September 15, 2018; 3) Town of Lincoln, FY20 Capital Funding Request Form, Design and Replace Roof – Hartwell Building, dated September 15, 2018; 4) Town of Lincoln, FY20 Capital Funding Request Form, Abate Asbestos-Containing Materials – Hartwell Building, dated September 15, 2018; 5) Town of Lincoln, Lincoln Schools, FY20 Capital Requests, undated; 6) Memorandum to Department Heads from Mary C. Day, Assistant Town Administrator, dated August 16, 2018

Mr. Creel reviewed his list of capital projects for FY20, which is comprised of three projects that have been on the list for several fiscal years. The first priority is the annual classroom rehabilitation and preventive maintenance program for \$75,000; the second priority is to design and replace the roof of the Hartwell Building for \$660,000; and the third priority is to abate asbestos containing materials at the Hartwell Building for \$65,000. He explained that he has also included a notional five-year plan but he and Mr. Haines have not spent much time putting together estimates for other projects that would need to be done if the school building project does not receive approval from the Town.

Ms. Mitchell suggested that the wording for the roof replacement for the Hartwell Main Building project include implementation in the capital projects list.

While the Capital Planning Committee's deadline for the submissions was today, Mr. Creel will provide amended documents to the Capital Planning Committee and indicate that the documents are subject to School Committee approval. The documents will come back to the next meeting for a second reading and vote to approve them.

10. Old Business

None.

11. New Business

Document: None.

Mr. Borden asked about creating an important policies list that were good for people to know because the policies show how the Committee works. Dr. McFall noted that all policies are on the school website, www.lincnet.org. She said that when policies are updated or changed, she sends them to the principals so that all know. She suggested that the Committee could write a School Committee Handbook.

12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, September 22, 2016; 2) Draft of Multi-Board Meeting Minutes, March 8, 2017

The Committee edited the minutes of both meetings, but needed to check whether a quorum of members who were on the Committee when the meetings were held was needed in order to vote on each set of minutes.

13. Information Enclosures

13.1 Thank You Letter to Ken Bassett for Donation of Casio Keyboard

Document: Letter to Mr. Ken Bassett from Rebecca McFall, Ed.D., Superintendent, dated September 17, 2018

13.2 Cathleen Higgins School Nutrition Association Award of Level 4 Certificate in School Nutrition

Document: Letter to School District Director from Gay Anderson, SNS, School Nutrition Association President, dated September 17, 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 go into Executive Session for the purpose of discussing Town of Lincoln real estate negotiations. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Ms. Mitchell, yes. The Committee would not be returning to open session. The open session adjourned at 10:04 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, October 11, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary