

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, October 11, 2018  
 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln  
 OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Al Schmertzler, Tara Mitchell, Trintje Gnazzo, 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 7:02 pm. He welcomed the newest member, Ms. Trintje Gnazzo.

2. Chairperson's and Members' Reports

Ms. Mitchell thanked Dr. Rose for her presentation and summary on the Strategic Priorities at the PTO meeting in Lincoln.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$25 Gift from Gretchen Covino

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, 5-8 Lincoln School Principal, dated September 19, 2018

2. Accept \$200 Gifts from Heather Anderson, Pilar Doughty, and John Yee

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, 5-8 Lincoln School Principal, dated September 27, 2018

3. Accept \$523.00 Gift from the Amoa, Bodnar, Borden, Han, Hobbs, Katz, Manandhar, McLaughlin, Mitchell, Ryan, Stringer, and Zipes Families

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, 5-8 Lincoln School Principal, dated September 28, 2018

4. Accept \$300 Gift from Albion Bjork for the Betty Bjork Professional Development Fund

Document: Memorandum to School Committee and Becky McFall, from Buckner Creel, Subject: Accept Gift of \$300, dated October 3, 2018

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept gifts of \$25.00 from Gretchen Covino, \$100.00 from Heather Anderson, \$50.00 from Pilar Doughty, \$50.00 from John Yee, \$63.25 from the Amoa Family, \$50.00 from the Bodnar

Family, \$100.00 from the Borden Family, \$13.25 from the Han Family, \$13.25 from the Hobbs Family, \$50.25 from the Katz Family, \$10.00 from the Manandhar Family, \$63.25 from the McLaughlin Family, \$63.25 from the Mitchell Family, \$63.25 from the Ryan Family, \$13.25 from the Stringer Family, and \$20.00 from the Zipes Family to be deposited into the Legacy Fund to aid in financial assistance for families of Grade 7 for the Nature's Classroom overnight field trip, and to accept a gift of \$300.00 from Albion Bjork for the Betty Bjork Professional Development Fund.

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

Mr. Christenfeld thanked the donors for their generous gifts. The administration will send thank-you letters.

## 5. Time Scheduled Appointments

### 1. School Improvement Plans – Lincoln Preschool, Hanscom Primary School, and Hanscom Middle School

Documents: 1) School Improvement Plan, Lincoln Preschool, 2018-2019; 2) Hanscom Primary School, School Improvement Plan, 2018-2019, Beth Ludwig, Principal; 3) Hanscom Middle School, School Improvement Plan, 2018-2019, Erich Ledebuhr, Principal; 4) PowerPoint presentations on the Plans that were different from the Plans

Mr. Christenfeld welcomed Ms. Beth Ludwig, Hanscom Primary School Principal, Mr. Erich Ledebuhr, Hanscom Middle School Principal, and Ms. Lynn Fagan, Lincoln Preschool Coordinator, to present their school improvement plans, which are required by the Education Reform Act. The Act requires schools to establish School Improvement Councils to develop these plans.

Ms. Ludwig reviewed School Based Goal 1: "In preparation for our move to the new Hanscom Primary School facility, we will finalize our shared vision for teaching, learning, collaboration, and community and collaboratively design engaging student learning experiences." Ms. Ludwig and teachers worked on their shared vision over the summer, and they used *Systems Thinking* to propose questions to the group, and the team leaders will work on the vision and give a draft version to the faculty. Teachers will collaborate and share ideas on how to use the new spaces, and there will also be differentiation of instruction and faculty choice in meetings. Students will also be asked how they would like to use the new spaces. The collaboration will show that faculty and administrators share responsibility for all students. Ms. Ludwig said the shared vision document will be a living part of the culture that can be adapted as needed, and includes collected input from families. The document has learning targets to show and to track progress.

Ms. Ludwig reviewed School Based Goal 2: "Teachers reflect upon and examine instructional practice and student learning as they implement four units (two reading, two writing) from the [Lucy Calkins] *Units of Study for Teaching Reading* and *Units of Study for Teaching Writing*." Dr. McFall added that the Calkins curriculum is a three-year initiative that is on the Strategic Priorities Maps. She said that the hope is that teachers will allow their prior practice to be disrupted, to open their thinking to change, and to

adapt. Ms. Ludwig would like faculty to recognize that there are many connections with Units of Study, and all grade levels are designing instruction with this new tool.

Dr. McFall reported that the move to the new Hanscom Primary School is scheduled to take place in fall 2019.

Mr. Christenfeld was concerned that the year was ambitious with the move to the new School, the collaborative practice work, math, and literacy work and asked if the teachers had the capacity to balance all of these demands. Ms. Ludwig said the faculty was pleased with the goals and is shaping the collaborative teams, and Dr. McFall said that the school work differs from the district-wide work.

Mr. Ledebuhr reported that the opening of school was very nice with 80 new families welcomed, which is a higher number than in the past. He thanked the School Council—teacher Janice Fairchild and community representative Laurel Wironen—for serving with him. They are looking for parent representatives for the Council.

Mr. Ledebuhr reviewed School Based Goal 1: “If we understand the implications of root causes of military families’ specific needs and challenges related to social emotional wellbeing, academic mindset and family/community connections, then we can design a framework with consistent and effective protocols and strategies to meet their needs.” He reported that they have a shared vision and have seen specific shifts in student needs in the last five years that impact academics and social-emotional learning. He explained that their summer work looked at the root causes of problems. They have changed how they deliver information to families and have invited families to focus groups to hear from them and use the information to create professional development and to ask teachers to use different strategies. The culmination of their efforts is to have a better understanding of military families, and using that, the academic piece can thrive. He is excited to do the work.

Mr. Ledebuhr reviewed School Based Goal 2: “If faculty work together Collaborative Practice Teams with a focus on student learning then students will receive the instruction and support they need to meet learning expectations.” He said they will work in the structures they have already created to examine the gaps and fix them with a lens on the impact of student learning. They will identify cohorts of students to look at MCAS scores and the beginning of the year assessments. He said they have identified many learning styles and will track how students have been grouped to see whether faculty is providing each student with what they need.

Mr. Borden asked how they would show that the collaborative practices have been beneficial. Mr. Ledebuhr said that teachers are working together more, and the conversations they are having about students are different from those they used to have. Mr. Ledebuhr said the 4<sup>th</sup> grade team is co-teaching, and each teacher has had to trust the others more. The flexible groupings for math have worked well. He also hears that when Hanscom Middle School students attend Bedford High School, the students are engaged in their learning. Mr. Ledebuhr said the collaborative practice work has shifted what they do, and they would like to continue with the valuable work. Dr. McFall said there are quarterly check-ins to make sure that faculty are supported to do the work.

Ms. Fagan reviewed School Based Goal 1: “Complete a comprehensive review process in order to recommend a model that best meets the needs of the preschool population utilizing the new preschool neighborhood at Hanscom Primary School.” Ms. Fagan reported that they are excited and nervous for the move to the new building

because they are still collecting information on what model to choose and will visit another preschool program November 7. She noted that the decision on the model will be centered around how to meet the Department of Defense Educational Activity's [DoDEA] and the laws on special education because there are more students who have Individualized Education Plans [IEPs] this year. The preschool is looking at how other schools do screenings and evaluations of students. She noted that the preschool numbers have declined for the first time this year. There are 33 students on the Lincoln campus and 16 on the Hanscom campus and said some military families have already been deployed. Ms. Fagan said a more consistent classroom is the best therapy for students. She reported that one student arrived at the preschool and could not talk, and in one month, the student has blossomed into one who cannot stop talking. She said families are excited about the options for a longer preschool day, and the preschool personnel are talking about what is exciting about the move.

Ms. Fagan reviewed School Based Goal 2: "Support the consistent use of strategies, between home and school, to address the social and emotional development of students." She said they have created more resources and teaching tools for parents, including videotapes, that can be accessed online. They have addressed play skills, communication, and other topics. One example is to show how students can work together, such as getting all students to raise their hands.

Ms. Fagan reviewed School Based Goal 3: "Support English Learners (EL) in the preschool through the use of instructional practices and strategies designed to support second language learners." She reported that last year, there were a total of 18 students from both campuses who were English Learners, and there are bilingual families. The preschool is required to complete home language surveys with families, which is done in person without many staff to conduct them. The preschool will work with English Language Learner faculty in the K-8 schools to identify strategies to address this need.

Ms. Fagan reported that they hope to decide on the model in February, and there will be more flexibility at Hanscom with extra room. Dr. McFall explained that they are exploring the possibilities with the CASE collaborative for CASE to hold a CASE program on the Hanscom campus.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept the School Improvement Plan, Lincoln Preschool, 2018-2019, the Hanscom Primary School, School Improvement Plan, 2018-2019, and the Hanscom Middle School, School Improvement Plan, 2018-2019.

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

## 2. School Committee Sub-committee Assignments, Second Reading Document: Draft, Subcommittee Assignments for 2018-19, undated

Mr. Christenfeld asked if there would be an Evaluation System Committee this year, and Dr. McFall said the Department of Elementary and Secondary Education [DESE] has published revised rubrics, and she said that the administration will need to talk about those changes to the rubrics and incorporate them into the Educator Evaluation System. Dr. McFall said that the evaluation language will have to be re-bargained with the Lincoln Teachers' Association [LTA]. She said there was some flexibility to change,

but there were also inflexible parts. She said the administration will have to look at the rubrics to see if the district will adopt the DESE's new rubrics. Mr. Christenfeld said that Ms. Mitchell was willing to serve on the Evaluation System Committee.

Mr. Christenfeld said that Secretary Negotiations will start in January, and there is a need for one or two members, and Mr. Christenfeld and Ms. Gnazzo will serve.

Mr. Christenfeld said the School Security Advisory Committee was an assignment of Ms. Salon's. Ms. Emmons said that the group has been restructured as a smaller group that includes some principals, Ms. Emmons, Police Officer Ian Spencer, and members at large that is more effective for planning drills. She reported that the Advisory Committee has focused on evacuation drills and offered to report to the School Committee. The Advisory Committee will also review the crisis manual. Mr. Christenfeld said it was appropriate to have a School Committee member serve on the Advisory Committee and said that Mr. Borden will serve.

Mr. Christenfeld said that the School Committee members will share the responsibility for reviewing the meeting minutes, but he will send drafts to the members. Once Ms. Gnazzo has attended several meetings, she might take over the responsibility.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the School Committee Subcommittee Assignments for 2018-2019 as revised.

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

Mr. Christenfeld thanked the members for their willingness to serve.

### 3. Lincoln School Building Project Update

Document: None.

The Lincoln school building project that received the votes on June 9 was estimated to cost \$93.9 million, and the two estimates came in at \$100 and \$109 million. Mr. Christenfeld said that this month's School Building Committee [SBC] meetings have focused on the value engineering process and have focused on cutting smaller cost items up to this point. He said that none of the items under consideration come from the core of the educational program. So far, the SBC has approved \$618,710.00 of savings, but the SBC needs to eliminate \$9,000,000. Mr. Christenfeld said the SBC discussed the flooring choices, which are porcelain, tile, or linoleum. At their next meeting, there will be four big ticket items to address: 1) the modular classrooms for a potential savings of \$1,680,000; 2) a simplified site plan for a potential savings of \$3,000,000; 3) outsourcing photovoltaic units capital cost at a potential savings of \$3,000,000 so that the Town would not need to pay for the cost; and 4) improvements to Brooks Auditorium for a potential savings of \$1,588,708. He said that if all of those items are approved by the SBC, the project total will be under \$93,000,000, and he was guardedly optimistic for that outcome.

Mr. Christenfeld said the goal is to keep the cost of utilities within the operating budget. Mr. Creel said that the Town could not apply for a federal tax credit for the photovoltaics, but an outsourcer could apply for a tax credit.

Mr. Christenfeld said that next week's meetings are the Capital Planning Committee on Monday evening to discuss the building project, and the SBC will meet Wednesday. There will also be a multi-Board meeting on Thursday, October 18 where

all boards and commissions will discuss what questions to address at the Saturday, December 1 Special Town Meeting. He asked that members notify him of any topics that should be addressed at the multi-Board meeting.

Mr. Christenfeld reported that on October 16, a subcommittee of the SBC will conduct finalist interviews with three firms to be the Construction Manager at Risk [CM at Risk]. Mr. Creel added that the CM at Risk will serve as the general contractor for the building project and will help with design development. The Lincoln project will be a complex phased project that will benefit from having the CM at Risk onboard early in the process.

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](http://www.lincolnsbc.org), and the Town's website, [www.lincolntown.org](http://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.

#### 4. State Accountability System Update

Document: PowerPoint presentation, "2018 Preliminary District and School Accountability Reporting", by Jessica Rose, September 2018

The state's Department of Elementary and Secondary Education [DESE] [[www.doe.mass.edu](http://www.doe.mass.edu)] has implemented a new accountability system for schools and districts, and this week, the first set of reports on districts were released publicly for 2017-2018. Dr. Rose announced that the new system is complicated. Dr. McFall added that there are indications that it may change as the new Commissioner of Education, Jeffrey Riley, inherited the system.

Dr. Rose's presentation included slides from DESE and some slides created herself. She said that this is a learning and accountability year, which causes anxiety for districts. She said they cannot compare this year's accountability rating with historical data. There are a variety of indicators for potential points, each of which has targets. All students in the district make up 50% of the score, and the district's 25% lowest performing students make up 50% of the score. Lincoln is a non-high-school district. Lincoln's indicators for the 2017-18 school year are achievement in growth in English Language Arts and Math MCAS for 60% of the score, student growth is 20% of the score. An additional indicator is Chronic Absenteeism with 10% of the score, English Language proficiency of English Language Learners with 10% of the score. The indicators are good for one year, and DESE has not given Lincoln their indicators for the 2018-19 school year.

The normative component is for all schools, not districts. There is a categorization of schools where scores from 0 to 74 equate to partially meeting targets, and scores from 75 to 100 are meeting their targets. A very small number of schools are called "Schools of Recognition." Dr. McFall noted that those schools are high

performing already, and it is harder for those schools to demonstrate high growth. Dr. Rose said that schools ending in grade 3, which includes Hanscom Primary School, have no accountability number and no accountability percentiles. Out of district students are included in Lincoln's data.

Dr. Rose said that the Lincoln school district needs no assistance or intervention since it is partially meeting targets at 41% of points earned. The district's achievement in English Language Arts [ELA] received 2 points, and in Math and Science, the district received no points. She noted that the Science exam was different from 2017's. Dr. Rose said that there is a statewide decline in accountability results. The administration is asking questions about chronic absenteeism and whether DESE's data matches that of the district's. Dr. McFall explained that because we are a small district, and the numbers are based on percentages of students, one student can make an impact on district scores.

Mr. Borden suggested that the district use the data to look at areas to improve but not let the data stress the administration and faculty. Dr. Rose said they will dig into the data to understand it. She was not sure what to do about it. She will meet with Mr. Ledebuhr at Hanscom Middle School on Monday to discuss the issue. Mr. Christenfeld said that Lincoln took the MCAS exams instead of the PARCC exams, and therefore cannot compare itself with other districts, as most had students take the new PARCC exams. He also noted that the accountability system does not measure the things that Lincoln values and said the administration should not be too concerned about the low accountability number of 41%. Mr. Borden suggested the district have its own criteria to show how it is measuring itself.

Mr. Christenfeld thanked Dr. Rose for her work.

Ms. Wironen left the meeting at 9:25 pm.

#### 5. October 1 Enrollment Report

Documents: 1) Lincoln School K-8 Enrollment, October 1<sup>st</sup> data for the years 2000 to 2019; 2) October 1, 2018 Enrollment, Lincoln Public Schools; 3) PowerPoint presentation on projected versus actual enrollment numbers from FY12-FY19

The enrollment figures for each campus are reported to the Department of Elementary and Secondary Education [DESE] and to the Department of Defense Educational Activity [DoDEA] and are the official figures that are used for the 2018-2019 school year. October 1, 2018 is the date that enrollment is tallied for the Lincoln campus, and September 28, 2018 is the date that enrollment is tallied for the Hanscom campus. The enrollment figures are used to determine how much money the district receives for certain programs and which enrollment band the federal government pays the district for providing schooling to students at Hanscom.

Dr. McFall handed out a new report on the October 1, 2018 enrollment figures, noting that there was an error in the original report contained in the packet. The figures on the METCO enrollment should be 86 students, not 82 students, and she said that they had looked at what had been projected instead of the actual number of students. She said there are 13 new METCO students, with a total kindergarten enrollment on the Lincoln campus of 72 students. In Grade 1, there are seven new METCO students, and the total enrollment of 50 students. She said the projected versus actual enrollment in the other

grades were close. 10 8<sup>th</sup> graders from Boston graduated, and seven left the district for private or exam schools or moved. The district added 20 Boston students, and now there are 86, but the target number of Boston students is 91.

Dr. McFall reported that on the Hanscom campus, there are 610 eligible students, 29 non-eligible students, and 24 of the 29 are dependents of retirees who live in the Base housing. Preschool students are included in the enrollment numbers and count toward the Band. She said that Ms. Wironen is validating the data on the students. The enrollment numbers put the district into the next band level, Band 5, which means the district will receive more money. The administration will need to add staffing at Hanscom Middle School; they may add a teacher in grade 4 and get additional paraprofessional support.

Dr. McFall said the numbers in the preschool are down.

Dr. McFall said the Lincoln school building project is planning for 660 students, which includes the preschool. She said there is a CASE collaborative classroom on the campus.

Mr. Christenfeld thanked Dr. McFall for her work.

## 6. Strategic Priority Maps

Documents: 1) Memorandum to Lincoln School Committee from Becky McFall and Jess Rose, Re: Strategic Planning and Maps for 2018-2019, dated October 4, 2018; 2) Lincoln Public Schools Strategic Plans 2018-2019; 3) Lincoln Public Schools Strategic Plan 2018-2019, Approved by School Committee on June 21, 2018

Dr. McFall included a new overview sheet and noted that the Strategic Priorities are at the district level, but not all work that is being done at the schools is represented in the Strategic Priority Maps. The question is what work to include in the Maps, and there is another overview piece with the list of items that did not make it on the Maps. The Administrative Team refined the Maps, and there is a quarterly check-in to see how the work is going. She noted that each person on the Team created Maps of work done during the summer with their priorities and action steps.

Dr. Rose reviewed A1.2, Instructional Coaching Model-District, and said that they are working on the model. Ms. Mitchell liked the initiative and the coaching because it gets at the heart of engaging learning in classrooms and impacts students.

Dr. Rose reviewed B1.1, District Curriculum Review Process, and said they will examine which parts of curriculum are strong, and which parts have gaps. Do they need more materials or professional development? Each year, two departments will receive focus. Dr. McFall said included in a curriculum review, there is a developed five-year budget attached to the Priority as they are trying to be more proactive with the budget instead of reactionary.

Mr. Ford reviewed B1.3, Digital Literacy-Brooks, and said that they are piloting digital literacy and computational thinking units, and the 7<sup>th</sup> grade is participating first. Lincoln students in grades 6-8 have not had a regularly scheduled technology course. If the pilot units work, the courses will be expanded to the grades 6 and 8. One way they will know how well the pilot worked will be through student surveys and assessment data.

Ms. Emmons reviewed C1.4, District Curriculum Assessment Plan (DCAP), and said that they will observe instructional practices, interventions, and accommodations for



students. She is excited to do the work and said that it was hard to articulate all of the great things happening.

Dr. Rose reviewed C1.5, Literacy K-5 Inclusive, and said that adopting the Lucy Calkins program, *Units of Study for Teaching Reading* and *Units of Study for Teaching Writing*,” a three-year initiative. Tammy and Clare from Teachers for Teachers will visit the district eleven times this year to help with the work. Ms. Emmons said that the speech and language specialists are also helping with the literacy work.

Mr. Schmertzler left at 9:58 pm.

Ms. Emmons reviewed D1.2, SEL [Social Emotional Learning] Task Force, and said that the Task Force would look at the culture. She said there are many volunteers. The Task Force will use the CASEL model for student benchmarks for their development and will have a multi-year plan in place by the end of the year. The Task Force will look at the needs of students on both campuses. Dr. McFall said that there are pieces in place, such as Responsive Classroom and Developmental Design, and part of the examination will be whether to reboot more fully those two programs.

Mr. Christenfeld thanked Dr. McFall, Dr. Rose, Ms. Emmons, and Mr. Ford for their work.

## 6. Superintendent’s Report

Document: None.

Dr. McFall reported that she met with the new Commander at Hanscom Air Force Base, his team, and Ms. Wironen, and they had an orientation to the relationship of the Hanscom schools with the district. She said that they reaffirmed their strong collaboration and discussed communication. She said the meeting was a good opportunity, and there will be a good transition. She said the district will get support from the Base.

Dr. McFall reported that yesterday she went to the scarecrow building event for Lincoln and Boston families. Students build scarecrows, and the creations appear on the side of Ballfield Road. She said it was a wonderful and fun event that raised funds for the METCO Coordinating Committee. She heard students loved the event, and that the work came 80% from students and 20% from parents and volunteers. She enjoys driving in and seeing the students’ work.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose said teachers have been working on K-5 literacy, and teachers are rising to the task. They have held two professional development sessions. She said Tammy and Clare from Teachers for Teachers made their second site visit. Dr. Rose said that literacy is not the only thing that K-5 teachers teach, and she is impressed with the teachers jumping in. The 1<sup>st</sup> grade team at Hanscom Primary School voiced eagerness for the new school since the space will support learning so well.

Mr. Ford reported that the technology specialist and librarians are pleased to be on teams.

Dr. Rose thanked the teachers, coaches, and Literacy Specialist Gwen Blumberg for their work.

## 8. Policy

### 1. Review Policy BCB/GBEA—Conflict of Interest, Third 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 #2, Policy, File: BCB/GBEA, Conflict of Interest, Revised at School Committee Meeting of November 27, 1989

Ms. Mitchell said the changes suggested at the last meeting were made. The Committee was working with draft #2.

Dr. McFall said there should be two policies, one for employees and one for Committee members, but if the policies are split, there is not enough for them to stand on their own. Mr. Borden asked how to define a School Committee employee. He was also concerned about the information gained by employment for number 8 in the first draft. He wanted to get at the point that employees cannot use district assets for personal gain and wanted to include confidential information, defined as information not publicly available.

The Committee added number #9 from Mr. Borden’s language that mentioned district employees and affiliates cannot share personal identifiable information and data and is subject to FERPA. Mr. Ford suggested that aggregated data or de-identified data could not be used for anything other than district business. Mr. Borden’s language for #9 was: “District employees and affiliates may not use any confidential information, information protected under FERPA (Family Educational Rights and Privacy Act) and PPRA (Protection of Pupil Rights Amendment), or otherwise personally-identifiable information or aggregated or deidentified confidential data, i.e., not publicly available, acquired in relation to the District for any purposes other than explicitly executing the business of the District – as supported by all applicable laws. This may be amended for appropriate and legally acceptable reasons with formal approval in advance by the Superintendent.”

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Policy BCB/GBEA—Conflict of Interest, as revised.

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

### 2. Review Policy BB—School Committee Legal Status, Second 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.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Policy BB, School Committee Legal Status, as revised.

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

### 3. Review Policy BDD—School Committee – Superintendent Relationship, Second 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

Ms. Mitchell said the changes suggested at the last meeting were made. She asked about number 4 under the Superintendent column. Dr. McFall said yes, and explained that sometimes the Committee Chairperson is informed of issues not in an open session of a Committee meeting. Mr. Borden said that the item is that it is the Committee's responsibility to allow the Superintendent to run the schools, and the Superintendent lets the Committee know how things are being run. He suggested that the language for number 4 under the Superintendent's column read, "To appropriately inform the Committee of progress, obstacles, and concerns." The Committee agreed with the change.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy BDD—School Committee – Superintendent Relationship, as revised.

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

### 4. Review Policy BDD-R—School Committee – Superintendent Relations, Second Reading

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

Policies with a –R after the other letters is the procedure that the administration uses to carry out policy, and the Committee and Dr. McFall would like to eliminate procedures from the policy manual.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy BDD-R—School Committee – Superintendent Relations.

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

### 5. Review Policy BGC, Policy Review and Maintenance, Second 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

The changes suggested at the last meeting were made.

Dr. McFall suggested that the words, “as regulations require” be added to the second paragraph, first sentence, after the words, “Policies may be added, amended, or deleted as regulations require...”

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept Policy BGC, Policy Review and Maintenance, as revised.

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

#### 6. Review Policy EDCA-R, Use of the Steinway Piano, First Reading

Document: Policy, File: EDCA-R, Use of the Steinway Piano, Voted at School Committee Meeting of May 6, 1996

Ms. Mitchell said that the form has some helpful information for liability, but that she did not think that a policy was needed for the Steinway piano. She suggested that the form be moved to the facilities site.

Dr. McFall said that there has not been a request to use the piano since she has worked for the district.

Mr. Creel suggested that the use of the piano be mentioned in Policy EDC, Use of School Equipment, and that they delete the names and telephone numbers.

Policy EDCA-R, Use of the Steinway Piano, will come back to the next meeting for a second reading and vote to eliminate it.

#### 7. Review Policy ICAA, School Year Hours, First Reading

Document: Policy, File: ICAA, School Year Hours, Adopted at School Committee Meeting of June 19, 1995

Ms. Mitchell suggested that ICAA be eliminated and combined with IC, School Year/School Calendar, and that IC be renamed IC/ICA.

Policy ICAA, School Year Hours, will come back to the next meeting for a second reading and vote to eliminate it.

#### 8. Review Policy IC, School Year/School Calendar, First Reading

Documents: 1) Policy, File: IC, School Year/School Calendar, Revised at School Committee Meeting of March 22, 2018; 2) Draft, Policy, File: IC/ICA, School Year/School Calendar, Revised at School Committee Meeting of March 22, 2018

Ms. Mitchell suggested that ICAA be eliminated and combined with IC, School Year/School Calendar, and that IC be renamed IC/ICA.

She said that in the third paragraph, the words, “may, at the decision of the School Committee” should be deleted. The sentence should read, “The minimum length of the

school year shall be determined on the basis of required days of instructional hours in accordance with the provisions of State Board Regulations 603 CMR 27.00.”

Dr. McFall said that the district’s practice was to have 990 instructional hours for the middle schools. She said that Hanscom Middle School is considered a secondary school, but the Lincoln K-8 school is not considered a secondary school. She liked Policy IC without the additional paragraphs in red and asked that the words, “follow regulations” be included.

A revised version of Policy IC, School Year/School Calendar, will come back to the next meeting for a second reading, renaming to IC/ICA, and vote.

#### 9. Review Policy EDC, Use of School Equipment, First Reading

Documents: 1) Policy, File: EDC, Use of School Equipment, Revised at School Committee Meeting of February 1, 2018; 2) Draft, Policy, File: EDC, Use of School Equipment, Revised at School Committee Meeting of February 1, 2018

Ms. Mitchell added the sentence at the end of the second paragraph, “Use of the Steinway piano at Brooks School Auditorium requires additional authorization, liability forms, and fees.” She said that the words, “extraordinary value” could be added to cover certain equipment that could include the piano.

Policy EDC, Use of School Equipment, will come back to the next meeting for a second reading and vote.

Mr. Christenfeld said that he could not find the policy on Bus Safety Rules and suggested that it be eliminated if it were found.

The next policies that will be discussed for first readings are IHCG, After School Programs, ILE, Testing on Religious Holidays, IMDA, Dissection, and JFAA-R, Admission of Resident Students.

#### 9. Facilities and Financial

##### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$783,700.29 and the accounts payable warrant totaling \$154,913.29 for a total of \$938,613.58. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the warrants as presented.

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, Second 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 and revised September 28, 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 28, 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 said that he updated his memorandum on his list of capital projects for FY20 based on the discussion at the last meeting. The second priority, to design and replace the roof of the Hartwell Building for \$660,000, has the suggested change. He asked that the Committee vote to approve the list of projects to be submitted to the Capital Planning Committee, which he thought would be submitted to the Capital Planning Committee in November.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the FY20 Capital Projects list as presented.

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

Mr. Christenfeld thanked Mr. Creel for his work.

### 3. FY19 Fiscal Report, First Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY19 First Quarter Report, dated October 2, 2018; 2) Lincoln Campus, FY 2019 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 1, 2018; 3) Hanscom Campus, FY 2019 Operating Budget – Status Report, 1<sup>st</sup> Quarter, as of October 1, 2018; 4) FY 2019 Operating Budget – Key Budget Line Tracking, 1<sup>st</sup> Quarter, as of October 1, 2018

Mr. Creel reviewed his memorandum on the first quarter of the fiscal year, with 10% of the school year and 25% of the fiscal year elapsed. The report includes the payrolls through September 25 and wages through September 14, with 90% of the budget encumbered. He noted that the Lincoln personnel encumbrances were not complete because the administration had not hired some personnel yet.

Mr. Creel said that on both campuses, the special education out of district tuitions and transportation budgets have nearly been spent already, and he was watching those but noted that there was \$981,000 that could be available to cover these tuitions on the Lincoln campus. For the Hanscom campus, if there are additional students beyond the number included in the proposal who require out-of-district placements, the contract with the federal government allows the district to submit a change order for additional funding.

Mr. Creel said the district has also required more long-term substitutes than has normally been the case at this time of year. He will also watch this item, but said that overall the district will meet its financial obligations.

Mr. Christenfeld thanked Mr. Creel for his work.

#### 4. Hanscom Snow Removal Contract

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buck Creel, Subject: Request for Award – Hanscom Snow Removal Services, dated October 1, 2018; 2) Proposal from D & P Contracting, Inc., 20 Cottage Road, Wayland, MA 01778, dated September 16, 2018

Mr. Creel reviewed his memorandum on the snow removal contract on the Hanscom campus. The Lincoln Department of Public Works plows the Lincoln campus. Snow plowing is exempt from M.G.L. Ch. 30B, the law that governs the procurement of goods and services, which means that plowing does not need to go through the bidding process. Plowing at the Hanscom campus is a challenge because of the ongoing construction of the Hanscom Primary School. As the site continues to evolve, the district has been awarding one-year contracts for snow plowing services, and Mr. Creel recommended that the district award a one-year contract for the 2018-2019 season.

Mr. Creel said that D&P Contracting, the company that has provided snow plowing services to Hanscom since FY13, submitted a proposal for snow plowing for 2018-2019 at the administration's request. He said that D&P Contracting has performed well, and while their hourly rates for plowing increased 4.7% in the 2018-2019 proposal, their rates stayed consistent for the past three fiscal years. He recommended that the Committee vote to award a one-year contract for snow removal services on the Hanscom campus to D&P Contracting.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to award a one-year contract for snow removal services on the Hanscom campus for the 2018-2019 season to D&P Contracting.

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

Mr. Christenfeld thanked Mr. Creel for his work.

#### 10. Old Business

None.

#### 11. New Business

None.

#### 12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, September 22, 2016; 2) Draft of Multi-Board Meeting Minutes, March 8, 2017; 3) Draft of Meeting Minutes, October 12, 2017; 4) Draft of Meeting Minutes, August 30, 2018

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve the minutes of the September 22, 2016, March 8, 2017, October 12, 2017, and August 30, 2018 meetings.

The Committee voted unanimously for the motion.

The sets of minutes will be posted on the website, [www.lincnet.org](http://www.lincnet.org).

#### 13. Information Enclosures

None.

#### 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 salary negotiations for non-union personnel and to review and approve the September 27, 2018 executive session minutes. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Ms. Mitchell, yes; Ms. Gnazzo, yes. The Committee would not be returning to open session. The open session adjourned at 11:36 pm.

#### 15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, October 25, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary