

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, October 25, 2018  
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln  
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), 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: Al Schmertzler, Trintje Gnazzo.

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:01 pm.

2. Chairperson's and Members' Reports

Ms. Mitchell attended yesterday's EDCO Roundtable. The topics were blizzard bags and how to organize the room for Committee meetings, noting that it was about the collaboration at meetings and not about positioning things for the cameras. She said that the blizzard bags were piloted by the state Department of Elementary and Secondary Education [DESE] two or three years ago, and some pilot districts have incorporated longer-term project-based learning for students to take home and do online. She said that Wakefield has used with them and used them for the first snow day, and the trends are that the bags are used more outside the Rts. 128-495 band. Considerations need to be made for English Language Learners, and students in poverty, but the pilot districts seem to have overcome these obstacles. Dr. McFall added that several districts piloted the bags, but other districts do not know about the results, and recently Lincoln received information that DESE has to approve the use of the bags. Ms. Mitchell said that the next Roundtable will discuss the bags and authentic homework. Mr. Borden suggested that the district consider how to extend learning beyond the classroom and to add one or two of these projects per year without doing it on a snow day, and Mr. Christenfeld asked if there could be a generic blizzard bag, or how to do one that would dovetail with the curriculum.

Ms. Mitchell said Mike Gilbert from the Massachusetts Association of School Committees [MASC] will be retiring soon, he has been the district's representative.

Ms. Mitchell said Dr. Sharon Hobbs and Ms. Carole Kasper are setting up a parent to parent conversation for 8<sup>th</sup> graders and an information session at Lincoln-Sudbury Regional High School for 6<sup>th</sup> and 7<sup>th</sup> grade parents to introduce them to L-S.

Mr. Christenfeld announced that Mr. Schmertzler, who has served since 2006, has resigned since the last Committee meeting. Mr. Schmertzler moved to Lincoln in 1985 and became very involved in civic affairs. He has served on the Finance Committee, Capital Planning Committee, the Lincoln-Sudbury Building Committee, and has been the School Committee's representative on those Committees. Mr. Schmertzler told Mr. Christenfeld that he wants to talk up the current Lincoln school building project. Mr. Christenfeld said that there will be something said about Mr. Schmertzler's work at the

December 1<sup>st</sup> Special Town Meeting. Mr. Christenfeld thanked Mr. Schmertzler for his service.

### 3. Public Comments

None.

### 4. Consent Agenda

#### 1. Accept Gift of \$1,842.50 from Raytheon Corporation

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Principal, Subject: Raytheon, dated October 5, 2018

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of \$1,842.50 from Raytheon Corporation in support of Grade 6 Hanscom Middle School students' 2018-2019 school year field trip to the New England Aquarium.

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

Mr. Christenfeld thanked Raytheon Corporation for their generous gift. The administration will send a thank-you letter.

### 5. Time Scheduled Appointments

#### 1. Award of Construction Manager at Risk Contract for the Lincoln School Revitalization Project

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Award of Construction Manager at Risk (CMR) Contract – Lincoln School Project, dated October 18, 2018

Mr. Creel reviewed his memorandum about the School Building Committee's [SBC] recommendation to award the Construction Manager at Risk [CM at Risk] contract to Consigli Construction. There are two laws that govern the construction of public buildings in the Commonwealth: M.G.L. Ch. 149 and Ch. 149A. Building projects estimated to cost more than \$5,000,000 are eligible to use the Ch. 149A method. Ch. 149 is known as the "design, bid, build" method of bidding and construction, where the school would have to choose the company that bid the project at the lowest price. Ch. 149A is known as the Construction Manager at Risk method of bidding and construction where the school could choose the company that would give the school the best value, which allows the school to consider other items besides the lowest price. Mr. Creel stated that at this point in time, most school construction projects use a CM at Risk. As the Lincoln school building project is a combination of renovation and new construction, the Owner's Project Manager, Daedalus Projects, and the designer, SMMA, recommended that the Construction Manager at Risk method would be better because it brings the contractor on earlier in the process, which is helpful with a complex phased project. Mr. Creel explained that the CM at Risk process was a best value process and not merely a lowest bid process. While the CM at Risk process is more costly than the design-bid-build process by 2 to 2 ½ percent, the \$93.9 million is the maximum cost of the building project, and contingencies are built in. The CM at Risk chooses the

subcontractors and can start parts of the project, such as getting the temporary facilities ready, before it could be done with Ch. 149, which requires the whole contract to be bid at once.

A subcommittee of the SBC conducted finalist interviews with three firms to be the CM at Risk. Mr. Creel added that the CM at Risk may serve as the general contractor for the building project and will help with design development. He said the OPM and the designer looked at the proposals, reconciled costs, and made sure the fee is within the budget amounts. The two companies checked references. Mr. Creel said that Consigli ranked first because they presented a strong team, and the interactions with the subcommittee indicated that Lincoln would work well with them incrementally better. Mr. Creel said that the contract would be subject to the availability of funds and depends on the vote at the December 1 Special Town Meeting and the ballot vote on December 3. He said the CM at Risk would start, assuming that the Town approves the project, after December 3.

Mr. Christenfeld mentioned that Lincoln would be hiring a commissioning agent to make sure that the building is built as specified in the plans. He said the agent would give Lincoln a level of security to ensure that the building that is built is what is wanted. The agent also will make sure that the mechanical equipment works. The commissioning agent is part of the design review.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to authorize the Administrator for Business and Finance to enter into negotiations with Consigli Construction, and to authorize the School Committee Chairperson to award the contract to provide Construction Manager at Risk services for the Revitalization of the Lincoln School, subject to agreement upon the fee and the language of the contract document, and to the availability of funds.

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

Mr. Christenfeld thanked Mr. Creel for his work.

## 2. Review of EDCO Articles of Agreement, First Reading

Document: Draft, EDCO Collaborative Articles of Agreement, dated July 1, 2017

Lincoln is one of 16 member districts that belong to the EDCO Collaborative, which offers professional development to faculty and education programs for students focusing on special education needs and students at risk. It allows member districts to send students to special education programs and allows the districts to tap into resources that might be otherwise cost/program prohibitive.

Dr. McFall said there are minor changes to the EDCO Articles of Agreement, which are needed because Winchester made a budgetary decision to leave as a member district. All member districts have to approve the changes to the agreement. She said that on page 16, Article XIII: Non-Discrimination Practices, additional nondiscrimination practices were added. Page 3 has a purple font, and on page 5, the indemnification changed. Ms. Mitchell said she hoped the new indemnification language would be more protective for member districts for the decisions the collaborative makes after a member district leaves. Dr. McFall would follow up with EDCO Executive Director Nadine Ekstrom for clarity on the changes.

Dr. McFall did not see any significant changes, but if the members had questions, she would bring the questions to EDCO.

Mr. Borden asked for a Word version and a pdf version of the current agreement and the marked up agreement.

Dr. McFall said she could invite Executive Director Nadine Ekstrom to attend a Committee meeting.

Dr. McFall said that EDCO was in a transition phase and is examining its programming. She said their primary purpose was professional development, and the organization is asking whether that purpose was a high use. The organization is asking if the programming is enough, and do enough superintendents take advantage of it. The organization gives administrators a chance to network with each other. Dr. McFall added that the student programs are geared more for high school students and not K-8 students. She said that Lincoln does use the professional development, and she reported that EDCO may get back to being an activist group. Ms. Emmons said that EDCO has programming for 7<sup>th</sup> and 8<sup>th</sup> graders, and Dr. McFall said Lincoln receives Title III funds for English Language Learners as a result of being a member of EDCO that she was not sure the district would receive if it was not a member of EDCO.

Mr. Christenfeld said it makes people nervous when member districts leave a collaborative, but EDCO is a big organization that offers many programs, such as the Migrant Program and programs for the Boston Public Schools, so the Commonwealth would like EDCO to continue.

### 3. Update on Lincoln School Building Project

Document: None.

Mr. Christenfeld thanked Mr. Ford for attending the last two SBC meetings. He said that at last night's School Building Committee [SBC] meeting, the value engineering process was completed successfully, getting the building project to the \$93.9 million threshold. He said the value engineering process has not changed the sustainability goals for the building and kept the educational program. The SBC cut some items in the site plan and moved the photovoltaic array out of the capital costs.

Mr. Christenfeld said there will be a public forum next Thursday, November 1, and the SBC will present two versions of what the building could look like. On November 7, the drawings will be finalized. The SBC is moving ahead and working hard to get residents to attend the Saturday, December 1 Special Town Meeting. He thanked the outreach subcommittee of the SBC for their phenomenal work.

Mr. Christenfeld said that the October 20 State of the Town Meeting, there was a long conversation on why only one design will be presented at the Special Town Meeting on December 1. Some residents were concerned that there was no fall back plan. Mr. Christenfeld explained that it has taken tens of thousands of hours and \$750,000 of the Town's money to develop one plan. He noted that the Town decided on the budget of \$93.9 million at the June 9 Special Town Meeting. While the School Building Committee and School Committee lay the tracks for the building project, where the project goes depends on the vote of the Town.

Mr. Christenfeld said there will be many meetings leading up to the December 1 Special Town Meeting.

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.

## 6. Superintendent's Report

Document: None.

Dr. McFall reported on the METCO Coordinating Council's [MCC] Scarecrows event, which was good for parents and students. Ms. Johnson reported that Amanda Fargo said last year there were more students participating in the event, but this year the way it was organized allowed Boston students to invite one Lincoln friend to participate. She said that the MCC wants both Boston and Lincoln students participating in the event next year. Dr. McFall thanked the MCC.

Dr. McFall also said that the Lincoln Recreation Department hosted the Trunk or Treat event for students. She was amazed at the number of people who were there and said that the traffic was incredible. The community participated fully in the event, and she said it was great.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose reported that she participated today in the second Learning Walk that the Administrative Team did at Brooks, and the purpose is to have shared experiences in classrooms to observe teaching and learning. She said the group hopes to notice emerging trends in qualitative and quantitative ways. She said the group is not evaluating teachers at all, and the group can observe 12-20 classrooms in an hour. Today's group observed 12 classrooms where students were in an hour. The group is honing notecatcher documents to calibrate and using the 5 key questions for learning. The group is identifying which questions the group is comfortable with and which ones they are not comfortable with. Dr. Rose said the walks give them a chance to use the information they have gathered quickly and effectively, and they hope they do enough learning on the 5 key questions, which drive instruction in a powerful way. Dr. Rose said she was grateful that the administrators are doing this work.

Dr. Rose reported that at the last Administrative Council meeting, the Council had its first check in with the Strategic Priority Maps to see how things are going.

Mr. Christenfeld thanked Dr. Rose for her work.

## 8. Policy

1. Review Policy EDCA-R, Use of the Steinway Piano, Second Reading

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

Ms. Mitchell said that as the piano is not used, the policy should be eliminated, and the form will go to Mr. Creel and will be used in Policy EDC, Use of School Equipment.

Mr. Ford mentioned that Howard Worona, music teacher, said that students in the after-school music program who would like to use the piano should talk with the Brooks principal.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy EDCA-R, Use of the Steinway Piano.

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

2. Review Policy ICAA, School Year Hours, Second 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.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy ICAA, School Year Hours.

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

3. Review Policy IC, School Year/School Calendar, Second 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 IC, School Year/School Calendar, be renamed IC/ICA. The new IC/ICA includes some language from ICAA. The changes suggested at the last meeting have been made.

Dr. McFall asked that the last sentence of the first paragraph include the words, "and Bedford High School" after the words "Regional High School".

Ms. Mitchell said that the last paragraph was added, and she saw it in other towns' policies. Dr. McFall asked that in the fourth paragraph, after the words, "vacation periods" the words "faculty professional development days" be added. The last sentence of the last paragraph should read, "Other events such as parent/guardian nights and back to school nights may be added to the published calendar prior to the start of the new school year."

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Policy IC/ICA, School Year/School Calendar, as revised.

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

4. Review Policy EDC, Use of School Equipment, Second 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

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept Policy EDC, Use of School Equipment, as revised.

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

#### 5. Review Policy IHCG, After-School Programs, First Reading

Documents: 1) Policy, File: IHCG, After-School Programs, Voted at May 6, 1996 School Committee Meeting; 2) Draft Replacement for IHCG, Afterschool Programs

Ms. Mitchell examined other towns' policies and determined that their policies are related to after-school wellness. The Committee also has Policy ADF-Wellness. She said the idea is that the Committee supports the whole person and after-school programs such as LEAP. Mr. Christenfeld thought the existing policy was too procedural and unnecessary, and questions on this issue come up with the license with LEAP, it would be helpful if the Committee could state that LEAP is worthwhile, and that the Committee regards the extended-day program as a crucial part of the school. Mr. Creel said that the Committee affirms the language when the license agreement with LEAP comes due. Mr. Christenfeld said policy was the best place to say that. He said two teachers asked that after-school music programs and after-school drama programs be included. Dr. McFall said academic support programs should be included. Ms. Mitchell said it was important that foreign language, drama, art be included during the school day. Dr. McFall said that the Committee supports the development of the whole child and the after-school part of the school day. Mr. Borden said the whole person is an ongoing commitment, and it seemed to be an issue of exposure versus access to after-school programs.

Mr. Christenfeld said the Committee needed another draft and asked what the Committee wanted the policy to say. He said that they are expanding the policy to not only doing all these items in school, but the Committee is also including what happens beyond the official school day is a part of education. He said the Committee encourages this after-school activity, and they want to convey the sense that more is better. Ms. Wironen said there are many after-school programs at the Base.

Ms. Mitchell will prepare a new draft of IHCG. Dr. McFall said that the policy has to be sustained over time, and the policy should not be too specific, but have it say, "provide after school academic programs."

Policy IHCG, After-School Programs, will come back to the next meeting for a second reading and possibly a vote.

#### 6. Review Policy IMDA, Clarification on Dissection in the Lincoln Public Schools, First Reading

Documents: 1) Policy, File: IMDA, Clarification on Dissection in the Lincoln Public Schools, Voted July 1993; 2) Draft, Clarification on Dissection in the Lincoln Public Schools, Voted July 1993; 3) Appendix XII, Dissection and Dissection

Alternatives in Science Courses: Policies and Resources for Massachusetts Public Schools, Department of Elementary and Secondary Education [DESE], 2005

Mr. Christenfeld said that Ms. Gnazzo prepared the materials for the review of this policy. Dr. Rose said that the grade 6-8 teachers have students dissect flowers and owl pellets, no animals are dissected in their classrooms. She noted that some parents have worried about dissection, and students will have an opportunity to dissect things in high school. Dr. McFall added there are many virtual ways to dissect things.

Mr. Christenfeld said that the Massachusetts Association of School Committees' [MASC] guidance is that districts follow DESE guidelines. Dr. McFall said that DESE guidelines say that districts should have a written policy on dissection. Mr. Borden said that dissection did not appear to be part of the curriculum, but he liked the rest of the policy. Mr. Christenfeld said that DESE's guideline is that the student be informed of their right to choose not to take part in a dissection. He suggested that they delete the introduction, expand the first sentence, and keep the rest of the existing policy. Dr. McFall said that they do not want teachers to say if a student does not take part in dissection, the student will receive an F. She said Ms. Becca Fasciano could come to a future meeting.

Mr. Borden suggested that they use "physical" dissection.

Policy IMDA, Clarification on Dissection in the Lincoln Public Schools, will come back to the next meeting for a second reading and vote.

The next policies that will be discussed for first readings are: JFAA-R, Admission of Resident Students, JH, Student Absences, JH-R, Administrative Guidelines, JJB, Student Social Events, and JJC, Public Performances by Students.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$777,591.59 and the accounts payable warrant totaling \$399,326.93 for a total of \$1,176,918.52. Mr. Christenfeld 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.

## 10. Old Business

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

Ms. Mitchell presented the first School Committee Resource Bulletin, which she said would come out in the fall and possibly the spring. She asked how to make it available electronically on the Committee webpage, and Mr. Borden said not to put it in pdf format.



Mr. Ford will look into the issue.

Mr. Christenfeld thanked Ms. Mitchell for her work.

## 11. New Business

### 1. School Committee Vacancy

Documents: 1) Policy, File: BBBE, Procedure for Filling a School Committee Vacancy, Revised at School Committee Meeting of June 12, 2014; 2) Letter on School Committee Vacancy by Tim Christenfeld, dated October 25, 2018

As Mr. Christenfeld mentioned, Mr. Schmertzler resigned. Mr. Christenfeld would like to fill the position sooner rather than later and suggested that the Committee use the same letter used for when Ms. Salon resigned earlier in the fall. He said that he modified the letter. Ms. Mitchell suggested that they announce that the Committee has another vacancy, and at the top of the letter that they thank Mr. Schmertzler for his service. She said that the letter should say that there is another vacancy for clarity.

Mr. Christenfeld said that the Committee will attend a Board of Selectmen meeting this time to interview candidates. He said that the Selectmen could host the Committee at their Monday, November 13 meeting, or the Selectmen could come to the School Committee's next meeting on Thursday, November 8.

The Committee supported choosing the next member at the Board of Selectmen's meeting on Monday, November 13.

## 12. Approval of Minutes

None.

## 13. Information Enclosures

Documents: 1) Letter to Kwaku Amoa from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 2) Letter to Keith and Kimberly Bodnar from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 3) Letter to Peter and Miriam Borden from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 4) Letter to Gretchen Covino from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 5) Letter to Mark and Pilar Doughty from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 6) Letter to Cheng Han and Lirong Fu from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 7) Letter to Sharon Hobbs from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 8) Letter to Roy Katz and Mia Dubosarsky from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 9) Letter to Manoj and Kiran Manandhar from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 10) Letter to Beth McLaughlin from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 11) Letter to Kenneth and Tara Mitchell from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 12) Letter to James and Karoline Ryan from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 13) Letter to Louis Silvestro and Heather Anderson from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 14) Letter to Robert Stringer and Tristram Oakley from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 15) Letter to John Yee and Mia Chung-Lee from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 16) Letter to Albion Bjork from Dr. Rebecca McFall, Ed.D., dated October 19, 2018; 17) Lincoln Public Schools, School Committee, Resource Bulletin #1, Fall 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 approving the September 27, 2018 executive session minutes. 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 8:55 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, November 8, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary