

MINUTES OF THE LINCOLN SCHOOL COMMITTEE

Thursday, November 8, 2018

Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln

OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Tara Mitchell, Trintje Gnazzo, 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: Laurel Wironen (Hanscom Educational Liaison).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:03 pm. He thanked David Trant for taping the meeting.

2. Chairperson's and Members' Reports

Mr. Christenfeld reported that next week, the Middle School play will be performed Thursday, November 15 and Friday, November 16 and asked that people attend.

Mr. Christenfeld met with the Chairpersons of the Lincoln-Sudbury Regional High School Committee and the Sudbury K-8 School Committee. The three chairpersons would like to collaborate and would like to hold a tri-district public forum on either Monday, March 11, 2019 or Tuesday, March 26, 2019. He asked members to suggest topics and said that one potential topic could be a \$75,000 grant from the state to support measures to increase collaboration among school districts. Mr. Christenfeld will send a message on the dates for the tri-district forum.

3. Public Comments

None.

4. Consent Agenda

1. Approve \$250.00 Gift from the Hanscom PTO

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Principal, Subject: Hanscom PTO, dated October 19, 2018

2. Approve \$260.46 Gift from Class of 2018 to Legacy Account

Document: Memorandum to School Committee and Rebecca McFall, from Sharon Hobbs, 5-8 Lincoln School Principal, dated November 2, 2018

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve a gift of \$250.00 from the Hanscom PTO in support of the Hanscom Middle School's Grade 7 trip to the Harvard Museum of Natural History for the 2018-2019 school year and to approve a gift of \$260.46 from the graduation class of 2018 for the Legacy Fund.

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

Mr. Christenfeld thanked the Hanscom PTO and the Class of 2018 for their generous gifts. The administration will send thank-you letters.

5. Time Scheduled Appointments

1. Review of EDCO Articles of Agreement, Second Reading

Documents: 1) Draft, EDCO Collaborative Articles of Agreement, dated July 1, 2017; 2) Email to Becky McFall from Nadine Ekstrom, Executive Director, EDCO Collaborative, dated November 1, 2018

Lincoln is one of 16 member districts that belongs to the EDCO Collaborative, which offers professional development to faculty and education programs for students.

Dr. McFall followed up with EDCO Executive Director Nadine Ekstrom on the changes to the EDCO Agreement. She said that there are four changes: updating the date from July 1, 2017; taking out the Winchester Public Schools; adding “or which were the responsibility of the Collaborative when that member school committee or charter school board became a member” to Article X, #6; and adding language to Article XIII, Non-Discrimination Practices. Dr. McFall recommended that the Committee vote to approve the revised Agreement as presented.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the EDCO Articles of Agreement as presented.

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

2. Presentation of FY20 Preliminary Budget by Administrators, Principals, and Coordinators

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY20 Budget Guidelines, dated August 22, 2018; 2) Lincoln Public Schools, FY20 Budget Development Timeline, undated; 3) Memorandum to All Budgeting Agencies, Town of Lincoln, from Lincoln Finance Committee, Re: FY 2020 Budget Guideline, Date October 19, 2018; 4) FY20 Preliminary Budget Book; 5) PowerPoint presentation on budget numbers

Mr. Christenfeld said that the budget represents a lot of work by many people, and this evening is the first of many readings of the budget, and the budget timeline was included in the packet. This evening, there will be an overview, and the principals and administrative team will discuss their improvement initiatives. The focus will be on the big picture, and he said people can raise questions. He said he would send information to the public on when they should provide feedback in the process, but said it was most helpful for the public to give feedback earlier.

Dr. McFall showed a PowerPoint presentation on the budget. She said it was always challenging to develop a budget in the August to October timeframe for the next fiscal year when the school year was starting. She thanked the team for keeping a level service budget and for coming up with creative ways to help students. She also thanked

the team for their collaborative process and said the team starts with the district's vision and core values first, and uses the Strategic Objectives and Priorities to develop the budget. Dr. McFall said that they are presenting a budget that has level services from this year and adds improvement initiatives. The budget that is being presented is called the FY20 Superintendent's Preliminary Budget until the Committee votes to approve it, at which point the budget will become the School Committee's budget.

The Lincoln Finance Committee has given all Town departments, including the School Department, a 2.5% increase over the FY19 budget. The contract with the federal government to run the schools at Hanscom Air Force Base is in the Band 4 enrollment band of 550 to 599 students. The School Department used the budget guidelines voted on by the Committee and has built a budget within the class size policy, with a commitment of having 91 Boston METCO students, and will allocate the districts centralized expenses from 53% from the Lincoln budget and 47% of the Hanscom budget. This school year, the Hanscom enrollment of eligible students is 610. Dr. McFall said the enrollment has increased, and the administration is considering adjusting the centralized expenses to 50% from each campus in FY2021. She noted that the housing at Hanscom is 98% full.

Dr. McFall said that the revenue assumptions that were made to build the FY20 budget are a 2.5% increase over FY19 from Lincoln, Band 4 enrollment at Hanscom, level-funded grants, but the METCO grant would increase as the Lincoln campus would enroll more than 86 Boston students, and user fees would remain the same as FY19. The major budget drivers are low class size, personnel, employee benefits at Hanscom, and special education. Dr. McFall said the potential impacts and budget uncertainty are the enrollment projections for the Lincoln kindergarten, and the Hanscom utilities and facilities operations of the new buildings.

Mr. Creel explained that the Total Operating Budget on the revenue side for both campuses is \$29,224,015. The Lincoln appropriation is \$11,741,998; the Department of Defense allocation is \$15,500,478; reimbursements are \$512,731; grants are \$927,960; and tuition and fees are \$540,828.

Mr. Creel said the expenses are salaries, and faculty make up 55% of the Full Time Equivalents [FTE] and receive 71% of the money. The administration would like to add 3.1 FTEs, with a 1.0 night custodian, 2.0 FTEs for teachers at the Hanscom Middle School, and a .3 art teacher at Hanscom. Lincoln would receive a .1 net instructional assistant. In Preschool, they would like to add a .2 preschool assistant and a .5 preschool tutor.

Mr. Ledebuhr said that the Hanscom Middle School students have high class sizes with 25 to 26 students in a class, and their needs have increased.

Mr. Creel explained that the administration uses the three-year cohort survival model for the enrollment projections. He said there was one additional section in K-4, and in school year 2020-2021, they may need an additional section. Mr. Creel said the contract with the federal government for the Hanscom campus has different requirements for class size; the average number of students in grades K-3 altogether is 18 students per section, and the average number of students in grades 4-8 altogether is 23 students per section.

Mr. Creel said the base budget for FY20 the Lincoln campus is \$11,691,998 with improvement initiatives of \$50,000 for a total request for the Lincoln campus of \$11,741,998. The base budget for the Hanscom campus is \$15,265,777 with

improvement initiatives of \$234,701 for a total proposal of \$15,500,478. The FY20 contract price with Band 4 is \$15,700,478, and \$200,000 will be used for GASB45 benefits for Hanscom retirees.

Ms. Emmons reviewed Student Services. The district values inclusive programming in the least restrictive environment for students. There are federal and state requirements for students to access their education, which include Individuals with Disabilities Education Act [IDEA], § 504 of the Rehabilitation Act of 1973, M.G.L. Ch. 71B.

Ms. Emmons said that students who need special education comprise 21.04% of the district, higher than the state average of 17.7%. Ms. Emmons explained that some students have more than one disability. The district does not have as many students with autism and developmental delay as in the previous year. There has been an increase in neurological and communication disabilities. Students with autism spectrum disorder require a higher level of services and staffing. There were 186 students with disabilities in 2014, but the number of students with disabilities in 2018 is 253.

A Social Emotional Learning Task Force will be formed to complete a multi-year plan for social-emotional learning. The district worked with the Special Education Parental Advisory Council [SEPAC] last year, but there are not enough parents involved with the SEPAC this year for it to continue. The administration is working on a District Curriculum Accommodation Plan [DCAP]. Students who require more intensive emotional and behavioral supports may require placement outside of the district. While the district provides support and services for students with behavioral and emotional needs, it is difficult to design self-contained programming due to a lack of a cohort of students with these more intensive needs. Ms. Emmons did not ask for any improvement initiatives.

Dr. Rose presented for the Curriculum Office. She had two improvement initiatives: 1) to enhance K-5 classroom libraries with a diversity of books for \$30,000 on the Lincoln campus and \$30,000 on the Hanscom campus; and 2) to fund the curriculum review cycles' outcomes for \$20,000 on the Lincoln campus and \$20,000 on the Hanscom campus. Dr. Rose said they would like to have an ongoing set of funds for two departments each year. She noted that the work of the social-emotional task force will require resources to act.

Mr. Ford did not ask for any improvement initiatives for the Technology Department but will consolidate the ones they have had. He said that the district is in its third year of the replacement plan on technology.

Ms. Beth Ludwig, Hanscom Primary School Principal, requested two improvement initiatives: 1) materials for the Makerspace for \$7,222. The materials would allow them to expand interdisciplinary offerings such as robotics, coding, and other things. She noted that the Makerspace helps to develop the whole child and gives agency to students and creates habits of mind and helps develop a growth mindset in each student. The Specialist Team is leading with this work, and it is part of their collaborative practices work. Ms. Ludwig's second improvement initiative was for a 1.0 FTE special education teacher for \$2,809. Ms. Denise Oldham, Student Services Coordinator at Hanscom, would like to exchange two tutor positions for one certified special educator position.

Mr. Erich Ledebuhr, Hanscom Middle School Principal, requested one improvement initiative for a transitional learning center for \$123,557 for the Hanscom Primary and Middle Schools. He explained that Ms. Oldham, special educators, the behavioral analyst, and other faculty worked this summer on a program to focus on students who have social-emotional and behavioral concerns. The new Hanscom Primary School will have a dedicated space for this center, which will be for all students, and it will be a flexible, differentiated environment with a connected approach for students. The center will have a teacher and tutor at all times and will help students develop coping mechanisms.

The Lincoln K-4 and 5-8 Schools did not request any improvement initiatives.

Ms. Lynn Fagan, Lincoln Preschool Coordinator, had one improvement initiative to establish a self-contained classroom in the Lincoln Preschool for \$51,113. She requested an additional .1 FTE for child find activities, two paraprofessionals, and the request was included in the staffing piece of the budget. The Preschool offers multi-age differentiated classrooms and uses an inclusion model for students. Dr. McFall added that when the new Hanscom Primary School opens, there will be six classrooms available for the Preschool, and she said that the CASE collaborative may use one of them. Mr. Creel thanked the Department of Defense Educational Activity [DoDEA] for the new facilities, which are enhancing the educational programs for students.

Dr. McFall said that the improvement initiatives for the Lincoln campus total \$50,000, and the improvement initiatives for the Hanscom campus total \$234,701. There are no budget gaps for either budget this year, even with the improvement initiatives. Dr. McFall asked that members ask her for more information. The administration will present the FY20 budget at Finance Committee meetings on December 4 and January 23.

Discussions on the budget will continue at the November 29 meeting, and the Committee will ask more questions, and more follow up may be needed. On December 13, there will be answers and detailed discussions, and the January 10 meeting will be the required budget hearing. The Committee will vote on the budget at the January 24, 2019 meeting.

Mr. Christenfeld thanked the administrative team for their enormous amount of work.

Mr. Borden left the meeting at 9:42 pm.

3. 2017-2018 Key Yearly Measures/MCAS Report on 2018 Results Documents: Lincoln Public Schools, Key Yearly Measures Report, November 2018

The Key Yearly Measures/MCAS Report was moved to the next meeting, Thursday, November 29. Dr. Rose said that it will be a large conversation on what key yearly indicators will be used going forward.

4. Update on Lincoln School Building Project Document: None.

Mr. Christenfeld reported that the School Building Committee [SBC] met last night and discussed the feedback from the forums. The SBC discussed sloped roofs

versus flat roofs and decided that sloped roofs would be best and told the architects, SMMA to include sloped roofs in the design. He said there are many more design decisions to make, but the value engineering phase is complete. He said that the Finance Committee supports the plan.

Mr. Christenfeld said on Friday morning, SBC Co-Chair Kim Bodnar and Mr. Christenfeld will attend the PTO meeting to discuss the school building plan. There will be a meeting on Friday, November 9 at 1 pm at the Council on Aging at Bemis Hall and a meeting on Saturday at the Lincoln Library. People will be talking about the plan at the transfer station. The SBC will be meeting next Wednesday, November 14 and the Tuesday before Thanksgiving to plan for the December 1 Special Town Meeting.

Mr. Christenfeld said that the Board of Selectmen will discuss the building plan on Tuesday and will make a statement about the project. He said the Capital Planning Committee is going to discuss the building plan tonight, and the Conservation Commission, Green Energy Committee, Historical Commission are continuing to discuss the project. There will also be a multi-Board meeting on Thursday, November 15. Mr. Christenfeld noted that the SBC is encouraged by the vote in Belmont for a new school for grades 7-12.

Mr. Christenfeld said the School Committee could issue a statement on the project but could not spend tax dollars advocating for a specific project. Ms. Mitchell asked if the School Committee members could put up yard signs supporting the project. Mr. Christenfeld said the members could encourage residents and voters to attend the December 1 meeting and to vote at the ballot on Monday, December 3 and said that Tuesday's election in Lincoln had many voters.

Ms. Mitchell thanked Mr. Christenfeld, Dr. McFall, and Mr. Creel for their hours and hours of work 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.

6. Superintendent's Report

Document: None.

Dr. McFall reported that she and METCO Director Ms. Lateefah Franck have been working with METCO, Inc. and the new Chief Executive Officer, Ms. Milly Arbaje-Thomas. There are committees working on many items of the METCO program, which brings students from Boston to be educated on the Lincoln campus. She said that there is one committee that is working on the enrollment process, and Ms. Franck and Dr. McFall participated in a meeting on enrollment. Last Friday, she and Ms. Franck spent a full day at the METCO retreat for METCO directors and superintendents from the school districts that offer the METCO program, and she said it was a good collaboration and a good day. Dr. McFall said they will gather the feedback, and she said it felt great that METCO, Inc. is on track. METCO, Inc. will put specific guidelines and policies in place, and the way the program is discussed will be reframed to say that all students belong to the METCO program. She and Ms. Franck will invite the new executive director, Ms. Milly Arbaje-Thomas, to speak at a School Committee meeting soon. Dr. McFall said

they receive weekly updates from METCO, Inc. that she will share with the Committee. She added that METCO, Inc. will be sending surveys to METCO parents.

Mr. Christenfeld asked Ms. Johnson if it would be helpful to have the Committee go to Boston to meet METCO parents. Ms. Johnson agreed and said a good place to have a meeting would be at the library at Grove Hall. He also asked what information was most helpful for METCO parents. Ms. Gnazzo suggested that the METCO Coordinating Committee and the Parent-Teacher Organization [PTO] be included.

Mr. Christenfeld thanked Dr. McFall for her work.

Ms. Johnson left the meeting at 9:52 pm.

7. Curriculum

Document: None.

Dr. Rose reported that yesterday they held the second building-based professional development day. She was impressed by the intentionality and the thought done by the principals. She said it was deliberative process, and it felt wonderful to see the staff engaging in the work. She thanked everyone for their work.

Dr. McFall said there were focus groups at Hanscom Middle School where panels of students and parents met with faculty who rotated through the groups to ask how they could best serve military students and family.

Mr. Christenfeld thanked Dr. Rose for her work.

8. Policy

1. Review Policy IHCG, After-School Programs, Second Reading

Documents: 1) Policy, File: IHCG, After-School Programs, Voted at May 6, 1996 School Committee Meeting; 2) Draft Replacement for IHCG, Afterschool Programs; 3) Draft prepared by Ms. Mitchell after the October 25, 2018 meeting

Ms. Mitchell made the changes discussed at the last meeting. She asked if they wanted to include LEAP. Dr. McFall suggested that they add philanthropy and cyber security at Hanscom.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve Policy IHCG, After-School Programs, as revised.

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

2. Review Policy IMDA, Clarification on Dissection in the Lincoln Public Schools, Second 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

Ms. Gnazzo made the changes suggested at the last meeting. She said in the first and third bullets of the new draft, the word "should" will be changed to "shall".

Mr. Christenfeld moved, and Ms. Gnazzo seconded, the motion to approve Policy IMDA, Clarification on Dissection in the Lincoln Public Schools, as revised.

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

3. Review Policy JHR [sic, JH-R], Administrative Guidelines for Make-Up Procedures, First Reading

Document: Policy, File: JH-R, Administrative Guidelines for Make-Up Procedures, Revised at School Committee Meeting of May 6, 1985

Dr. McFall said that the Administrative Council is reviewing attendance policies. She said the policy is really a procedure and said that if the Committee decided to replace anything, she suggested that they hold off. She noted that the Committee could also decide to eliminate this policy, and the administration would bring a new policy on attendance to the Committee after its review.

Dr. McFall said she was not a fan of this policy but that a new policy would include the useful parts.

Mr. Christenfeld said the Committee would bring the policy back for a second reading when Dr. McFall has a new draft of the policy.

4. Review Policy JJB, Students Social Events, First Reading

Documents: 1) Policy, File: JJB, Students Social Events, Reaffirmed at School Committee Meeting of February 11, 1985; 2) Draft, Information on other districts policies on student social events, undated

Ms. Mitchell said there did not seem to be a need for Policy JJB, and she recommended eliminating it. Dr. McFall said that many social activities are done through the Town's Recreation Department, Girl Scouts, and drama club and others.

Policy JJB, Students Social Events, will come back to the next meeting for a second reading and vote to eliminate it.

5. Review Policy JJC, Public Performances by Students, First Reading

Document: Policy, File: JJC, Public Performances by Students, Reaffirmed at School Committee Meeting of February 11, 1985

Mr. Christenfeld said Mr. Borden was looking at the policy and recommended that the Committee vote to eliminate it.

Policy JJC, Public Performances by Students, will come back to the next meeting for a second reading and vote to eliminate it.

The next policies that will be discussed for first readings are: JP, Soliciting Funds from Students; JRE-R, Procedure on Broadcasting and Taping Students in Classrooms; LC, Relations with Education, Research, and Service Centers.

Dr. McFall reminded the Committee that items for the next meeting's packet need to be submitted to Executive Assistant Ms. Gross by November 16 because the next meeting is on Thursday, November 29.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$791,999.49 and the accounts payable warrant totaling \$360,009.94 for a total of \$1,152,009.43. Mr. Christenfeld reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the warrants as presented.

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

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old 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

Mr. Schmertzler has resigned. Mr. Christenfeld said tomorrow is the deadline for candidates to submit a statement of interest to fill the vacancy.

Mr. Christenfeld said that the Committee will attend a Board of Selectmen meeting at 6:30 pm on Tuesday, November 13. He reported that the Committee has one statement of interest from Adam Hogue, who had interviewed to fill Ms. Salon's vacancy. If the Committee receives only one statement, the Committee and the Board could vote to have Mr. Hogue fill the vacancy. He said that Mr. Hogue cannot attend the meeting, but the members need to attend the November 13 meeting with the Board. Mr. Christenfeld said he has talked with people at the Council on Aging to see if there was any interest in serving, and Ms. Mitchell said Mr. Schmertzler would like to have someone from other parts of the community serve if possible.

11. New Business

None.

12. Approval of Minutes

Documents: Draft of Meeting Minutes, February 1, 2018; 2) Draft of Meeting Minutes, February 15, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the February 1 and February 15, 2018 meetings.

The Committee voted unanimously for the motion.

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

13. Information Enclosures

Document: Letter to Ms. Samantha Sullivan, Manager of Community Relations, Raytheon Corporation, from Dr. Rebecca McFall, Ed.D., dated November 1, 2018

This item was for the Committee's information. It was not discussed.

14. Adjournment

On motion by Mr. Christenfeld, seconded by Ms. Mitchell, the Committee voted unanimously to adjourn the meeting at 10:34 pm.

The next School Committee meeting is tentatively scheduled for Thursday, November 29, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary