

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, November 29, 2018
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Tara Mitchell, Trintje Gnazzo, Adam Hogue, 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), Robert Ford (Director of Technology).

Absent: Mary Emmons (Administrator for Student Services).

1. Working Session for the Purpose of New School Committee Member Orientation
Document: New School Committee Member Orientation – DRAFT, undated

The Committee held a working session to discuss the Committee's responsibilities for the two newest members.

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm. He welcomed Mr. Adam Hogue, the newest member of the Committee.

2. Chairperson's and Members' Reports

Mr. Christenfeld and the Committee sent their condolences to Ms. Emmons for the death of her father-in-law.

Mr. Christenfeld reported that at last week's Middle School play, students took responsibility for the production, which was wonderful to see.

Mr. Christenfeld will meet next Saturday with the Chairpersons of the Sudbury K-8 and Lincoln-Sudbury Regional High School School Committees to discuss the Tri-district forum, which is tentatively scheduled for the spring.

Mr. Christenfeld said there is a vacancy on the Lincoln-Sudbury Regional High School School Committee.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$5,000.00 Gift from Mr. Graham Atkin

Document: Letter to Colleen Wilkins, Finance Director/Town Accountant, from Graham Atkin, dated November 27, 2018

Mr. Graham Atkin would like to donate \$5,000.00 to reduce the Town's bond payment needed for the school building project if it passes at the Special Town Meeting and at the ballot. He encouraged and challenged others to donate money for the same

cause and thanked the Committee and School Building Committee for their work on the school building project.

Mr. Christenfeld discussed the issue with the Town's Finance Director, Colleen Wilkins, who said that there will be a dedicated School Bond Reduction Account, for Mr. Atkin's and any other gifts for the school building project bond. Mr. Christenfeld said the account would reduce the debt amount needed to fund the project.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of \$5,000.00 from Graham Atkin to reduce the debt burden for the bond needed for the school building project, should the project be accepted by the Town at the December 1 Special Town Meeting and at the ballot vote on December 3.

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

Mr. Christenfeld thanked Mr. Atkin for his generous gift. Dr. McFall drafted a response letter and asked the members to submit any edits to her letter.

5. Time Scheduled Appointments

1. FY20 Budget Discussion and Public Comment

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 entitled, "FY20 Preliminary Budget"

For fiscal year 2020, 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 of 550 to 599 students. For FY19, the district is in the first year of its two-year contract with the federal government to provide education to students of military families at Hanscom Air Force Base.

The base budget for FY20 for the Lincoln campus is \$11,691,998 with improvement initiatives of \$50,000 for a total request from the Town of Lincoln 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 of that amount will be used for GASB45 benefits for Hanscom retirees. There will not be budget gaps for either campus, even with the improvement initiatives.

Mr. Creel said that the central office administrative services' expenses, which are currently split between the Lincoln and Hanscom budgets on a 53%-47% basis, may be split on a 50%-50% basis starting in FY21. He said there are only a few staff members who are split between both campuses, but now the enrollment on both campuses is more equal in numbers. He said the net of that split to 50%-50% would shift \$59,010 to the Hanscom budget. He said that FY21 is the next solicitation for the Hanscom contract, and it would make the most sense to revisit the percentage split in funding in FY20.

Mr. Creel indicated that any increase in special education needs on the Lincoln campus would incur risk, and they will examine the expenditures more closely in the second and third quarters of FY19. He said there is greater exposure to out-of-district tuitions on both campuses. He said that the Town's Finance Committee has agreed to allow the district to pre-purchase tuitions for the Lincoln campus, and for the Hanscom campus, the district could transfer monies from the Hanscom Reserve Fund if needed.

Dr. McFall noted that the district will continue to collaborate with the Lincoln Teachers' Association [LTA] to keep the contract within the 2.5% increase. Mr. Creel said 77% of the budget pays for personnel. The other 23% of the budget covers other expenses, and only 2.2% of the budget pays for energy. Dr. McFall indicated that the administration examines what is in the budget and what the district needs and makes trade-offs for the improvement initiatives.

Ms. Mitchell asked about the number of sections for the FY20 grade 6, and Dr. McFall said there would be four sections. Ms. Mitchell asked how the METCO program was subsidized, and Mr. Creel responded that Lincoln has made METCO a priority since 1965, and the per student cost is approximately \$20,000, but Lincoln receives \$8,000 per student. He said that he could review the information to give an exact figure. Dr. McFall said that Lincoln has the highest percentage of Boston students than other districts that accept METCO students. She noted that Boston students are more successful in Lincoln when the students start school in Lincoln in the early grades and when Boston students are represented well in each class.

The administration will present the FY20 budget at the December 4 and January 23 Finance Committee meetings. Discussions on the budget will continue at the December 13 meeting. The January 10, 2019 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.

2. 2017-2018 Key Yearly Measures/MCAS Report on 2018 Results

Documents: 1) Lincoln Public Schools, Key Yearly Measures Report, November 2018; 2) PowerPoint presentation

Dr. Rose showed the highlights of the presentation on the Key Yearly Measures and MCAS Report on 2018 Results, which are MCAS English Language Arts [ELA] and math for grades 3 to 8, Fountas and Pinnell Benchmark Assessment System for grades 1 to 5, and the School Climate Survey for grades 5 and 8. The measures help to answer these three questions: how are all of our students performing academically, growing academically, and feeling about school? The exam was the second year of the next generation MCAS.

For the district as a whole, 57% of students in grades 3-8 were meeting or exceeding expectations in the MCAS [ELA] exam. 59% of students in grades 3-8 were meeting or exceeding expectations in the MCAS math exam. 71% of students in grades 1-5 were meeting or exceeding expectations in the Fountas and Pinnell Benchmark Assessment in literacy. Students in grade 5 had a score of 59 in the School Climate survey, which falls into the normal range, and students in grade 8 had a score of 45 in the School Climate survey, which also falls into the normal range.

Dr. Rose wanted the Committee's input on the Key Yearly Measures indicators and whether the indicators are the right ones to use to match with the district's vision: "The Lincoln Public Schools seek to unite our communities in challenging and equipping our students to acquire essential skills and knowledge, think creatively and independently, exhibit academic excellence, appreciate and respect diversity, display creativity, value reflection, and demonstrate social and emotional competencies." Dr. Rose said she did not feel that the current indicators help the district move forward with the vision and would like to diversify the indicators.

Mr. Christenfeld asked how "think creatively and independently" could be measured? Dr. Rose said the profile of a graduate will help with how to show "think creatively and independently" in all content areas. Portfolio presentations and student-led conferences are parts of it, but they are not as quantitative. Mr. Christenfeld said the Middle School play was an example. The students organized it, had jobs that they did independently and responsibly, and there were not many adults involved. He said the district was good at giving students responsibility and could do that in anything. Dr. McFall said authentic learning for students give them voice and choice. Mr. Borden said he thought it was fantastic but that society was in search of quantitative evidence and measures. If the district used a specific qualitative measure in each area, how would they evaluate each measure? What is the district aiming for? He suggested that what the district was aiming for should be communicated to everyone. Dr. McFall and Dr. Rose visited the Farmington, CT school to discuss the Profile of a Graduate which could help formulate goals and measures. She said they discussed their process of how Farmington came to their vision of a graduate and how the principals articulated the vision and how to carry it out; Farmington started with learning targets. Farmington students gave Dr. McFall and Dr. Rose a tour of the school, showed their work and why the students did certain things and how those things fit together. She said that the Lincoln Public Schools needs to do the same thing. She said there is an opportunity to ask what do they want students to be able to do when they leave or graduate from the Lincoln Public Schools? How do students take ownership of their learning? While the district has done some of this work across the last ten years, Dr. McFall felt that some of the work is still nascent.

Mr. Borden said he was excited about the work, and there should be a community discussion about this issue. He asked if there was a point of view on it that was shared by the three districts: Lincoln K-8, Sudbury K-8, and Lincoln-Sudbury Regional High School. Dr. McFall indicated that Lincoln-Sudbury [L-S] was setting on the same path, and while the Lincoln district will work with them, Lincoln should do its own process. Mr. Borden said he wanted Lincoln K-8 and L-S to align somewhat, and Dr. McFall agreed and said there will be alignment with the broad outcomes. Mr. Christenfeld said that L-S students take responsibility for their schedules and getting themselves to school. Ms. Gnazzo suggested that a common language could be helpful. Mr. Christenfeld suggested that the administration not start with the measures themselves but that the measures should emerge from the process and curriculum, such as Fountas and Pinnell. Mr. Borden suggested that the administration work with a few measures and not choose all of them at once to see what works.

Dr. McFall said they will start with the faculty first and make sure the expectations are appropriate. They will also build their knowledge base and philosophy of education. She noted it will take multiple iterations, and they will go to the

stakeholder groups for their input. Mr. Christenfeld said there are measures and there are Key Yearly Measures. Dr. McFall said the greatest use of assessment is the formative assessment, and not a Key Yearly Measure. She said they want data on how the district is doing as a whole, how are their programs doing? There are few measures to look at across the district, and there is more focus on the formative assessments that students can use. Mr. Ford said there were some static measures, such as MCAS results, and other dynamic measures. He suggested that maybe a Key Yearly Measures report was not as helpful, but an annual strategic plan and vision check-in would be better. Mr. Borden suggested that quantitative measures and some observed measures might be helpful. Dr. McFall said that the 8th graders want to present a warrant article at Town Meeting. Mr. Ford said Hanscom 7th and 8th graders are doing a computational thinking class and will have an exhibition on going through the design process. Dr. McFall said 6th graders have had student led conferences for the last three years, and they would like these for all students. Ms. Mitchell said the Hanscom Primary School vision on using their new school building is great and how could they use the visioning process for the Lincoln school building. She asked how the building visions relate and intersect with these measures. Dr. Rose said they do intersect. Mr. Borden asked if the building visioning helps to unpack the essential skills that students need.

Mr. Christenfeld recommended the Committee members read the book, *Leaders of Their Own Learning* by Ron Berger because the work is based on it. He said the district has done some pieces in the book, but not in a systematic way. He said the question is that the vision is crucial but takes much work. Dr. McFall added that much foundational work has to happen, and it is huge and multifaceted, and needs deep work that has to be sustained.

Dr. Rose asked the members if there were further questions on her report. Ms. Mitchell asked about the MCAS results, which dipped from the last year. She said she hoped that scores would be better. She asked what Dr. Rose thought with regards to the scores. Dr. Rose said that Lincoln is a small district, and therefore the numbers can be somewhat volatile, especially the school numbers. She noted that the MCAS scores in ELA in middle school had growth, and ELA in math had lower growth, but both are in the middle of the pack on achievement. Mr. Christenfeld said that the MCAS exams don't necessarily measure what the Town values, such as raising global citizens. Dr. Rose said that she felt this year she found more complexity in the data, and there are gaps in the subgroups. She said there is a sizable gap between students with disabilities and students without disabilities, and she is concerned about that, but statewide the district is doing 99% percentile compared to that grade level statewide. Mr. Borden said there are implicit criteria on what excellent, good, not so good mean and suggested that they do a better job doing something quantitative. Dr. McFall said Fountas and Pinnell is the measure benchmark. Mr. Borden asked where they should change and focus, because there was only so much that they could do about the scores. He asked how they would use the information to prioritize. Dr. McFall said the Key Yearly Measures have value in that they help them to dig deeper to find relevant change.

Mr. Christenfeld said that the scores for the previous year in ELA for 8th graders were that they were in the 96th percentile. Last year, 66% of 8th graders scored proficient or above. The numbers look like there is a problem, but he said there wasn't a problem because the test changed. Mr. Ford said that last year was the first year for some students

to take the exam on the computer instead of on paper. Ms. Gnazzo asked if there was a policy on how to communicate the complexity of these scores. She said the community needs a layer of understanding as much is unique given the size of the district. Dr. McFall said the district could give more information and have an evening to discuss the scores. Mr. Christenfeld said they could send the report out to people, but the Committee does not receive feedback other than people want the MCAS scores to be higher. Mr. Borden asked what items Dr. Rose was taking away from the information. Dr. Rose said that idea development in student writing was one; while there is no gender gap in math for 3rd graders, one increases as the students get to the older grades. She said they have put together MCAS Quick Guides for teachers and others. She noted that MCAS is not the end in and of itself.

Mr. Christenfeld thanked them for their work.

3. Develop and VOTE on Statement of Support for Lincoln School Building Project

Documents: 1) Draft Statement on the School Building Project, by Tim Christenfeld, undated; 2) Draft Statement on the School Building Project, by Peter Borden, undated

Mr. Christenfeld said that the Special Town Meeting on December 1, 2018 would begin at 9:00 am and encouraged all to attend as it was to decide about the Lincoln school building. He said that the Town's Boards and Committees have unanimously supported the school building project. He asked if the Committee was willing to put out a statement about the project and said that he submitted a draft statement for consideration, and Mr. Borden submitted a draft statement via email. Mr. Christenfeld said if the Committee decided to put together a statement, he would read the Committee's statement at Saturday's Special Town Meeting.

Mr. Christenfeld asked if the Committee should release a public statement to the Town prior to the Town Meeting and said the statement could accentuate the positive and collaborative efforts of the project. Mr. Borden agreed that the Committee should have a statement, and he liked Mr. Christenfeld's draft. Ms. Mitchell agreed with Mr. Christenfeld's draft, said it was concise and liked that it did not go through each point. Mr. Hogue said he liked the short and simple statement. Mr. Christenfeld asked if the draft captured what the Committee wanted to say.

The Committee suggested revisions so that the statement read, "The School Committee applauds the School Building Committee for running an open inclusive process to develop a project that maximizes sustainability, that enhances the campus while preserving its historical integrity, and that improves the usefulness of the facility for the broader community. Of particular interest to this Committee are the features of the proposed building that will facilitate collaborative teaching, provide flexibility, health, safety, and the connection to the outdoors that will significantly enhance the educational program, and facilitate 21st century learning. Therefore we enthusiastically endorse the school building project as presented."

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to adopt the Statement on the School Building Project as revised.

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

The Committee will send the statement out in an email blast to the community. Mr. Borden suggested that the statement be sent to the Lincoln Squirrel.

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 thanked Mr. Ford and his team for their work on the visit by the Department of Defense Educational Activity [DoDEA] team, who visited to look at the audio-visual systems used in the Hanscom Middle School classrooms so that the same systems might be used in other DoDEA schools. Dr. McFall said that DoDEA will be doing a full review of the Student Services Department in February. The review will occur after January's Equal Employment Opportunity Commission [EEOC] Program review.

Mr. Christenfeld thanked Dr. McFall and Mr. Ford for their work.

7. Curriculum

Document: None.

Dr. Rose had no report.

Ms. Johnson and Ms. Wironen left the meeting at 9:22 pm.

8. Policy

1. Review Policy JJB, Students Social Events, Second 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.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to eliminate Policy JJB, Students Social Events, as presented.

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

2. Review Policy JJC, Public Performances by Students, Second Reading

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

Mr. Borden spent time looking at the policy and recommended that the Committee eliminate it.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy JJC, Public Performances by Students, as presented.

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

3. Review Policy JP, Soliciting Funds from Students, First Reading

Documents: 1) Policy, File: JP, Soliciting Funds from Students, Revised at School Committee Meeting of July 1, 1985; 2) Draft, Policy, File: JP, Soliciting Funds from Students, Revised at School Committee Meeting of July 1, 1985; 3) Information on Policies JP, JJE-Student Fund-Raising Activities, KHA-Public Solicitations in the Schools, KHB-Advertising in the Schools, GBEBD-Online Fundraising and Solicitations – Crowdfunding from Massachusetts Association of School Committees [MASC], February 2018

Ms. Gnazzo said that much of the existing policy was procedural and could be eliminated. She said that MASC had three components on fundraising: 1) gifts; 2) fundraising by faculty members, and 3) flyers and materials soliciting funds. She said the Committee has a policy on gifts and a policy on fundraising by faculty members.

Dr. McFall explained that the policy was out of date, but a policy was needed. There are many events in the schools, and more events at Hanscom, where students fundraise for charities, and these events do not come through the Committee. She said the business office says that those monies need to go into student fund accounts. Mr. Creel explained that classes want to contribute to student activities, which is different from having a teacher ask students to contribute to an event the teacher is taking part in, such as the Walk for Hunger. He added that they are reviewing guidelines for student activities accounts, and there is a reference to Policy KCD, Public Gifts to Schools, where those interested need to talk to the Superintendent. Mr. Christenfeld said that the high school sports teams hire fundraisers. Ms. Gnazzo said some PTO activities would fall under the Committee policy in some places. Dr. McFall said that online fundraising and crowdfunding is an issue where there have been complications, and the administration is working with faculty to set up an appropriate policy. Mr. Ford suggested that the online fundraising be put into Policy KCD, Public Gifts to Schools and said that there has been crowdsourcing fundraising for the Washington, D.C. overnight field trip for students.

Mr. Christenfeld said the policy was to address the issue of teachers getting students to chip in money to charitable and other causes. He said he wanted one policy on fundraising that governed all conduct. He said there are also community service events for students to attend that teachers have organized. Mr. Creel suggested that they look at Policy KCD, Public Gifts to Schools to combine the policies. Dr. McFall said that the Ethics law and the Policy GBEA on Conflicts of Interest is involved. She said Policy KHB, Advertising in the Schools, and flyers and invites is not done in the Lincoln Public Schools. She said the appropriate place for organizations to distribute information would be to pass the information to the PTO.

Ms. Gnazzo asked if the Committee wanted to keep JP, Soliciting Funds from Students, and noted that the surrounding towns have JP. Mr. Christenfeld was not sure that KCD, Public Gifts to Schools, was the right policy to use. Ms. Gnazzo asked if she should include advertising, and there was Policy KHB on it. Mr. Christenfeld said that Policy JP deals with the pressure for students to donate, and KCD is money that comes from outside the school.

Ms. Gnazzo will meet with Dr. McFall, Mr. Ford, and Mr. Creel to discuss the current policy and current issues. Ms. Gnazzo will then write a new draft of JP, Soliciting Funds from Students, for a second reading.

4. Review Policy JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms, First Reading

Documents: 1) Policy, File: JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms, Revised at School Committee Meeting of May 6, 1985; 2) Memorandum to School Committee from Tim Christenfeld, Re: Taping and Photographing Students and Teachers, dated November 15, 2018; 3) “Cultivating Trust in Video Observations,” Center for Education Policy Research, Harvard University; 4) “Protecting Student Privacy,” FAQ, U.S. Department of Education, undated

Mr. Christenfeld said that the current policy is more procedural, and the Committee has been eliminating procedures, but he found that this issue has not been covered other than in the security cameras and instructional technology policies. He said that there is an educational value in videotapes, but they need to make people become comfortable with it in some circumstances. He said there was no MASC version of a policy, and not many other districts have a policy on it. He asked if the Committee wanted to deal with the issue now or later and did not think it was urgent.

Mr. Ford said that the current procedure as written was not relevant and the district did not use the procedure. With faculty and staff, they cover the use of student images in trainings and in web publishing guidelines, and they focus on dissemination. He said student records are covered under the Family Educational Rights and Privacy Act [FERPA], and he said they are also addressed in the ICT student policy. He noted that in the handbook, parents have to opt in to have their student’s image or work published and have to fill out a media release. They film public events, and there is a telepresence system and videostreaming. He said that broadly the administration approaches these items as another student record, which is covered by FERPA.

Mr. Borden asked about students videoing students. Mr. Ford said the issue of students videoing other students is addressed in Policy ICT and asked if opting in covers the issue. There is no policy that addresses students videoing teachers or teachers videoing teachers. Mr. Christenfeld said it would depend on the use of the videos, and if it was internal, the freedom would be greater. Dr. McFall said that they focus on educating people on the appropriate use and tell them that there is no sharing. She acknowledged that in today’s world with smartphones, the administration cannot control everything in this area. They go back and forth with personal devices, and there are risks and responsibilities on the content.

Mr. Christenfeld noted that New Hampshire passed a law limiting video because it was interfering with educational uses. He said they should make a positive statement

and establish that video has important purposes, and there are limits on using video publicly. Mr. Borden said that there are some meaty issues with the topic, but technology is changing so rapidly that the Committee should have a higher level of principles that states the administration retains procedures to be updated. Mr. Ford suggested that the policy reiterate that video, photos, and media are treated as a student record.

Mr. Christenfeld will write a new draft policy of JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms, for the next meeting for a second reading.

5. Review Policy LC, Relations with Education Research and Service Centers, First Reading

Document: Policy, File: LC, Relations with Education Research and Service Centers, Revised at School Committee Meeting of May 6, 1985

Dr. McFall said the policy looked good but wanted to make sure it included faculty in item 2. She said they receive many requests for surveys, and they need to decide what they want faculty to do. She suggested that they add 2. H. demonstration that the proposal is approved from a review committee/human subjects.

Mr. Borden thought the policy was procedural. Dr. McFall said it was important to spell out in policy because the administration needs it, but she was not sure the procedures should be used. Mr. Ford added that there are many requests, and the policy needs to address the district having data privacy and deidentify all student information. Dr. McFall said that items 5 and 6 were not appropriate. Dr. Rose said that 2. H. might not be from universities. Mr. Christenfeld suggested that they add to 2. H “where appropriate”.

Mr. Ford asked if they should add the federal Protection of People Rights Act [PPRA] as a reference. Mr. Borden said guardian permission should be added to parental permission.

Policy LC, Relations with Education Research and Service Centers, will come back to the next meeting for a second reading and vote.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$815,630.58 and the accounts payable warrant totaling \$180,147.52 for a total of \$995,778.10. 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 for the motion.

Mr. Christenfeld thanked Mr. Creel for his work.

10. Old Business

Document: Subcommittee Assignments, 2018-2019

Mr. Christenfeld said that Mr. Schmertzler had two subcommittee assignments and Ms. Salon had one. Mr. Schmertzler was the liaison to the Capital Planning Committee, which deals with the capital requests for Town Meeting and handles the longer term capital needs of the Town. He said the Capital Planning Committee meets usually ten times per year. The duties of the Capital Planning Committee liaison are to attend meetings and review plans, and prepare minutes on a rotating basis. He noted that the liaison is a very important function for the School Committee. Mr. Hogue volunteered to serve as the Capital Planning Committee liaison.

Mr. Christenfeld said that Mr. Schmertzler also reviewed the warrants, which is a twice a month commitment and is required by law. Mr. Hogue volunteered to review the warrants.

Mr. Christenfeld said that Ms. Salon reviewed the Committee's meeting minutes. Ms. Gnazzo volunteered to review the meeting minutes. She will start with the October 11 meeting but will not review the October 25 minutes.

Dr. McFall said that the Evaluation System Committee met with the Lincoln Teachers' Association [LTA] last week, and the LTA is getting representatives for the Evaluation Committee. Dr. McFall said the Evaluation System Committee will start to meet in January.

11. New Business

None.

12. Approval of Minutes

Documents: Draft of Meeting Minutes, January 18, 2018; 2) Draft of Meeting Minutes, September 13, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the January 18, 2018 and September 13, 2018 meetings.

The Committee voted unanimously for the motion.

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

Ms. Gnazzo and Mr. Hogue left the meeting at 10:27 pm.

13. Information Enclosures

Documents: 1) Email to Valerie Fox, Interim Town Clerk, from Timothy Christenfeld, dated November 13, 2018; 2) Letter to Ms. Gayla Lucetta, Hanscom PTO President, from Rebecca McFall, Ed.D., Superintendent, dated November 14, 2018; 3) Letter to Ms. Amanda Fargo, Lincoln PTO President, from Rebecca McFall, Ed.D., Superintendent, dated November 14, 2018

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

14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 10:36 pm.

The next School Committee meeting is tentatively scheduled for Thursday, December 13, 2018 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary