

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, December 13, 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). Also Present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology).

Absent: Simone Johnson (METCO Representative), Mary Emmons (Administrator for Student Services).

1. Greetings and Call to Order

Mr. Christenfeld, Chairperson, called the open session to order at 7:06 pm. He thanked Ms. Mimi Borden for taping the meeting.

2. Chairperson's and Members' Reports

Ms. Mitchell reported that she listened to the Massachusetts Association of School Committees' [MASC] webinar to use school climate data to promote academic achievement. She said it would be interesting to see which of our neighboring school districts use Panorama Data and get a sense as to what their results are and how we compare, and what our district should do now that we have collected this data.

Ms. Mitchell attended last week's EDCO and School Committees Round Table on learning anywhere. She said the concept is similar to the blizzard bag idea that recognizes that there are different ways of learning. Students do one-third online classes, one-third summer work, and one-third blizzard bags. She reported that it was Wakefield's 3rd or 4th year of using this, and from a teacher and professional standpoint, overall it has been a positive experience for teachers and students. Students in K-8 and high school participated. She noted that Wakefield will hold school for the required 180 days.

Mr. Christenfeld met with the Chairpersons of the Sudbury K-8 and Lincoln-Sudbury Regional High School Committees to discuss the Tri-district forum, which will be held March 11 or March 26. There are two possible focuses for it: 1) there has been an increase in anxiety; how can it be addressed; 2) three districts with the Board Certified Behavioral Analyst to discuss ways the districts can move in parallel to address common challenges and how to collaborate. He will send a reminder on forum dates.

Mr. Christenfeld reported that the Sudbury K-8 school has a committee on school start times that meets regularly. The committee is midway through their work, and he will share information. He said School Committee members are welcome to attend their meetings and noted that any changes in school start times will have to be worked out with Lincoln-Sudbury Regional High School buses.

Mr. Christenfeld reported that last week's Lincoln Chorus, the Lincoln-Sudbury Chorus, and the Sudbury K-8 Chorus concert was a great evening.

Mr. Hogue arrived at 7:15 pm.

Mr. Christenfeld sent a *New York Times* article on innovation to the members a few days ago.

Mr. Christenfeld reported that this morning, the Harvard Graduate School of Education held a forum on the concept of unlearning things and how to get people to unlearn habits and ingrained practices in order to create change.

Ms. Mitchell thanked the administrators, teachers, and others who helped with the election and voting for the December 1 Special Town Meeting. Mr. Borden added that he was very impressed by the School Building Committee's [SBC] thoroughness and work and thanked everyone.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gift of \$1,500.00 from Air Force Association

Document: None.

2. Accept Gift of \$500.00 from Hanscom PTO

Document: None.

3. Accept Gift of \$3,158.00 from Raytheon Corporation

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

4. Accept Gift of \$5,000.00 from Cathy Rogers

Document: None.

5. Accept Gift of \$1,000.00 from Kenneth and Tara Mitchell

Document: None.

6. Accept Gift of \$5,001.00 from Anonymous

Document: None.

Mr. Creel said that the Town's Finance Director, Colleen Wilkins, reported via email that the Town's School Bond Reduction Account currently has a balance of \$21,001. The gifts will reduce the debt needed for the school building project that was approved at the Special Town Meeting and ballot earlier in December.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to accept a gift of \$1,500.00 from the Air Force Association for the Hanscom Middle School's 8th grade overnight field trip to Washington, D.C. and Gettysburg, PA in the spring 2019; to accept a gift of \$500.00 from the Hanscom PTO for the Hanscom Middle School's 4th to 8th grade students' participation in the Sub Zero science presentation; to accept a gift of \$3,158.00 from Raytheon Corporation for the Hanscom Middle School's 4th to 8th grade students' participation in the Sub Zero science presentation, the Hanscom Middle School's 4th grade field trip to the Discovery Museum in Acton, and the Hanscom Middle School's 5th grade field trip to the Museum of Science in Boston; to accept gifts of

\$5,000.00 from Cathy Rogers, \$1,000.00 from Kenneth and Tara Mitchell, and \$5,001.00 from Anonymous for the Town's School Bond Reduction Account to reduce the debt burden for the bond needed for the school building project.

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

Mr. Christenfeld thanked the Air Force Association, the Hanscom PTO, Raytheon Corporation, Cathy Rogers, Kenneth and Tara Mitchell, and Anonymous for their generous gifts. The administration will send thank you letters.

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. Christenfeld said that the district's FY2020 Preliminary Budget was presented to the Finance Committee last night at the first of two budget workshops. He thanked Dr. McFall and Mr. Creel for their thorough presentation. He said the Finance Committee did not have many questions. The administration will also present the maintenance budget to the Capital Planning Committee.

Mr. Creel said he let the Finance Committee know that for FY2021, the administration may be presenting a 50-50% split between the Lincoln and Hanscom campuses for certain administrative and teaching personnel. Additionally, he shared his concern about the increasing costs of out of district tuitions. He and Dr. McFall said that with the school building project, the administration will have to plan ahead on staffing and utility costs for the Lincoln campus operating costs, and the impact of using modular classrooms on utilities as the classrooms will be heated with electricity instead of natural gas. He said they will work with the Owner's Project Manager [OPM] and the Town on the modular classrooms.

Mr. Christenfeld said that the budget for Lincoln-Sudbury Regional High School was also presented at last night's meeting even though their timeline is different, and that budget has a gap of \$750,000.

The administration will present the FY20 budget at the January 23 Finance Committee meeting's budget workshop. 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. Report on Review of Possible Remediation – Lincoln School Inside Temperatures and AC

Documents: 1) Widow [sic] Film Option, undated; 2) AC Option, undated

Dr. McFall said as a result of the issue on hot temperatures in the classrooms in September brought by Ms. Lisa Rosen, Mr. Creel and Mr. Michael Haines, Facilities Coordinator, have looked at options for mitigating temperatures. She thanked Mr. Creel and Mr. Haines for their work. Mr. Haines attended the meeting to present some vetted options.

Mr. Haines reported that they have used air conditioning in some classrooms and have kept solar gain out with the use of shades, and there are split air ducts for the CASE classrooms. There are many classrooms without air conditioning. They have not had good luck with wall mounted air conditioners and have tested commercial roll around units that were loud and did not work at Magic Garden. He said they could install 3M film on the interior windows that would cut solar glare, and the film has been used at the Public Safety Building with good success. He suggested that shades could help and reported that the window film would cost \$10 per square foot installed or \$8 per square foot uninstalled. They have used ductless splits that could be installed at a cost of \$82,000. He said in order to install these air conditioners, they would need 46-ton in four ducted systems with roof mounted air conditioning compressor and would need a designer, which he has not included in the cost.

Mr. Haines said they could install the window film on the bottom halves of the windows, and shades could be pulled at night. He said the window film is see through, does not have a mirrored look, and is more reflective than low-e windows. He noted that he could not guarantee a number of how much heat would be cut.

Mr. Haines said that the construction on the Smith building would start in summer 2021. Any work done on the buildings would likely not be able to be used in the building project.

Mr. Borden was concerned about investing in something and then moving away from it. He suggested that they try using film on partial. He was not sure how the Town would respond to \$82,000, and said that does not seem viable now. Mr. Creel said the Capital Planning Committee's resources are already stretched, and doing this was not in the budget. Mr. Christenfeld indicated that he was not inclined to ask the Capital Planning Committee for money the next few years due to the building project. He said that the Committee will think about it, and maybe there could be a test solution in the spring. Ms. Gnazzo suggested that they try closing the shades regularly at night. Mr.

Creel agreed that the cost of \$82,000 was not good but asked if there was an intermediate point. He said rooms 121-129 were the worst, and Mr. Borden suggested that they test in that block of rooms.

Mr. Christenfeld said the Committee would discuss a trial and asked that they talk to teachers and gather more information to be discussed in a couple months. Mr. Haines will talk to the public safety building people and schools who have used the window film and formulate a plan.

Mr. Christenfeld thanked Mr. Haines for his work.

3. 2019-2020 Academic Year Calendar, First Reading

Documents: 1) Lincoln Public Schools, Academic Year Calendar 2019-2020, V1 Draft, 12/7/18, Students Begin Before Labor Day; 2) Lincoln Public Schools, Academic Year Calendar 2019-2020, V2 Draft, 12/7/18, School Begins After Labor Day; 3) 2019-2020 Draft Calendar Calculator, December 7, 2018

Dr. McFall prepared two draft calendars for school year 2019-2020; one has students returning before Labor Day, which is on Monday, September 2, 2019, and one has students returning after Labor Day. Students would return on Wednesday, August 28 or Tuesday, September 3.

Dr. McFall said the district will need to have a long summer in 2020 so that the Lincoln school building project will have the longest stretch to work without students on the campus. There is only a three-day difference between starting before Labor Day and starting after Labor Day. Five snow days have been built into each calendar.

Dr. McFall said that Hanscom families like to end the school year as early as possible because many of them move. She said the district loses Hanscom students the last two to four weeks before the end of school. On that basis, she suggested that school begin before Labor Day. She said the administration tries to align its calendar with the Bedford High School, which the Hanscom students attend, but Bedford has not yet started to look at its 2019-2020 calendar. Lincoln-Sudbury Regional High School will start before Labor Day.

Dr. McFall has spoken to Lincoln-Sudbury and to Sudbury about the teachers' professional development day, and the day will align with Lincoln-Sudbury's on Monday, December 2, the Monday after Thanksgiving.

Dr. McFall said both calendar drafts have been shared with the Lincoln Teachers' Association [LTA] leadership. If school starts before Labor Day, the LTA has to vote to return before Labor Day, and Dr. McFall did not see an issue with the vote. She noted that they could reconsider the religious holidays—Rosh Hashanah, Yom Kippur, Good Friday—as many districts have not included them as days off in their calendars. Both versions of the calendars have a half day of school for Good Friday. She said they have circulated surveys about not including the religious holidays, and while parents have agreed with not including them, the faculty has not agreed. Dr. McFall reported that if the district needs more than 10 substitute teachers on one day, it can be difficult to find enough substitutes. She noted that past surveys indicated that 33 faculty members planned to observe Good Friday. She suggested that they could send the calendar survey again as the survey was ready. Dr. Rose suggested that the substitutes should also be sent the survey. Dr. McFall said that if a holiday falls on a Wednesday, there is less of an

issue than if a holiday falls on a Friday or a Monday. Dr. McFall said that Lincoln-Sudbury observes the holidays but Bedford does not. Mr. Borden asked that if the Committee decided to eliminate the religious holidays from the school calendar, would it make it more difficult to find substitutes to teach on those days, and Dr. McFall said all districts have trouble finding substitutes.

Dr. McFall said last year's Good Friday half day was successful, and they released everyone at 11 am. She said that Eastern Bus and CASE buses can adjust their pick up times for 11 am, and the district could ask Doherty's if they could pick up students at 11 am. Doherty's could not adjust their pick up time the day before Thanksgiving. Dr. McFall said that Rosh Hashanah and Yom Kippur cannot have half days of school.

Mr. Christenfeld said that starting before Labor Day and eliminating the three religious holidays could get the district to end the school year as soon as possible. He asked if it made sense to send the survey again as to send it was a relatively low cost. Dr. Rose said that the 14 new faculty members could move the numbers. Dr. McFall noted that teachers have five personal days per year when most other districts' teachers have three personal days. Mr. Christenfeld suggested that Lincoln include other religious holidays on the calendar as Lexington does even though the district would not give days off for them.

Dr. McFall will send the academic year survey now and send reminders. The discussion on the academic year calendar 2019-2020 will continue at the January 10, 2019 meeting.

4. Update on Hanscom Primary School Building Project

Document: Slide show presentation with photographs and floor plans

Mr. Creel showed slides of the ongoing construction of the new Hanscom Primary School. The first floor has a gym, mechanical rooms, and a commons area. There is an administrative suite, and he noted that the Primary School and Hanscom Middle School are a combined school that is connected. There is a flexroom that can be used for a makerspace or music. The pre-K area has six classrooms, and one of those classrooms can be used as sub separate classroom. The second floor plan has hubs for each grade; there are teacher collaboration spaces, storage, an art room, reading areas, and a stage. Mr. Creel showed samples of the nuts and bolts that are used for bolted connections and to hold exterior panels to the walls. He said there are moveable walls and partitions.

Mr. Creel said that Hanscom Primary School teachers will pack up their rooms at the end of this school year. Furniture will be moved into the gym in July, and the crates will be moved in August. Teachers will be in the new building two to three weeks before the start of the 2019-2020 school year. He noted that Maureen Onigman and Mary Gately are working with the teacher teams and are getting quotes for the furniture, fixtures, and equipment [FF&E].

Dr. McFall said there are more students at Hanscom Primary School than there are at Hanscom Middle School.

5. Award Lincoln School Project OPM and Project Design Team

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Approval to Amend Owner's Project Manager (OPM) and Designer Contracts – Lincoln School Project, dated December 12, 2018; 2) PowerPoint presentation with the Massachusetts School Building Authority's [MSBA] website on numbers from <http://www.massschoolbuildings.org/>

Mr. Creel asked the Committee for permission to amend the Town's existing contracts with the Owner's Project Manager [OPM], Daedalus Projects, and the designer, SMMA, to add phases to their work and continue with the school building project through construction administration. The School Building Committee [SBC] voted to continue the contracts with each company after the companies submitted proposals for this phase of work. Mr. Creel said that both proposals were vetted and the companies gave appropriate responses.

Mr. Creel presented information from the MSBA's website that showed the percentage of the OPM and design fees per construction project. He explained that Lincoln's building project has a higher degree of difficulty than most MSBA projects because it will combine renovation with new construction. Daedalus Projects submitted a fee proposal of \$2,412,000, which is 3.4% of the construction cost of \$76,000,000; Mr. Creel said that their price was reasonable, the fees were under budget, and the fee was well below the average OPM fees for MSBA K-8 projects. SMMA submitted a fee proposal of \$7,695,198, which is 10.92% of the construction cost of \$76,000,000, which is at the midpoint of MSBA K-8 school building projects. Mr. Creel recommended that the Committee accept the two proposals and approve amending the two contracts.

Mr. Borden asked about the concerns and risks, and Mr. Creel responded that having the energy modeling done during the design phase was different and that that is usually done toward the end of the project. Mr. Christenfeld said that the work to be done to achieve sustainability is the biggest concern and said that going Net Zero is difficult, but the OPM, SBC, and designer all have the same goal. Mr. Creel said it was unclear until they choose a power purchase agreement vendor how they will interact with SMMA, but that is a manageable risk. Mr. Christenfeld said that SMMA has been challenged and pushed by Lincoln's many iterations, and he hopes that the Town will get a better product through the iterations. Mr. Creel said that the project has few comparable paradigms, and the school building will be all electric and will not use natural gas. The Town's energy bylaw requires a reduction of the use of carbon-based fuels, and Mr. Christenfeld said that they cannot achieve sustainability without an all electric building. Mr. Creel said the building envelope has to be tight.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve amending the contract with Daedalus Projects to incorporate Owner's Project Manager services through construction administration and the contract with SMMA to incorporate design services through construction administration.

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

Mr. Christenfeld thanked Mr. Creel for his work.

6. Update on Lincoln School Building Project – Bonding and Next Steps
Document: None.

Mr. Christenfeld reported that at the December 1 Special Town Meeting, the Town voted to bond the school building project and voted at the December 3 election to bond the project. He said the project was moving full speed ahead. He said having 89% of the residents vote for the project was great and in large part a result of the SBC's outreach team and their efforts.

Mr. Christenfeld said that when they started in 2017, he had hopes, but he did not imagine that the SBC would work as hard as it did. He thanked the liaisons, who played a critical role. He said it was also great to have a high level of engagement in Town and said that as they moved through the process, many skeptics became enthusiasts.

Dr. McFall thanked Mr. Christenfeld for all of his time. She said they owe him a lot for his voice of reason and the push needed to get the school building project approved.

Mr. Christenfeld said that the meetings continue. He reported that Selectman Jennifer Glass and Co-Chair Kim Bodnar will meet with the designer SMMA on ideas for the Commons. He thanked Dr. McFall for planning meetings with the faculty to get their input. Dr. McFall said that each faculty member is scheduled for half an hour to hour sessions to discuss what they need.

Mr. Borden said that it meant a lot that the LTA came to the Town Meeting and spoke eloquently. Mr. Christenfeld said that Ms. Glass will hold two public meetings in January for the Town Boards and Committees to talk of the Boards' roles moving forward. They will also discuss the general oversight roles. He said there will be a review and approval process for the Planning Board, Conservation Commission, and Historical Commission. There will also be a public meeting on sustainability in mid to late January. Mr. Creel announced that there will be a site visit on the wetlands with the abutter.

Mr. Christenfeld said the next step is the design development deadline in mid-March, and then the plan at 60% and go back through the cost estimates to the end of April, when the design will be complete. The next piece will be the preparation of construction and the 65% documents. The floor plan is set, the adjacencies are set, but there is still time for input, and there will be working groups. He noted that it will be busy through mid-March. Mr. Creel said they will advance the schedule when the design is at 90% after September.

Mr. Christenfeld said that at the SBC's first post-vote meeting, two representatives from the Construction Manager at Risk, Consigli Construction, will be on board, and the SBC wants to get them up to speed on the project. He noted that the contract, the SBC's plan has an early 2023 finish date, but Consigli has said that the project will be finished in the summer 2022.

There is information on the building design at the SBC's website, www.lincolnsbc.org, and the Town's website, www.lincolntown.org.

7. Establish Power Purchase Agreement (PPA) Subcommittee Document: Lincoln School PPA Subcommittee, undated

Mr. Christenfeld said that the School Committee is responsible for appointing a Power Purchase Agreement Subcommittee to advise the School Committee on the

photovoltaic array [PV] for the new school building. The new subcommittee will also manage the process of selecting the PPA that will build the array. The School will get electricity from a third party, and the Town could receive incentives and credits that get passed to the Town, but they need to act early to receive these incentives. The Town will negotiate with Eversource.

Mr. Christenfeld proposed the subcommittee members—Alex Chatfield, Tim Christenfeld, Buck Creel, Michael Haines, Jim Hutchinson, Ed Kern, and Peter Watkinson. He said the subcommittee would have a continuing role in oversight activities, and there are solar arrays at the transfer station, the Public Safety Building, and at Codman Farm. The Town has received a \$12,500.00 grant from the Massachusetts Department of Energy Resources [DOER] that will cover the consulting fees.

Mr. Christenfeld said they need to move quickly on the issue, and there will be more meetings in January.

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to establish the Power Purchase Agreement (PPA) Subcommittee with the membership as presented.

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

6. Superintendent's Report

Document: None.

Dr. McFall said that SMMA, the architect and designer, will be meeting with faculty groups on the design features before vacation.

Mr. Christenfeld thanked Dr. McFall for her work.

7. Curriculum

Document: None.

Dr. Rose had no report.

8. Policy

1. Review Policy JP, Soliciting Funds from Students, Second 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; 4) Memorandum to School Committee from Trintje Gnazzo, Re: Solicitations of funds from students, dated December 5, 2018

Ms. Gnazzo said that at the last meeting, the conversation was to eliminate the current policy JP. Dr. McFall said that since the last meeting, the administration has become aware of more fundraising events and activities, and she needs to schedule time to discuss the language on a new policy with the principals, Mr. Creel, and Mr. Ford. She

said it would take time to have the conversation to address all the issues and efforts as there are additionally new online fundraising services requiring review.

Mr. Christenfeld said the goal was to have one policy that states that the staff cannot raise money from students and about staff members raising money from each other.

Policy JP, Soliciting Funds from Students, will come back to a meeting after the January 10 meeting for a third reading.

Ms. Wironen left the meeting at 9:10 pm.

2. Review Policy JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms, Second 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; 5) Draft, File: JRE, Visual Records of Students and Staff, undated

Mr. Christenfeld had spoken with Mr. Ford in order to create a higher-level statement that said the district has control over videotaping and photographs. He noted that as the new draft is so different from the policy it should replace it, and this should be a first reading.

Mr. Borden wondered about the term “visual records” at the end of the second sentence of the first paragraph. He mentioned that there were no guidelines on students capturing video or photographs or how those can be used on social media. Mr. Christenfeld said there are policies on the use of social media for students and for faculty. Dr. McFall suggested that the new draft include a reference to those policies. Mr. Ford said that the appropriate use of recording tools is covered in the digital literacy curriculum. Mr. Christenfeld said that included in the Student Handbook are permissions, and the new policy is putting them in context.

Mr. Ford said that the last bullet point, “Guarantees that there will be no commercial use of any records” was not specific to visual records. Mr. Borden suggested that they replace the word “commercial” with “non-educational”. Dr. McFall suggested that they look at the references to other policies. Mr. Christenfeld will check the other policies for the word commercial. Mr. Ford suggested that the sentence start with “As with all student records,”. He also noted that video equaled audio. Dr. McFall suggested that the video/photo be called “record” as record is used all the time. Dr. Christenfeld said the policy was about film and photography and not student records. Mr. Ford suggested “audio-visual records”.

JRE, Visual Records of Students and Staff, will come to the next meeting for a third reading.

3. Review Policy LC, Relations with Education Research and Service Centers, Second Reading

Documents: 1) Policy, File: LC, Relations with Education Research and Service Centers, Revised at School Committee Meeting of May 6, 1985; 2) Draft, Policy, File: LC, Relations with Education Research and Service Centers, Revised at School Committee Meeting of May 6, 1985

The changes suggested at the last meeting have been made. Dr. McFall suggested that line 2. g. include the word “administrators”. Mr. Borden suggested that Family Educational Rights and Privacy Act [FERPA] be included in the references. The other changes were:

In bullet 1, the word “our” was changed to “the district’s”.

Bullet 2. d., should read “other time requirements for faculty, administrators, and staff.”

In bullet 2. e., should read “a copy of the letter requesting the essential question and working thesis of study to be sent home parent/guardian permission for student participation;”.

In bullet 4, the word “our” was changed to “the district’s”.

The last sentence should read, “The Lincoln Public School System expects to receive a copy of the final research report.”

Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to approve Policy LC, Relations with Education Research and Service Centers, as revised.

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

The next policies to come before the Committee for first readings will be ADA, Vision and Mission; EBAD, Pest Management; BE, School Committee Meetings; KBF, Parents’ Visits to Classrooms; and Policy on Children’s Visits to Schools.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$779,893.90 and the accounts payable warrant totaling \$371,765.65 for a total of \$1,151,659.55. 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

None.

11. New Business

None.

12. Approval of Minutes

Documents: Draft of Meeting Minutes, March 22, 2018; 2) Draft of Meeting Minutes, September 27, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the March 22, 2018 and September 27, 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

Documents: 1) Letter to Ms. Nadine Ekstrom, Executive Director, EDCO Collaborative, from Rebecca McFall, Ed.D., Superintendent, dated November 29, 2018; 2) Letter to Mr. Graham Atkin, from Rebecca McFall, Ed.D., Superintendent, dated November 30, 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 9:59 pm.

The next School Committee meeting is tentatively scheduled for Thursday, January 10, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary