

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, January 10, 2019  
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA  
OPEN SESSION

Present: Tim Christenfeld (Chairperson), Peter Borden (Vice Chairperson), Tara Mitchell, Trintje Gnazzo, Adam Hogue, 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 6:30 pm.

On motion by Mr. Christenfeld, seconded by Ms. Mitchell, the Committee voted unanimously to go into Executive Session for the purpose of complying with, or acting under the authority of, any general or special law or federal grant-in-aid requirements with the Family and Educational Rights and Privacy Act (FERPA). The roll call vote was as follows: Mr. Christenfeld, yes; Ms. Mitchell, yes; Ms. Gnazzo, yes; Mr. Hogue, yes. The Committee would return to open session. The open session adjourned at 6:31 pm.

The Committee went to the Superintendent's Office for the Executive Session.

Executive Session

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to adjourn the executive session at 6:57 pm. The roll call vote was as follows: Mr. Christenfeld, yes; Ms. Mitchell, yes; Ms. Gnazzo, yes; Mr. Hogue, yes.

The Committee returned to the Hartwell Multipurpose Room.

Mr. Christenfeld, Chairperson, called the open session to order at 7:05 pm.

2. Chairperson's and Members' Reports

Mr. Christenfeld announced that there will be a discussion on Monday, January 28 on Beverly Daniel Tatum's book, *Why are All the Black Kids Sitting Together in the Cafeteria?*

Mr. Christenfeld said that the School Building Committee [SBC] met last night.

Mr. Christenfeld said the middle school concert was terrific, and he thanked the teachers and students.

3. Public Comments

None.

4. Consent Agenda

1. Accept Gift of \$90 from Anonymous

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Gift, dated December 16, 2018

2. Accept Gift of \$250 from Watertown Mall Merchants Association, Inc.

Document: Memorandum to School Committee and Becky McFall, from Sharon Hobbs, 5-8 Lincoln School Principal, dated December 20, 2018

3. Accept Gift of \$100 from Lueders Environmental, Inc.

Documents: 1) Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Gift, dated January 4, 2019; 2) Letter to Dr. Rebecca McFall, Superintendent, from Michael Lueders, President, Lueders Environmental, Inc., dated December 10, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to accept a gift of \$90.00 from Anonymous to pay outstanding school lunch fund balances for several Lincoln School students and families, to accept a gift of \$250.00 from the Watertown Mall Merchants Association, Inc. in support of the Lincoln School Band, and to accept a gift of \$100.00 from Lueders Environmental, Inc. in support of tuition reduction for overnight field trips, athletic fees, or for school music lessons for Lincoln families in need.

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

Mr. Christenfeld thanked Anonymous, the Watertown Mall Merchants Association, Inc., and Lueders Environmental, Inc. for their generous gifts. The administration will send thank you letters.

5. Time Scheduled Appointments

1. METCO Presentation

Documents: 1) PowerPoint Presentation from METCO, Inc.; 2) Video commemorating the 50<sup>th</sup> Anniversary of METCO in Lincoln

Mr. Christenfeld welcomed Ms. Milly Arbaje-Thomas, the new Chief Executive Officer of METCO, Inc.. Metropolitan Council for Educational Opportunities [METCO] is a voluntary desegregation program with the City of Boston schools that Lincoln has participated in since METCO's inception in 1966. Lincoln was one of the original seven communities to participate. Now there are 14 host communities.

Mr. Hogue arrived at 7:10 pm.

Dr. McFall welcomed Ms. Arbaje-Thomas, Lincoln's METCO Director Lateefah Franck, and Teacher Jaime Moody to discuss the METCO program. Ms. Franck said she was excited to present their work, especially as the last presentation made about METCO to Lincoln was in 2012. Ms. Franck said that the Council on Aging and Steve Cullen's 8<sup>th</sup> grade class had a unit on METCO and its history, and students wrote essays about METCO and felt that Lincoln was meeting METCO's goals. She noted that transportation funding was an issue, and all funding for the program is important.

Ms. Franck said Boston students were doing well in Lincoln. She and Ms. Moody presented a video on the occasion of METCO's 50<sup>th</sup> Anniversary in Lincoln that featured Boston students. One student said, "I choose to be a student in Lincoln to be the best I can be." Another said, "I choose to be a student in Lincoln because I can be myself." The video included a letter that students wrote to teachers on how to improve the program. She and Ms. Moody explained the different programs that are available for Boston students and partnerships in the community,

including the summer. Ms. Franck said that the METCO Coordinating Committee has been a helpful resource.

Ms. Arbaje-Thomas thanked Ms. Franck and Ms. Moody for their presentation. She showed a video on the history of the METCO program and uses the video to introduce new people to the METCO program. The purpose of METCO is to fight racist stereotypes and to foster diversity and inclusion for the benefit of all students. METCO is not an income-based program. There are 3,150 students enrolled in the program statewide with 8,500 on the waitlist, and there are approximately 300 openings in the program each year. She said there are 89 students in Lincoln, and Lincoln hosts the highest percentage of Boston students. Ms. Arbaje-Thomas said that the METCO program was modernizing and transitioning their application process, and there will be an opportunity for public discussion and comment. METCO applicants will have to apply to the program every year, but those students already in the program will have preference.

Ms. Arbaje-Thomas asked for support and attendance at the State House on METCO Lobby Day, March 19 and said that districts and the program need to advocate for funding. She said that the rate of \$8,232 per pupil was too low. Mr. Christenfeld added that Lincoln spends \$21,000 per pupil, and having 91 Boston students allows the district to offer more programs than if there were no Boston students. Ms. Arbaje-Thomas was impressed with Lincoln's initiatives and said that the METCO graduation rate was 98% compared to Boston's graduation rate of 67%. 88% of METCO students continue on to higher education, whereas statewide the average is 81%.

Ms. Arbaje-Thomas said the benefits of desegregation are to help all students navigate in the real world. She said that METCO was working on a Strategic Plan, and there are four areas of focus: 1) leadership in multiple dimensions; 2) fundraising; 3) communication and engagement; and 4) improve and grow internal practices. She said that METCO, Inc. will have a mentor program, tutoring, help with college information, workshops and trainings for parents in Boston, and other events.

Ms. Johnson thanked Ms. Arbaje-Thomas and the Committee. Dr. McFall thanked Ms. Arbaje-Thomas. She said Ms. Arbaje-Thomas's energy and positive efforts were wonderful to see. Mr. Christenfeld indicated that there were three items. First, the Committee is committed to the METCO program and to METCO families. Second, Mr. Christenfeld was pleased that there is a real partnership with the new METCO, Inc., and they would like to see more elementary tutoring for elementary students. Third, the administration of the bus contract with METCO, Inc. should be done more carefully. Ms. Arbaje-Thomas said there would be no changes in transportation at this time, and they do not have one bid for all 14 communities; each community has to do its own bid.

Mr. Christenfeld thanked Ms. Arbaje-Thomas for her work.

## 2. 2019-2020 Academic Year Calendar, Second Reading and VOTE

Documents: 1) Lincoln Public Schools, Academic Year Calendar 2019-2020, V1 2<sup>nd</sup> Draft, 1/3/19, Students Begin Before Labor Day; 2) Lincoln Public Schools, Academic Year Calendar 2019-2020, V2 2<sup>nd</sup> Draft, 1/3/19, School Begins After Labor Day; 3) V3 Draft, 1/3/19 Students Begin Before Labor Day; 4) V4 Draft, 1/3/19 Students Begin After Labor Day; 5) Faculty/Staff 2019-2020 Calendar Survey; 6) 2019-2020 Draft Calendar Versions

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 school calendar survey results from faculty and families indicated that for the religious holidays of Rosh Hashanah, Yom Kippur, and Good Friday, respondents did not want school to be held. She noted that the three holidays are low attendance days for faculty, staff, and students, which would mean if the district held school, the district would need substitutes. She said that when 10 to 12 teachers are out, it is hard to find enough substitutes. She said that for Good Friday, the likelihood of needing substitutes would be high.

Mr. Borden arrived at 9:20 pm.

Dr. McFall said that the district could hold school on Good Friday and have an 11:00 am dismissal. She said holding school on Good Friday was on the borderline. Dr. McFall suggested that the district continue to not hold school on Yom Kippur and Rosh Hashanah and a half day on Good Friday with an 11:00 am dismissal. However, if the district has to use all of its snow days, planning the Good Friday early dismissal into the calendar would take away that option if they needed it to make up snow days.

Dr. McFall said the preferences on whether to start school before Labor Day or after Labor Day were that the faculty and staff would like to start before Labor Day, but families wanted to start after Labor Day. She said the district will need a long summer in 2020 so that the Lincoln school building project will have the longest stretch to work without students on the campus.

Dr. McFall said Lincoln-Sudbury Regional High School will start before Labor Day but take Friday, August 30 off. Dr. McFall said that the three religious holidays were considered low attendance days instead of holidays. Dr. McFall said there seemed to be acceptance for a half day on Good Friday. Ms. Gnazzo suggested that the Committee have a policy about these holidays so that they would not have to revisit the issue each year.

Dr. McFall recommended that the Committee vote for Version V1, which has school starting on Wednesday, August 28. Rosh Hashanah and Yom Kippur would be holidays, and Good Friday would be a half day.

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to approve Version V1 of the 2019-2020 academic year calendar as presented.

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

### 3. FY20 Budget Hearing

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"

This evening was the official FY20 budget hearing.

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 will be presented to the Finance Committee on January 23 at the second of two budget workshops.

The Committee will vote on the budget at the January 24, 2019 meeting.

#### 4. Update on Lincoln School Building Project

Document: None.

Mr. Christenfeld said the School Building Committee [SBC] met on Wednesday, and they are starting to get momentum toward a finished design. Ewing Cole Architects have attended meetings and have received direction. The finished design by mid-March will have another cost estimate, and by the end of April, there will be a final review of the finished design, and at that point they will start the construction documents.

Mr. Christenfeld said that the Construction Manager at Risk is on board, and they walked through the schematic designs and did cost estimates that will be reconciled with the existing cost estimates. The third cost estimate from the Construction Manager at Risk, Consigli Construction, will be given to the SBC at the next meeting. Mr. Christenfeld said they will know more in April.

Mr. Christenfeld said the SBC has a number of subcommittees and the solar subcommittee has met twice and will meet on Monday morning. Some of the subcommittees are sustainability that looks at systems and machines, education, facilities and floorplan, and logistics. There will be an open meeting on February 1 to discuss sustainability and to clarify issues.

Mr. Christenfeld said the Chairpersons of Town Boards and Committees will meet on January 18 at 8 am to talk of the Boards' roles moving forward.

Dr. McFall reported that they received feedback from faculty before the holidays. Faculty, administrators, and principals will meet with the architects on January 16.

Mr. Christenfeld said that SBC Vice Chair Kim Bodnar said that 5<sup>th</sup> graders are designing the 5<sup>th</sup> grade hub with moveable partitions and furniture, and it's great to see the school project being used as a learning tool.

There is information on the building design at the SBC's website, [www.lincolnsbc.org](http://www.lincolnsbc.org), and the Town's website, [www.lincolntown.org](http://www.lincolntown.org).

#### 5. Lincoln Agency Annual Report/Town Annual Report: Planning

Document: Town Annual Report 2017-2018

Mr. Christenfeld talked with Mr. Jim Hutchinson, Chairman of the Finance Committee, and reviewed three reports that need to be prepared. The first is the Annual Town Report, which will be updated by Dr. McFall. The second is the report for the Finance Committee, and Mr. Creel will prepare part of it with the budget information. The third is one from the School Committee on educational outcomes. He noted that last year the Committee reported on the school buildings and what other neighbor school districts have done. The Finance Committee asked for sections of the report to be updated with comparables and update it every five years. Mr. Christenfeld said he thought the Committee should write a report.

Mr. Borden said the report should address the biggest topics and report on the educational outcomes.

Dr. McFall said that the Annual Town Report does not have much space and asked what the Committee wanted to include in the summary. She said it was due on February 1. She asked for input and will create a draft. Ms. Mitchell suggested to include that enrollment in kindergarten was full and that it could be a trend.

Mr. Christenfeld said that Mr. Borden will create a draft of the Lincoln Agency Annual Report.

#### 6. Review Superintendent Evaluation Process

Documents: 1) Memorandum to School Committee Members and Dr. Becky McFall, Superintendent, from Jennifer Glass, Re: Formative Assessment Process, dated December 15, 2016; 2) Annual Superintendent Evaluation Timeline; 3) Policy: File CBI, Evaluation of the Superintendent, Revised at School Committee Meeting of March 6, 2014; 4) Policy: File CBI-R, Procedures for Superintendent's Evaluation, Revised at School Committee Meeting of March 6, 2014; 5) Evaluating the Superintendent Under the New Massachusetts Educator Evaluation System: A Guide for the School Committee, School Councils, and Parents, Prepared by the Massachusetts Association of School Committees, Revised, November 2012

The Committee is required to evaluate the superintendent's performance on meeting her goals each year. Mr. Christenfeld said that the Committee will provide feedback to Dr. McFall at the February 7 meeting. The members need to decide what kind of information Dr. McFall should provide at the end of the year to make their assessment. Dr. McFall suggested that the timeline be tweaked so that at the February 7 meeting the members would hear her mid-year report on her goals. She also suggested that the update on Strategic Priorities be moved to February 7.

Ms. Mitchell asked that the rubric and goals be included in the Committee's packet.

#### 6. Superintendent's Report

Document: None.

Dr. McFall reported that her Superintendent's Bulletin acknowledged the number of families who are impacted by the shutdown of the federal government. She spent today at the Hanscom Primary School, and there are faculty concerns. She said there is an open application process for the free and reduced lunch program. The district will send a solicitation to people so that families can contribute to an account to help those in need. Mr. Creel added that Food Services Director Cathleen Higgins will give information on food banks.

Mr. Christenfeld said that there will be a discussion of the issue at tomorrow morning's PTO forum with Dr. McFall.

Mr. Christenfeld thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose reported that they are continuing with their literacy work and did their fourth set of site visits. The faculty came together for two hours to discuss the work. Teachers have been working with two consultants to watch demonstrations, observe classes, and then return for debriefing sessions. Dr. Rose said that teachers are trying to be responsive to students and students' writing is increasing in wonderful ways.

Dr. Rose reported that the 6<sup>th</sup> grade team visit to the King Middle School in Maine was a wonderful experience. Students were working on their first exhibitions of the school year and were very welcoming.

Dr. Rose invited the members to attend the professional development day called Institute Day, which will be held on January 22.

Dr. Rose said that the MCAS exam dates are: English Language Arts [ELA], April 9 and 11; Math, April 30 and May 2; Science, May 13 and May 16 for grades 5-8. This will be the first year all students in grades 3-8 will test on the same days.

Mr. Christenfeld thanked Dr. Rose for her work.

## 8. Policy

### 1. Review Policy JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms, Third 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, Audiovisual Records of Students and Staff, undated

Mr. Christenfeld made the changes suggested at the last meeting to the new policy that he suggested replace the current policy, JRE-R.

Mr. Borden suggested that the policy also include audio. He wanted to be clear that students will be creating records, too.

The word "audio" was included so that the first paragraph reads: "There are many legitimate uses of videotaping, audio, and photography as educational and developmental tools, both for students and faculty. While the District may therefore encourage the use of video, audio, and photography in the schools to support student learning and professional development, it also bears the responsibility for controlling the resulting audio and visual records."

Mr. Christenfeld moved, and Mr. Borden seconded, the motion to eliminate Policy JRE-R, Procedure on Broadcasting and Taping of Students and Classrooms.

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

Mr. Christenfeld moved, and Mr. Hogue seconded, the motion to adopt Policy JRE, Audiovisual Records of Students and Staff, as revised.

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

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,591,662.27 and the accounts payable warrant totaling \$399,028.72 for a total of \$1,990,690.99. The two sets of warrants cover the last two December payrolls. Mr. Hogue reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved, and Mr. Hogue 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.

Ms. Johnson left the meeting at 10:10 pm.

### 2. FY19 Fiscal Report: Second Quarter

Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance, Subject: FY19 Second Quarter Report, dated January 3, 2018; 2) Lincoln Campus, FY 2019 Operating Budget – Status Report, 2<sup>nd</sup> Quarter, as of December 31, 2018; 3) Hanscom Campus, FY 2019 Operating Budget – Status Report, 2<sup>nd</sup> Quarter, as of December 31, 2018; 4) FY 2019 Operating Budget – Key Budget Line Tracking, 2<sup>nd</sup> Quarter, as of January 3, 2018

Mr. Creel noted that the Department of Defense Educational Activity [DoDEA] has verified the enrollment band for the Hanscom schools, and while the federal government is shutdown, the cash flow of the Town of Lincoln will not be affected. The district will receive an additional \$381,456 for moving into the next enrollment band.

Mr. Creel reviewed his memorandum on the second quarter of fiscal year 2019, which covers to December 31, 2018, with 40% of the school year and 50% of the fiscal year elapsed. In the first quarter, he had two concerns: 1) the out-of-district tuitions for the Lincoln and Hanscom campuses, and 2) long term substitutes. Since that time, he reported that the budget for long term substitutes is fine at this time. The out-of-district tuitions have not been as high as he had feared because one student at Hanscom moved, and while Lincoln has no reserve funds left for tuition, there is no placement of a student on the horizon. There still may be students who need out of district placements, and they will monitor the situation. Mr. Creel reported that the district has received additional grant money for METCO and other grants. 92.9% of the funds are expended and encumbered.

Mr. Christenfeld thanked Mr. Creel for his work.

## 10. Old Business

None.

## 11. New Business



Document: School Committee Goals, 2018-2019

Ms. Mitchell distributed a review of the School Committee's Goals for 2018-2019. The document is on the Committee's Google Drive. She updated the work done to accomplish the goals and will put it on a future agenda.

#### 12. Approval of Minutes

Documents: Draft of Meeting Minutes, May 10, 2018; 2) Draft of Meeting Minutes, June 7, 2018

Mr. Christenfeld moved, and Ms. Mitchell seconded, the motion to approve the minutes of the May 10, 2018 and June 7, 2018 meetings.

The Committee voted unanimously for the motion.

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

#### 13. Information Enclosures

Documents: 1) Letter to Air Force Association from Rebecca McFall, Ed.D., Superintendent, dated January 3, 2019; 2) Letter to Ms. Gayla Luchetta, Hanscom Parent Teacher Organization, from Rebecca McFall, Ed.D., Superintendent, dated January 3, 2019; 3) Letter to Ms. Samantha Sullivan, Raytheon Corporation, from Rebecca McFall, Ed.D., Superintendent, dated January 3, 2019; 4) Letter to Mr. and Mrs. Kenneth Mitchell from Rebecca McFall, Ed.D., Superintendent, dated January 3, 2019; 5) Letter to Mr. and Mrs. Chris Rogers from Rebecca McFall, Ed.D., Superintendent, dated January 3, 2019; 6) EDCO Collaborative Highlights, School Committee Update, 1<sup>st</sup> Report of 4, dated October 17, 2018

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

#### 14. Adjournment

On motion by Mr. Christenfeld, seconded by Mr. Borden, the Committee voted unanimously to go into Executive Session for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence of, an individual. The roll call vote was as follows: Mr. Christenfeld, yes; Mr. Borden, yes; Ms. Mitchell, yes; Ms. Gnazzo, yes; Mr. Hogue, yes. The Committee would not be returning to open session. The open session adjourned at 10:34 pm.

#### 15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, January 24, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary