

1 MINUTES OF THE LINCOLN SCHOOL COMMITTEE

2 Thursday, April 11, 2019

3 Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA

4 OPEN SESSION

5
6 Present: Peter Borden (Vice Chairperson), Tara Mitchell, Trintje Gnazzo. Also Present: Becky
7 McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator
8 for Business and Finance), Mary Emmons (Administrator for Student Services), Robert Ford
9 (Director of Technology).

10
11 Absent: Adam Hogue, Susan Taylor, Laurel Wironen (Hanscom Educational Liaison), Simone
12 Johnson (METCO Representative).

13
14 1. Greetings and Call to Order

15 1. School Committee Leadership

16 Document: Policy, File: BDA, Board Organizational Meeting, Revised at School
17 Committee Meeting of June 12, 2014

18
19 Mr. Borden, Vice Chairperson, called the open session to order at 7:02 pm.

20 As the Town Election was held March 25, there are three new and re-elected members on
21 the Committee, and the new Committee needed to nominate a Chairperson.

22 Mr. Borden moved to nominate Ms. Mitchell to be Chairperson of the Committee, and
23 Ms. Gnazzo seconded the motion. Ms. Mitchell accepted the nomination.

24 The Committee voted unanimously for the motion.

25 Ms. Mitchell moved to nominate Mr. Borden to be Vice Chairperson of the Committee,
26 and Ms. Gnazzo seconded the motion. Mr. Borden accepted the nomination.

27 The Committee voted unanimously for the motion.

28
29 2. Chairperson's and Members' Reports

30 Ms. Mitchell thanked METCO Director Lateefah Franck, the METCO Coordinating
31 Committee, and Lincoln parents for the March 28 meeting, which was held in Boston. She said
32 there would be another meeting of Boston and Lincoln parents in two weeks.

33 Ms. Mitchell thanked those involved with the K-4 Science Share and Book Group.

34 Ms. Mitchell thanked the administration and technology department for their assistance
35 with the LSF Spelling Bee.

36
37 3. Public Comments

38 None.

39
40 4. Consent Agenda

41 None.

42
43 5. Time Scheduled Appointments

44 1. Lincoln Library Board Appointee Report

45 Document: None.

46

1 Martin Dermady, the Committee's Library Board Appointee, did not attend the meeting
2 and did not submit a report.

3
4 2. Interview of Candidates and Appointment of Lincoln Library Board Appointee

5 Document: Email message, Lincoln School Committee Announcement from Becky
6 McFall, School Committee Appointee to the Lincoln Library Board, dated April 4, 2019
7

8 The School Committee has appointees to several Boards in Town. Ms. Mitchell
9 welcomed Lucy Maulsby, the candidate for the Committee's appointee to the Lincoln Library
10 Board of Trustees.

11 Ms. Mitchell nominated Ms. Lucy Maulsby as the School Committee's appointee to the
12 Lincoln Library Board of Trustees for a three-year term. Mr. Borden seconded the motion.

13 The Committee voted unanimously for the motion.

14 Ms. Mitchell thanked Ms. Maulsby for her willingness to serve.
15

16 3. Pod C License Review and VOTE

17 Documents: 1) LEAP: Lincoln Extended-Day Activities Program, Application to License
18 Hartwell C Pod, Submitted to Lincoln School Committee, dated March 20, 2019; 2) Lincoln
19 Public Schools, License, Lincoln Campus – Pod C
20

21 Pod C on the Hartwell campus has been used for an after-school childcare program for
22 school-aged children, and the current license holder, LEAP, has operated on the school grounds,
23 which requires the Committee to vote on the license holder.

24 Mr. Creel said the Committee has chosen a license instead of a lease for the Pod because
25 it was an opportunity for the LEAP Director to present on the after-school program annually, and
26 a lease would give a lessee exclusive rights to property. Mr. Creel recommended an increase in
27 the license fee from \$31,600 to \$31,650 to cover the costs for the year.

28 Ms. Mitchell welcomed Ms. Katie Hawkins, the LEAP Director. Ms. Hawkins provided
29 details about their program and the growing number of students and staff.

30 Ms. Mitchell moved, and Mr. Borden seconded, the motion to renew the Lincoln
31 Extended Day Activities Program's license for the use of Pod C for an after-school childcare
32 program for school-aged children from July 1, 2019 to June 30, 2020.

33 The Committee voted unanimously for the motion.
34

35 4. Approval of METCO and Employee Children Enrollment Requests

36 Documents: 1) Memorandum to School Committee from Rebecca McFall, Subject:
37 Revised Enrollment Proposal for the 2019-2020 School Year, dated April 5, 2019; 2) Policy,
38 File: JFABC, Admission of Interdistrict Transfer Students (Enrollment of METCO Students),
39 Revised at School Committee Meeting of May 10, 2018; 3) Policy, File: JFAB, Admission of
40 Non-Resident Students, Revised April 25, 2013
41

42 Dr. McFall said that the METCO grant allows for a maximum of 91 Boston students to
43 attend the Lincoln schools. In addition, school and town employees may request enrollment of
44 their children in the Lincoln schools per Policy JFAB. She asked that the Committee approve
45 the enrollment requests for the 2019-2020 school year, as there is room for these children to
46 enroll without opening additional sections in Kindergarten and 1st grade.

1 Dr. McFall recommended that the district enroll from six to 12 students in Kindergarten
2 and one student in 1st grade for the METCO program. At this time, Dr. McFall projected there
3 will be three sections of Kindergarten, and if there is space available, the district can add
4 METCO students if four sections of Kindergarten are needed. There are at least two METCO
5 students in each class section.

6 Dr. McFall said there were 20 enrollment requests for employee children, and two of
7 those enrollments were for preschool are new.

8 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the enrollment of
9 up to 91 METCO students, and based upon recommendations of the Superintendent, requests for
10 enrollment of 20 employee children at the Lincoln School K-8 or Lincoln Preschool beginning
11 with the 2019-2020 school year, subject to the continued employment of their parents as required
12 by School Committee Policy JFAB, as presented.

13 The Committee voted unanimously for the motion.
14

15 5. Establish Grade 8 Graduation Dates for Hanscom Middle School and Lincoln School
16 5-8

17 Document: None.
18

19 Dr. McFall said that the district used one snow day, therefore, the 180th day of school for
20 students on both campuses is Friday, June 14. She recommended that the graduation date for the
21 Lincoln school be Wednesday, June 12 at 7:00 pm in the Brooks Auditorium.

22 Dr. McFall said the original graduation date for the Hanscom campus had a conflict due
23 to a Middle School event and recommended Friday, June 14 as the graduation date.

24 Ms. Mitchell moved, and Mr. Borden seconded, the motion to establish the Lincoln
25 School 5-8 graduation date as Wednesday, June 12 at 7:00 pm in the Brooks Auditorium.

26 The Committee voted unanimously for the motion.

27 Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to establish the Hanscom
28 Middle School graduation date as Friday, June 14 in the Hanscom Middle School Commons.

29 The Committee voted unanimously for the motion.
30

31 6. Shift to Summer Work Hours

32 Document: None.
33

34 Dr. McFall said that the Committee is asked to approve the shift to summer hours for all
35 school full-time employees except for custodians, who will continue to work a five-day work
36 week. Summer hours are from 7:00 am to 5:00 pm Monday through Thursday with Fridays off.
37 The Board of Selectmen votes for summer hours for all full-time Town employees on an annual
38 basis.

39 Mr. Borden moved, and Ms. Mitchell seconded, the motion to approve the shift to
40 summer hours from Monday, July 1 through Friday, August 16, 2019 for all full-time employees
41 as presented.

42 The Committee voted unanimously for the motion.
43

44 7. Open Meeting Law and School Committee Subcommittee Assignments

45 Document: None.
46

1 Ms. Mitchell reported that there was a presentation at Town Offices on Open Meeting
2 Law.

3 Ms. Mitchell said that the Committee voted to have Mr. Christenfeld continue his work
4 on the School Building Committee [SBC] as a representative of the School Committee, but the
5 SBC also required an official School Committee member, and she volunteered and Mr. Borden
6 offered to be an alternate as needed.

7 Mr. Hogue will remain serving on the Capital Planning Committee and will review the
8 warrants. Ms. Mitchell will stay on the Evaluation System Subcommittee, and Ms. Gnazzo will
9 continue her role with the ongoing secretary negotiations.

10 Mr. Borden volunteered to continue his work with the security advisory committee with
11 that committee.

12 Ms. Mitchell said the Committee will need a representative to the EDCO Collaborative
13 Advisory Committee and will ask Ms. Taylor if she would be willing to serve.

14 Ms. Mitchell volunteered to work with the Chairpersons of the Lincoln-Sudbury Regional
15 High School Committee and the Sudbury K-8 School Committee.

16 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the subcommittee
17 assignments as revised but the Committee needs to fill the space on the EDCO Advisory
18 Committee.

19 The Committee voted unanimously for the motion.
20

21 8. Update on Lincoln School Building Project

22 Document: None.
23

24 Ms. Mitchell reported she attended the SBC meeting the previous night. The installation
25 of modular classrooms will start on July 5, 2019, and the modulars will be installed from October
26 2019 to April 2020. She said there are preliminary construction costs that are similar to the price
27 tag voted on at Town Meeting, and she said there are a few variations. There will be no more
28 value engineering until there is a 60% design, which should be completed by summer's end. The
29 SBC said that the project will be finished in September 2022.

30 The SBC's various subcommittees and outreach groups provided updates on their work.
31 Dr. McFall reported that the administrators are working with the designer, SMMA, on floor
32 plans. There will be a May 6 meeting about furniture, fixtures, & equipment [FF&E].

33 Dr. McFall explained that the Lincoln campus is a year away from a move. The site, with
34 the modular classrooms and new traffic flow, will have a plan after the April vacation, and she
35 will communicate the changes to the community.

36 There is information on the building design at the SBC's website, www.lincolnsbc.org,
37 and the Town's website, www.lincolntown.org.
38

39 9. April 25, 2019 Strategic Planning Forum

40 Document: None.
41

42 The Strategic Plan Forum will be held at the April 25, 2019 Committee meeting and will
43 include a presentation on the Profile of a Learner by Dr. McFall and Dr. Rose. In addition, there
44 will be another community presentation provided the morning of April 24 and future
45 presentations are planned for all faculty and the Hanscom community.
46

1 6. Superintendent's Report

2 Document: None.

3
4 Dr. McFall congratulated Ms. Lateefah Franck, METCO Director, on her new position as
5 the METCO Director at the Westwood Public Schools. Dr. McFall will meet tomorrow with
6 Principals Sarah Collmer and Dr. Sharon Hobbs to begin the process to select a new METCO
7 Director. Dr. McFall has talked with METCO, Inc. CEO Milly Arbaje-Thomas and said that
8 METCO parents will have a chance to meet with the candidates.

9 Dr. McFall reported that the window film will be installed next week on the
10 recommended classrooms in the Smith Building.

11 Dr. McFall reported on the status of the Hanscom Primary School move process into the
12 new school building.

13 Ms. Mitchell thanked Dr. McFall for her work.

14
15 7. Curriculum

16 Document: None.

17
18 Dr. Rose congratulated the Hanscom Middle School students who are participating in the
19 National History Day competition in Washington, D.C. and thanked Mr. Jay Peledge, Hanscom
20 Middle School 8th grade teacher, for working with the students on the competition.

21 Dr. Rose reported that the MCAS exams were held this week and thanked Mr. Ford and
22 his staff, for facilitating the online exam process. It was the first time that all students were
23 taking the exams online.

24 Dr. Rose reported she is accepting applications for summer work for faculty and also
25 noted that the state is updating some standards frameworks.

26 Mr. Ford reported an update on a technology grant that was currently being implemented
27 with students. He observed students doing screen-free coding with games that move a mouse
28 through a maze. The work is getting students thinking about debugging.

29
30 8. Policy

31 1. Review Policy BE, School Committee Meetings, Third Reading

32 Documents: 1) Policy, File: BE, School Committee Meetings, Revised at School
33 Committee Meeting of February 7, 2019; 2) Draft, Policy, File: BE, School Committee
34 Meetings, Revised at School Committee Meeting of February 7, 2019

35
36 Mr. Borden asked that in item 6 they delete the word "personal" between "entertain" and
37 "complaints". He asked that the sentence, "Speakers are asked to be respectful and civil and
38 withhold from making personally disparaging remarks," be included as a new #4. The rest of the
39 numbers were renumbered. In 6., third line, Mr. Borden asked that the sentence read, "Speakers
40 may offer criticism of the schools' operation and/or programs, but in public session, the
41 Committee will not entertain complaints regarding school personnel or other members of the
42 school community over whom they do not have supervisory authority."

43 In 8., Mr. Borden asked that they add the words, "with the exception of workshops or
44 forums that are structured for this purpose." to the end of the second sentence.

45 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve Policy BE, School
46 Committee Meetings, as revised.

1 The Committee voted unanimously for the motion.

2
3 9. Facilities and Financial

4 1. Warrant Approval

5 Document: None.

6
7 Mr. Creel presented the payroll warrant totaling \$800,690.31 and the accounts payable
8 warrant totaling \$805,742.31 for a total of \$1,606,432.62. Ms. Mitchell reviewed the warrants
9 and recommended that they be approved. Ms. Mitchell moved, and Mr. Borden seconded, the
10 motion to approve the warrants as presented.

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

12 Ms. Mitchell thanked Mr. Creel for his work.

13
14 2. FY19 Fiscal Report, Third Quarter

15 Documents: 1) Memorandum to Lincoln School Committee and Rebecca McFall,
16 Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance,
17 Subject: FY19 Third Quarter Report, dated April 3, 2019; 2) Lincoln Campus, FY 2019
18 Operating Budget – Status Report, 3rd Quarter, as of March 31, 2019; 3) Hanscom Campus, FY
19 2019 Operating Budget – Status Report, 3rd Quarter, as of March 31, 2019; 4) FY 2019
20 Operating Budget – Key Budget Line Tracking, 3rd Quarter, as of March 31, 2019

21
22 Mr. Creel reviewed his memorandum on the budget for the third quarter, which is as of
23 March 31, 2019. He provided updates regarding out-of-district placements and special education
24 expenses, current gas and electricity costs, and substitute faculty needs.

25 Mr. Creel said by May 31, he will have put in the bulk of purchase orders and will have a
26 plan at the end of the year for any unspent budget amounts.

27 Ms. Mitchell thanked Mr. Creel for his work.

28
29 3. Hanscom Primary School Furniture, Fixtures and Equipment (FF&E)

30 Document: None.

31
32 Mr. Creel said that the Committee voted to transfer \$950,000.00 from the Hanscom
33 Reserve Fund for the FF&E at the February 7 meeting. He said that amount did not cover the
34 audiovisual and instructional technology equipment, and after much research, the preliminary
35 cost estimate is \$600,000.00. Mr. Creel asked for a total of \$1,700,000.00 million for the FF&E,
36 which includes the \$950,000.00 that the Committee voted for on February 7. He said the
37 balance of the \$1,700,000.00 million would be for installing the equipment.

38 Mr. Ford added that 40% of the networking costs will be paid for through a grant.

39 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the revised budget
40 of up to \$1,700,000.00 for furniture, fixtures and equipment for the Hanscom Primary School.

41 The Committee voted unanimously for the motion.

42 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the transfer of up
43 to \$1,700,000.00 from the Hanscom Reserve Fund to the FY19 operating budget for the revised
44 budget for the furniture, fixtures and equipment for the Hanscom Primary School.

45 The Committee voted unanimously for the motion.

1 Mr. Creel thanked Ms. Maureen Onigman and Ms. Mary Gately for their work
2 interviewing vendors, getting quotes, and ordering the furniture.

3
4 4. Lincoln After School Music Program (LASMP) Fee Increase

5 Document: Memorandum to Lincoln School Committee and Rebecca McFall,
6 Superintendent of Schools, from Buckner Creel, Administrator for Business and Finance,
7 Subject: Proposed increase to LASMP fees, dated April 4, 2019; 2) Fee Structure: 2018-2019
8 and Proposed Fee Structure: 2019-2020; 3) Lincoln After School Music Program, Registration
9 Pamphlet, 2018-2019 School Year

10
11 Mr. Creel reported on the status of the Lincoln After School Music Program and advised
12 a wage and administration fee increase as they have remained unchanged since FY14. He
13 recommended that the wage rate increase from \$57 to \$58 an hour, and that the fee increase from
14 \$1.00 to \$1.50.

15 The Committee discussed the necessity of the program to be self-supporting and state law
16 requirements about revolving funds. The LASMP is a revolving fund, meaning that money for
17 the program rolls over from year to year. State law requires a positive balance in each revolving
18 fund each year.

19 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the fee structure
20 for the Lincoln After School Music Program as presented.

21 The Committee voted unanimously for the motion.

22
23 10. Old Business

24 None.

25
26 11. New Business

27 None.

28
29 12. Approval of Minutes

30 Documents: 1) Draft of Meeting Minutes, May 24, 2018; 2) Draft of Meeting Minutes,
31 November 29, 2018; 3) Draft of Meeting Minutes, March 28, 2019

32
33 Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the minutes of the
34 May 24, 2018, November 29, 2018, and March 28, 2019 meetings. The Committee voted
35 unanimously for the motion.

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

37
38 13. Information Enclosures

39 None.

40
41 14. Adjournment

42
43 On motion by Ms. Mitchell, seconded by Mr. Borden, the Committee voted unanimously
44 to go into Executive Session for the purpose of conducting a strategy session in preparation for
45 negotiations with nonunion personnel or to conduct collective bargaining sessions or contract
46 negotiations with nonunion personnel and to comply with, or act under the authority of, any

1 general or special law or federal Grant-in-aid requirements and for the approval of Executive
2 Session minutes for Executive Session held on February 28, 2019. The roll call vote was as
3 follows: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes. The Committee would not be
4 returning to open session. The open session adjourned at 9:32 pm.

5

6 15. Executive Session

7

8 The next School Committee meeting is tentatively scheduled for Thursday, April 25,
9 2019 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA.

10

11 Respectfully submitted,

12 Sarah G. Marcotte

13 Recording Secretary