

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, May 9, 2019
Donaldson Room, Town Hall, Lincoln Road, Lincoln, MA
OPEN SESSION

Present: Tara Mitchell (Chairperson), Peter Borden (Vice Chairperson), Trintje Gnazzo, Adam Hogue, Susan Taylor, Laurel Wironen (Hanscom Educational Liaison). 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: Simone Johnson (METCO Representative).

1. Greetings and Call to Order

Ms. Mitchell, Chairperson, called the open session to order at 7:05 pm. Tonight's meeting will not be taped due to technical difficulties.

2. Chairperson's and Members' Reports

Ms. Mitchell thanked Dr. McFall, the Administrative Council, and the Committee members for their participation in the May 7 District's Strategic Priorities planning session.

Ms. Mitchell thanked Dr. McFall and Dr. Rose for holding five "Profile of a Learner" sessions to explore a vision of excellent education with teachers, students, and the community. They will do more sessions for teachers, students, and the community. A discussion followed on how to determine best ways to communicate the district's progress to the public.

Ms. Mitchell reported that Friday, Ms. Gnazzo, Mr. Hogue, and Ms. Taylor will attend a School Committee orientation training session given by EDCO.

Dr. McFall said the district student Art Show will open tomorrow in the Hartwell Building's Hartwell Multipurpose Room. She invited all to attend.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$500 Gift from Lincoln PTO to Lincoln School K-8, Grade 8 Class of 2019
Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, 5-8 Lincoln School Principal, dated April 25, 2019

2. Accept \$1,000 Gift from Hanscom Credit Union in Support of Hanscom Middle School, Grade 8 Overnight Field Trip to Washington, DC, Gettysburg, PA, and Hershey Park, Hershey, PA

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom Credit Union, dated April 26, 2019

3. Approval of Hanscom Middle School, Grade 8 Overnight Field Trip to Washington, DC, Gettysburg, PA, and Hershey Park, Hershey, PA

Documents: 1) Late Night and Overnight Field Trip Proposal, dated April 12, 2019; 2) Field Trip Announcement, Parent Info and Enrollment Meeting Agenda, September 25, 2018; 3) EF, Explore America Washington, DC and Gettysburg Trip Itinerary; 4) PowerPoint presentation to families; 5) Behavior Contract, Gettysburg and Washington, DC Trip; 6) Financial Assistance Application and Verification Forms

4. Approval of Lincoln School, Grade 8 Overnight Field Trip to Washington, DC, Spring 2020

Documents: 1) Late Night and Overnight Field Trip Proposal, dated May 2, 2019; 2) Letter to Parents and Students from Steve Cullen, undated, about WorldStrides 2020 Washington, DC Trip; 3) Washington, DC Details; 4) Lincoln School Eighth Grade Trip to Washington, DC Itinerary; 5) Letter to Parents from Steve Cullen, dated May 15, 2020; 6) Washington, D.C. Trip Justification, undated; 7) Washington, DC Trip 2020 Prescription and Non-Prescription Medication Authorization; 8) Lincoln School Washington, DC Trip 2020, Medical Care Consent Form; 9) Lincoln School Washington, DC Trip 2020, Health/Emergency Info; 10) Parent Notice, Important Informational Meeting, September 12, 2019; 11) Financial Assistance Application and Verification Forms; 12) Check List for the DC Trip, May 26-29, 2020; 13) Washington Trip Experience Parental Permission Form; 14) Behavior Contract, Washington, DC Trip; 15) Field Trip Permission Form

5. Approval of Hanscom Middle School, Grade 8 Overnight Field Trip to College Park, MD for the National History Day Competition

Documents: 1) Day Field Trip Proposal, dated April 29, 2019; 2) Massachusetts History Day Letter to State History Day Winner from Kate Melchior, State Coordinator for Massachusetts History Day, dated April 2018; 3) Package of Information; 4) 2019 National History Day [NHD] National Contest Registration Instructions

Ms. Mitchell moved, and Mr. Hogue seconded, the motion to accept a gift of \$500.00 from the Lincoln PTO in support of graduation costs for the Lincoln School Grade 8 Class of 2019; to accept a gift of \$1,000.00 from the Hanscom Credit Union in support of Hanscom Middle School, Grade 8 Overnight Field Trip to Washington, DC, Gettysburg, PA, and Hershey Park, Hershey, PA on May 28-31, 2019; to approve the Hanscom Middle School, Grade 8 Overnight Field Trip to Washington, DC, Gettysburg, PA, and Hershey Park, Hershey, PA on May 28-31, 2019; to approve the Lincoln School, Grade 8 Overnight Field Trip to Washington, DC on May 26-29, 2020; and to approve the Hanscom Middle School, Grade 8 Overnight Field Trip to College Park, MD for the National History Day Competition on June 9-13, 2019.

The Committee voted unanimously for the motion.

The administration will send thank-you letters for the gifts. Ms. Mitchell congratulated the Hanscom Middle School students and thanked teacher Mr. Jay Peledge for their success as winners of the Massachusetts History Day competitions and contestants in the national contest.

5. Time Scheduled Appointments

1. School Improvement Plan for Lincoln School K-8

Documents: 1) Lincoln School, Report on the School Improvement Plan 2018-2019; 2) PowerPoint presentation on the work; 3) See next agenda item for Strategic Priorities that were also discussed during this agenda item

The Department of Elementary and Secondary Education mandates that the schools work with School Councils to develop an annual School Improvement Plan that aligns with the districts' Strategic Plans. This evening is the report on the work accomplished for the 2018-2019 Plan.

Dr. McFall welcomed Ms. Sarah Collmer, Lincoln School Principal K-4, to present the report. Dr. Sharon Hobbs, Lincoln School Principal 5-8, could not attend tonight's meeting. Ms. Collmer thanked the School Council—parents Lis Herbert, Sylvia Perry, Hannah Stevenson, Liz Wilkinson, teachers Corinne Hairston-Parris and Christine Staffin, and community member Richard Panetta—for their work. She showed a PowerPoint presentation that complemented the written report.

Goal 1, "To support K-5 teachers as they study literacy and learn how to implement Lucy Calkins' units of study," included visits to other schools, professional development workshops, and support from consultants Tammy Mulligan and Claire Landrigan and have been "a powerful learning experience for educators." Teachers also were coached on a workshop model of instruction and have tried new ways to develop student writing. Ms. Collmer reported that as a result, the quality of student conversation on themes and characters has lifted, and student writing in Grade 1 is phenomenal. Ms. Collmer showed a video of students practicing speaking skills, and she said the students are feeling proud. Ms. Collmer thanked Dr. Rose, Literacy Content Specialist Gwen Blumberg, and literacy coaches Maureen Markelz and Rose Vignola for their work.

Goal 2, "School council will review and make recommendations for updates to the Lincoln School handbook to reflect the current practices and learnings of the faculty and parents" has gone well. Ms. Collmer said the handbook connects with the district's core values, and an edited copy of the revised handbook will be put on the school website, www.lincnet.org, over the summer.

Mr. Ford mentioned that registration of new students will be available on the school website over the summer.

For the 2019-2020 school year, the School Council has openings for two grade 5-8 parents and a community member.

Ms. Collmer also reported on three Strategic Priorities for K-4: Instructional Leadership Team-Smith, A1.3; Paraprofessional Development-Smith, B1.2; and Language for High-Impact Teaching and Learning, C1.3.

The Instructional Leadership Team provided professional development on planned differentiation, cooperative learning, social-emotional learning, cultural proficiency assessment and data.

The Paraprofessional Development Team provided professional development to the paraprofessionals, who assist teachers in the classroom and in the school. The Team held four training sessions for classroom assistants and other support staff. Topics included ways to help students during unstructured times such as recess, with social-emotional issues, and with conflict resolution. The fourth session was a literacy workshop.

Language for High-Impact Teaching and Learning, included a planning session for teachers, and training in language complexity, and cultural proficiency. Ms. Collmer said a course on Teaching Tolerance addressed speaking up at school and was particularly impactful.

Ms. Mitchell thanked Ms. Collmer for the progress and work.

2. Strategic Priority Update

Documents: 1) PowerPoint presentation; 2) Lincoln Public Schools Strategic Plan – 2018-2019, Approved by School Committee on June 21, 2018; 3) Key, Strategic Priority Maps, Approved at School Committee Meeting of October 11, 2018; 4) Collaborative Practices-District, A1.1; 5) Instructional Coaching Model-District, A1.2; 6) Instructional Leadership Team-Smith, A1.3; 7) Leaders of Their Own Learning & Learning Walks, A2.1; 8) HPS Shared Vision Part A, A2.2; 9) HPS Shared Vision Part B, A2.2; 10) District Curriculum Review Process, B1.1; 11) Paraprofessional Development-Smith, B1.2; 12) Digital Literacy-Brooks, B1.3; 13) Preschool Parent Clinics, B2.1; 14) Supporting Preschool ELs, C1.1; 15) Preschool Model/Program Plan, C1.2; 16) Language for High-Impact Teaching and Learning, C1.3; 17) District Curriculum Assessment Plan (DCAP), C1.4; 18) Literacy K-5 Initiative, C1.5; 19) Supporting Military Families-HMS, D1.1; 20) SEL Task Force, D1.2; 21) Faculty Book Group, D2.1; 22) Culturally Responsive Teaching (CRT)-Brooks, D2.2; 23) District Curriculum Accommodation Plan (DCAP), Lincoln Public School District, undated

Dr. McFall said this evening's report on progress on the District Strategic Priorities would focus on A1.1, Collaborative Practices, A2.1, Leaders of Their Own Learning and Learning Walks, B1.3, Digital Literacy-Brooks, and C1.4, District Curriculum Accommodation Plan (DCAP). Dr. McFall reported that the work of Collaborative Practice teams is resulting in teachers implementing new teaching approaches and developing interesting integrated units of instruction.

Dr. Rose reported on Leaders of Their Own Learning and Learning Walks for principals and administrators. Administrators and principals will finish reading Ron Berger's *Leaders of Their Own Learning* this week, and the principals are excited to craft a strategy to implement the ideas in the book. The once-a-month walks rotate through the district's five buildings. Administrators and principals visit classrooms and discuss their observations. Dr. Rose reported that this year discussions have shown a deeper understanding of the 5 Key Questions for Learning and are shifting toward supporting each principal as the instructional leader.

Mr. Ford reported on Digital Literacy-Brooks. The Brooks school in grades 6-8 does not have a regularly scheduled technology course; technology is integrated with other subjects. Mr. Ford said that the state standards have four strands: 1) computing and society; 2) digital tools and collaboration; 3) computing systems; and 4) computational thinking. A successful pilot course on digital literacy and computer science was given to grade 7 for eight meetings. Mr. Ford concluded that middle school students would benefit from instruction in high-quality digital citizenship, online safety instruction, and computational thinking. Mr. Borden supported the proposal and added that he thought topics like artificial intelligence should be taught as early as grade 3. Ms. Mitchell asked if the budget should include an improvement initiative for technology instructional specialists. Mr. Ford said the professional development could be taught in-house at no to low cost, but the difficulty is how to schedule teachers' time.

Ms. Emmons reported on the District Curriculum Accommodation Plan (DCAP), which she stressed was a draft. The DCAP is required by M.G.L. Ch. 71, Sections 38Q ½ and 59C and addresses the supports and strategies used to ensure students in regular education classrooms are provided with instruction and accommodations to meet their needs, including academic and behavioral needs. She sent a survey to administrators and teachers for input on the DCAP; the Department of Elementary and Secondary Education [DESE] reviewed the draft. Ms. Emmons said that as practices change, new practices should be included in the DCAP. Dr. McFall

explained that the DCAP is used when a teacher has a concern for a student. When final, the revised DCAP will be posted and given to teachers.

3. Review Superintendent Summative Evaluation Process

Documents: 1) Memorandum to School Committee and Rebecca McFall, Superintendent, from Tara Mitchell, School Committee Chairperson, Re: Superintendent Summative Evaluation Procedure, dated May 2, 2019; 2) Lincoln Public Schools, Annual Superintendent Evaluation Timeline, undated; 3) Superintendent's Annual Plan for Evaluation, 2018-2019; 4) "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; 5) Massachusetts Model System for Educator Evaluation: Part II: Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher, Appendix A. Superintendent Rubric, January 2012, Massachusetts Department of Elementary and Secondary Education; 6) End-of-Cycle Summative Evaluation Report: Superintendent; 7) Superintendent's Performance Goals; 8) Superintendent's Performance Rating for Standard I: Instructional Leadership; 9) Superintendent's Performance Rating for Standard II: Management and Operations; 10) Superintendent's Performance Rating for Standard III: Family and Community Engagement; 11) Superintendent's Performance Rating for Standard IV: Professional Culture

The Committee is required to evaluate the Superintendent's performance annually and conducts the evaluation in five stages using the Massachusetts Educator Evaluation System. Ms. Mitchell said the Committee and Superintendent are at step five, the summative evaluation. Dr. McFall will present more information on her goals at the May 23 meeting. Dr. McFall will provide the members with evidence. She is sending a survey to the administrative team tomorrow for their feedback and will share the results with the Committee.

The members must submit their evaluations to Ms. Mitchell, who will create a composite evaluation to be discussed at the June 6 meeting. Ms. Mitchell asked members to complete the evaluation form online if possible.

Ms. Mitchell said that as Chairperson, she will respond to emails sent to the Committee's shared email address, schoolcomm@lincnet.org. Dr. McFall reminded the members that the Open Meeting Law prohibits members from deliberating issues via email as issues must be deliberated in public.

4. Update on School Building Projects

Document: None.

Mr. Creel met with Facilities Manager Michael Haines, Mr. Ford, and new Hanscom Primary School Principal Julie Vincentsen about the opening of the new Hanscom Primary School building, due completion in mid-July. There will be a move orientation for the faculty who must pack their crates by the end of the school year. The bulk of the new furniture will arrive the second or third week of July, and the crates will be delivered the end of July.

Mr. Creel reported that the radon mitigation for the new Hanscom Primary School has been reviewed, and a change order was requested to install piping. A change order will also be prepared for the Hanscom Middle School for radon mitigation.

Mr. Creel said the Lincoln School Building Committee [SBC] requested a budget amendment for \$4.588 million to purchase and to bring the temporary Hanscom classroom trailers to Lincoln because it is cheaper for the Town to purchase the trailers than to rent mobile classrooms for the upcoming Lincoln campus project. The classroom trailers will be moved to the Lincoln campus during the summer. Mr. Creel said this summer the ceilings in the Lincoln school buildings will be taken down to inspect the conditions, and the ceilings will not be restored. Dr. McFall said the road around the modular classrooms will stay the same for the 2019-2020 school year, and the work on the classroom trailers will be self-contained. Dr. McFall added that the logistics subcommittee will meet to refine the details and will share them with the community.

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

6. Superintendent's Report

Document: None.

Dr. McFall said that the search for a new Lincoln METCO Director is underway. Twelve people are serving on the search committee, including Dr. McFall, Dr. Rose, Principals Ms. Sarah Collmer and Dr. Sharon Hobbs, teachers and two Boston parents. The search committee will hold an orientation session on May 13 and will hold interviews the following week. Boston parents and the School Committee members will meet the finalists at a June 4 session to be held in Boston.

Dr. McFall said that Ms. Johnson will step down from the School Committee's METCO Representative at the school year's end. Ms. Kim Mack has volunteered to serve beginning in the fall.

7. Curriculum

Document: None.

Dr. Rose said the Profile of a Learner sessions with parents have been completed. She will tally the comments, coordinate ways to work with students, and continue the process of finalization in the next school year.

Dr. Rose has met with all K-5 teams on the literacy work in the last week. She thanked Ms. Gwen Blumberg, Literacy Content Specialist, for her work and reported that Ms. Tammy Mulligan will consult next year.

Dr. Rose said that the district is nearing the end of administering the MCAS exams. This was the first time all students took the tests on the same day, and she thanked Mr. Ford and his staff for helping to make it run smoothly.

Ms. Mitchell thanked Dr. Rose and Mr. Ford for their work and for making MCAS happen as quickly as possible.

8. Policy

1. Review Policy JH, Policy on Student Absences, First Reading

Documents: 1) Policy, File: JH, Policy on Student Absences, Revised at School Committee Meeting of September 23, 1985; 2) Draft, Policy, File: JH, Student Absences and Excuses, undated; 3) Draft, Lincoln Public Schools, Attendance Procedures, undated

Ms. Emmons said that input on the policy on student absences was gathered over the past year. Dr. McFall explained that the policy may appear harsh, but there are repercussions when families take their children out of school for extended vacations. Student absences lower the district's DESE accountability ratings, a key measure of a successful district. Absences also impact student learning and create issues of providing make-up work.

Ms. Emmons explained that the data from the 2017-2018 school year show that chronic absenteeism, defined as being out of school for 10% of the time, or 18 days, is at 9.7% statewide, but in Lincoln, it was 8.1%, at Hanscom Primary School it was 7%, and at Hanscom Middle School it was 5.6%. Dr. McFall said that if a student will be out of school for a month or more, she suggests that the student withdraw and re-enroll upon return so that their absence does not affect the accountability rating.

Ms. Mitchell suggested that the first sentence of the current policy, "Attendance at and participation in classes and other school activities is expected of all enrolled students during the entire school day every day that school is in session except for reasons of illness or death in the family." be used in the revised policy. Mr. Borden suggested that on the second page, first paragraph, it would be OK to have make-up work emailed to parents instead of requiring parents to pick it up at the main office. Information on the DESE's accountability ratings and the effect of student absences will be added to the student handbook.

Ms. Emmons will add references to the federal Every Student Succeeds Act and Policy IMDB, Religious Accommodation.

Policy JH, Policy on Student Absences, will come back to the next meeting for a second reading and vote.

2. Review Policy JH-R, Administrative Guidelines for Make-Up Procedures, First Reading

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

The Committee postponed the discussion of this policy until the next meeting.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$746,156.93 and the accounts payable warrant totaling \$663,296.78 for a total of \$1,409,453.71. Mr. Hogue reviewed the warrants and recommended that they be approved. Mr. Hogue moved, and Mr. Borden seconded, the motion to approve the warrants as presented.

The Committee voted unanimously for the motion.

Ms. Mitchell thanked Mr. Creel for his work.

Ms. Wironen left the meeting at 10:15 am.

2. Recognition of Employee Award

Document: Letter to Sandra Hillson, Smith Elementary School, from Catherine Donovan, President, School Nutrition Association of Mass, dated April 23, 2019

The Committee postponed the discussion of this item until a taped meeting to appropriately congratulate Ms. Hillson, who was named the School Nutrition Association of Massachusetts Manager of the Year and the Northeast Regional Manager of the Year. Mr. Creel said that Food Services Director Cathleen Higgins is instrumental in raising the level of the food services staff, and she does the professional development.

10. Old Business

None.

11. New Business

None.

12. Approval of Minutes

None.

13. Information Enclosures

Documents: 1) Letter to Monica Albuxeich from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 2) Letter to Elizabeth Clancy-McCarthy from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 3) Letter to Maureen Cullen from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 4) Letter to Elizabeth Eisenman from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 5) Letter to Dori Fishbone from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 6) Letter to Dori Fishbone from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 7) Letter to Sharon Hobbs from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 8) Letter to Jessica Killian from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 9) Letter to Beth Ludwig from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 10) Letter to Diane Mitton from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 11) Letter to Diane Mitton from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 12) Letter to Samantha O'Brien from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 13) Letter to Jennifer O'Sullivan from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 14) Letter to Jennifer O'Sullivan from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 15) Letter to Jessica Rose from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 16) Letter to Rose Smart from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 17) Letter to Amanda Sykes from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 18) Letter to Amanda Sykes from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019; 20) Letter to James Suttie from Rebecca McFall, Ed.D., Superintendent, dated April 25, 2019

These items are employee student confirmation letters for the Committee's information. They were not discussed.

14. Adjournment

On motion by Ms. Mitchell, seconded by Mr. Borden, the Committee voted unanimously to go into Executive Session for the purpose of conducting a strategy session in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, to comply with, or act under the authority of, any general or special law or federal Grant-in-aid requirements and for the approval of Executive Session minutes for Executive Session held on April 11, 2019, and to comply with, or act under the authority of, any general or special law or federal Grant-in-aid requirements, discussion of the Hanscom contract option. The roll call vote was as follows: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes; Mr. Hogue, yes; Ms. Taylor, yes. The Committee would not return to open session. The open session adjourned at 10:23 pm.

15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, May 23, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary