

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, May 23, 2019  
Hartwell Multipurpose Room, Hartwell Building, Ballfield Road, Lincoln, MA  
OPEN SESSION

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

1. Greetings and Call to Order

Ms. Mitchell, Chairperson, called the open session to order at 7:03 pm.

2. Chairperson's and Members' Reports

Ms. Mitchell thanked the art teachers and students for the phenomenal student work displayed at the district student Art Show.

Ms. Taylor thanked Dr. McFall for her tour of the Hanscom schools. She reported that the temporary classrooms were fine and the new building is stunning.

Ms. Gnazzo, Mr. Hogue, and Ms. Taylor attended the EDCO orientation for new School Committee members.

Ms. Taylor said the Lincoln School teacher appreciation luncheon was well attended and fun. Ms. Mitchell thanked the PTO for hosting the luncheon.

Ms. Mitchell said that the School Committee is part of the Board of Overseers of the deCordova Museum, and the final annual meeting will be held on May 29. The management change to the Trustees of Reservations takes place on July 1, and the memorandum of understanding is unclear about the arrangements with the schools. One big issue is that the deCordova parking lot is currently an emergency staging area. Ms. Mitchell will attend the meeting.

Ms. Mitchell reported that the 50<sup>th</sup> Anniversary gathering for the METCO program was a great time, and METCO, Inc. CEO Milly Arbaje-Thomas and past METCO students presented.

Ms. Mitchell reported that the orchestra concert last Wednesday and band yesterday were terrific. The choir concert will be held next week.

Ms. Mitchell reported that she, Dr. McFall, Mr. Ford, and Principal Sarah Collmer attended a presentation on the Portrait of a Learner by Ken Kay.

Ms. Gnazzo said the district should provide a recommended reading list at the library that reflected the district work and resources. Books such as *Leaders of Their Own Learning* by Ron Berger would be of interest to the Town and parents.

3. Public Comments

None.

4. Consent Agenda

1. Accept \$500 Gift to Hanscom Middle School from Massachusetts Historical Society

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Massachusetts Historical Society, dated May 13, 2019

2. Approve Brooks School Grade 7, Fall 2019 Overnight Field Trip to Sargent Center for Outdoor Education in Hancock, NH

Documents: 1) Late Night and Overnight Field Trip Proposal; 2) Medical Service Request Form; 3) October 22-25, 2019 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education, permission slip; 4) October 22-25, 2019 Lincoln School Grade 7 Overnight Field Trip to Sargent Center for Outdoor Education Goals; 5) Timetable for Sargent Center – October 22-25, 2019; 6) Contract with Nature’s Classroom, Inc.; 7) Cover Letter from K.T. Therrien, Logistics Manager, Nature’s Classroom, undated; 8) Information about Nature’s Classroom, Sargent Center at Hancock, NH, Site Map, Sample Schedule, Floor Plan for Willa Cather House, Floor Plan for Robert Frost House, Floor Plan for Emerson, Field Group List; 9) Letter to Parents; 10) Lincoln Public Schools, Financial Assistance Application and Verification Forms, 2018-2019; 11) Sargent Center, Health Information and Consent Form for School Program; 12) Sargent Center, Health Memorandum

Ms. Mitchell moved, and Mr. Hogue seconded, the motion to accept a gift of \$500.00 from the Massachusetts Historical Society to support the Hanscom Middle School purchase of books on African-American history, and to approve the Brooks School Grade 7, Fall 2019 Overnight Field Trip to Sargent Center for Outdoor Education in Hancock, NH on October 22-25, 2019.

The Committee voted unanimously for the motion.

The administration will send a thank-you letter for the gift.

There are opportunities for financial assistance via the Legacy Fund, but if the Fund is spent, the cost comes out of the budget. The Committee asked that field trip forms include a question that asks families for donations.

## 5. Time Scheduled Appointments

1. Discussion and VOTE to Accept Lincoln School Foundation Grants for 2019-2020

Documents: 1) Letter to Lincoln School Committee Members from Jen Holleran, Grants and Project, Lincoln School Foundation, and Cathie Bitter, Lincoln School Foundation Chair, dated May 17, 2019; 2) Lincoln School Foundation Grant Applications and Awards 2019-2020, dated May 17, 2019; 3) LSF Out of Cycle Grants, undated; 4) LSF Summaries 2019-2020

Ms. Mitchell welcomed Ms. Jen Holleran and Ms. Cathie Bitter from the Lincoln School Foundation [LSF], a nonprofit organization with a mission to inspire and fund innovation that fosters critical thinking, collaboration, and authentic learning experiences for every student in the Lincoln Public Schools, including Hanscom. The LSF collaborates with the school principals, Dr. Rose, and Dr. McFall to award grants to teachers.

Ms. Holleran reported that the LSF voted to award six grants for \$18,130.00 for the spring cycle and three additional out-of-cycle grants for \$1,550.00 for a total of \$19,680.00 to Lincoln and Hanscom teachers. Ms. Holleran thanked donors and teachers.

Ms. Holleran said the fourth out-of-cycle grant would be cross-district work; Dr. Rose explained that the grant would fund a course taught by Lincoln resident and Harvard Graduate School of Education Associate Professor Jal Mehta that would focus on deeper learning.

Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to accept \$18,130.00 in spring cycle grants and three out of cycle grants for \$1,550.00 for a total of \$19,680.00 from the Lincoln School Foundation for the 2019-2020 school year as presented.

The Committee voted unanimously for the motion.

Ms. Mitchell and Dr. McFall thanked the LSF for their support.

## 2. School Improvement Plans - Lincoln School 5-8, Hanscom Middle School, and Lincoln Preschool

Documents: 1) Slide presentation on the Culturally Responsive Teaching at Lincoln School 5-8; 2) Hanscom Middle School, School Improvement Plan, 2018-2019, Year End Report, Erich Ledebuhr, Principal; 3) School Improvement Plan, End-of-Year Report, Lincoln Preschool, 2018-2019

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 the principals will report on the work accomplished for the 2018-2019 Plans.

Dr. Sharon Hobbs, Lincoln School Principal 5-8, presented on the Culturally Responsive Teaching work. She explained that they were in the third year of this work and that while the issues were complex the process has been transformative and included students, faculty, and curriculum.

Ms. Mitchell thanked Dr. Hobbs for the great work.

Mr. Erich Ledebuhr, Hanscom Middle School Principal, and teacher Mr. Jay Peledge, presented a slide presentation on their work over the year. Their goals were chosen in an effort to better serve military students and their families. Goal 1 was "develop the social and emotional competencies of all educators and students." Goal 2 was to "continue to develop, demonstrate, and expand team-based collaborative practices," Data and process was presented and there were clear indicators that showed how impactful and beneficial this work had been and will continue to be for Hanscom military students and their families.

Ms. Mitchell thanked them for their impressive work.

Ms. Lynn Fagan, Preschool Coordinator, presented a slide presentation on the Preschool's work. Goal 1 was "to complete a comprehensive review process in order to recommend a model that best meets the needs of the preschool population utilizing the new preschool neighborhood at Hanscom Primary School" and the goal was met. She reported that goal 2 to "support the consistent use of strategies, between home and school, to address the social and emotional development of students" had been more difficult to meet but they will continue to work toward meeting this important goal. She reported that goal 3, "support English Learners (EL) in the preschool through the use of instructional practices and strategies designed to support second language learners," was met.

Ms. Mitchell thanked Ms. Fagan for the work on the new Preschool program.

## 3. Lincoln Scholarship Committee Appointee Report

Document: Report on Scholarship Committee's work by Barbara Slayter

Ms. Mitchell welcomed Ms. Barbara Slayter, the Committee's Appointee to the Lincoln Scholarship Committee to present the end-of-year report. The Lincoln Scholarship Committee

provides awards and scholarships to graduating Lincoln seniors. Ms. Slayter reported that the Scholarship Committee will decide on the winners at the end of May.

The Scholarship Committee gives the Sumner Smith Community Service Award and the Fannie S. Campbell Academic Award, one time honors of \$500. The Committee also awards two Ogden Codman Trust Scholarships, the Ogden Codman Trust Scholarship of \$5,000 per year and the Ogden Codman Trust Opportunity Award of \$2,500 per year, in conjunction with the Ogden Codman Trust. The Scholarship Committee also awards needs-based scholarships of \$3,000 to \$4,000 each.

This year they received over \$15,210 in contributions, with most in the \$50 to \$100 range, but one of \$10,000. Ms. Slayter said that the Scholarship Committee received 3 applications for the Fannie S. Campbell Award, no applications for the Sumner Smith Award and 4 applications for the needs-based scholarships. Ms. Slayter said winners will be announced at the Codman dinner on June 13.

The Scholarship Committee would like to increase the number of Lincoln households that contribute. The Scholarship Committee accepts contributions year-round: Lincoln Scholarship Committee, P. O. Box 6283, Lincoln, MA 01773. The Scholarship Committee would also like more publicity so that more students apply.

Ms. Mitchell asked that Ms. Slayter send the list of award and scholarship winners to her once the Scholarship Committee has decided.

Ms. Mitchell thanked Ms. Slayter for her report.

#### 4. VOTE to Re-appoint Lincoln Scholarship Appointee

Documents: 1) School Committee Seeks Candidates for Lincoln Scholarship Committee; 2) Email message to School Committee from Barbara Slayter, Subject: Application for Position on the Lincoln Scholarship Committee, dated September 28, 2014

Ms. Barbara Slayter has served as the School Committee's Appointee to the Lincoln Scholarship Committee since 2014. Appointees serve a three-year term, and Ms. Slayter's appointment will expire at the end of this school year. She was willing to serve for another three-year term through the 2021-2022 school year.

Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to reappoint Ms. Barbara Slayter as the School Committee's Appointee to the Lincoln Scholarship Committee for a three-year term from 2019-2020 to 2021-2022.

The Committee voted unanimously for the motion.

#### 5. Report on District Strategic Plan Priorities (All Priorities)

Documents: 1) Slide presentation on Social Emotional Learning; 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) District Curriculum Review Process, B1.1; 5) Social Emotional Learning, D1.2; 6) Social Emotional Learning Task Force, 2018-2019 Summary; 7) Collaborative for Academic and Social Emotional Learning [CASEL] Model Pyramid; 8) Draft, with Self-Regulation, Relationship Skills, Social Awareness, Responsible Decision Making, and Self Awareness, Based upon CASEL; 9) Slide presentation on District Curriculum Review Process; 10) Instructional Coaching Model--District, A1.2

Ms. Emmons presented on the Priority, Social Emotional Learning, D1.2. She said the Social Emotional Task Force met numerous times to develop “a comprehensive plan for identifying and supporting the development of social-emotional learning competencies for all students.”

The SEL Task Force recommended that Responsive Classroom and Developmental Design, which address school culture for primary and middle school students, be taught to all teachers to be used consistently. The Task Force also recommended eight other items, including looking at curricular needs. Ms. Emmons noted that teachers need additional professional development and that the Task Force will continue with the work in the summer and into next year. Ms. Emmons thanked the Task Force members.

Ms. Mitchell thanked Ms. Emmons and said they were on the right track as needs in this area have escalated.

Dr. Rose presented on the Priority, District Curriculum Review Process, B1.1. She said they would like to create a thoughtful and proactive process instead of a reactive one to state standards and to craft a process with teacher input. The process would be carried out in each of the 12 content areas including preschool every seven years, and Dr. Rose said they would do two processes in one year.

Ms. Johnson left the meeting at 10 pm.

Dr. Rose presented on the Priority, Instructional Coaching Model--District, A1.2. She said this year’s focus on K-5 Literacy and the Lucy Calkins’ Units of Study has three coaches who are directly helping teachers. She said the work in K-5 Literacy and K-5 Math will continue and have even more depth next year, and she looks forward to it.

#### 6. Superintendent Report on Annual Plan and Superintendent Performance Standards

Documents: 1) Superintendent’s Annual Plan for Evaluation; 2) Dr. McFall’s report on Mid-year and End-year progress on goals

The Committee is required to evaluate the Superintendent’s performance annually and conducts the evaluation using the Massachusetts Educator Evaluation System. Dr. McFall gave a separate report to members on her progress on the goals.

Dr. McFall said early in her tenure, she and the Committee shifted to having individual goals for her, but much of her work is supporting and coaching others. She said that some superintendents have the district’s goals and strategic priorities as their goals for evaluation.

Ms. Taylor asked about the work with District Management Group [DMG], which comes under Professional Practice Goal 2. Dr. McFall explained that DMG is helping the district with scheduling. They did a faculty survey that asked how the district could be more effective, efficient, and equitable and consider the district’s priorities. DMG is building models that will be communicated to the faculty, but she is concerned about the timing. There might be a revised schedule in the fall, but if there is a new schedule, Dr. McFall wants teachers to know about it before they leave for the summer. Dr. McFall will update the Committee.

Dr. McFall will send the results of the survey to the administrative team.

Ms. Mitchell is sending a document of the evaluation in Word tomorrow and asked members to complete it online if possible. The members need to submit their evaluations to Ms. Mitchell by June 2, and Ms. Mitchell will create a composite evaluation that will be discussed at the June 6 meeting.

## 6. Superintendent's Report

Document: None.

Dr. McFall reported that she will announce the three finalists tomorrow for the METCO Director position. The three finalist days will be May 28, May 31, and June 3. The parent sessions with the finalists will be held each morning from 8 to 8:30, and Committee members will have sessions from 8:30 to 9. She asked that Committee members complete feedback forms. Dr. McFall said all are invited to attend a June 4 session with METCO, Inc.

Ms. Mitchell asked members to send her interview questions for the finalists.

Ms. Mitchell thanked Dr. McFall for her work.

## 7. Curriculum

ELL Tiered Focused Monitoring Update

Document: None.

Dr. Rose explained that the Department of Elementary and Secondary Education [DESE] has a new process for monitoring the progress of English Language Learners [ELL], which has taken her and the four ELL teachers much time. The process involves 50 components, and there were two findings on continuous improvement and a monitoring plan for the next few years. Dr. Rose said the district will adjust their practices based on the review and thanked the four ELL teachers for their work.

Ms. Mitchell thanked Dr. Rose for her work.

## 8. Policy

1. Review Policy JH, Policy on Student Absences, Second 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) Policy, File: IMDB, Accommodations for Religious and Cultural Observances, Adopted at School Committee Meeting of May 24, 2018

The policy was discussed at the last meeting.

The additional edits were: delete the word "special" in the first paragraph, third line. Delete the word "must" in the second paragraph, second line. Page two, delete the third bullet under unexcused absences. Page two, fourth bullet under unexcused absences, delete the words "habitual truancy or". Page two, second bullet under excused absences or tardies include, add the words "as approved by physician note" after "procedures". Ms. Emmons will make the changes.

Ms. Mitchell moved, and Mr. Hogue seconded, the motion to approve the revisions to Policy JH, Policy on Student Absences, as revised.

The Committee voted unanimously for the motion.

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

Ms. Mitchell said this policy is procedural, and the Committee has been taking procedures out of the policy manual. She recommended that Policy JH-R, Administrative Guidelines for Make-Up Procedures be eliminated.

Policy JH-R, Administrative Guidelines for Make-Up Procedures, will come back to the next meeting for a second reading and vote to eliminate it.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$806,107.73 and the accounts payable warrant totaling \$581,295.00 for a total of \$1,387,402.73. Mr. Hogue reviewed the warrants and recommended that they be approved. Mr. Hogue moved, and Ms. Gnazzo seconded, the motion to approve the warrants as presented.

The Committee voted unanimously for the motion.

Mr. Creel said the school building expenses will be coming through the warrants to the Committee, and a purchase order for \$4.5 million has been approved and expenses will come to the Committee.

Ms. Mitchell thanked Mr. Creel for his work.

### 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

Mr. Creel announced that Ms. Sandra Hillson, Cafeteria Manager at Smith School, has won the School Nutrition Association of Massachusetts Manager of the Year Award and the Northeast Regional Manager of the Year Award presented by the School Nutrition Association National. He congratulated her for her great accomplishment and thanked her for raising the level of school nutrition for the district's students.

Dr. McFall said Ms. Hillson was honored at an all-school meeting.

Ms. Mitchell congratulated Ms. Hillson.

## 10. Old Business

None.

## 11. New Business

Document: None.

Ms. Mitchell sent a Doodle poll to members to ask them about dates for Committee summer work sessions. She asked that members give her agenda items to discuss.

## 12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, January 10, 2019; 2) Draft of Meeting Minutes, January 24, 2019

Ms. Mitchell moved, and Mr. Hogue seconded, the motion to approve the minutes of the January 10, 2019 and January 24, 2019 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

None.

#### 14. Adjournment

On motion by Ms. Mitchell, seconded by Ms. Gnazzo, 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, discussion on FY20 nonunion personnel wages, and 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 May 9, 2019, and to comply with, or act under the authority of, any general or special law or federal Grant-in-aid requirements, open meeting law, approval of executive session minutes for executive session held on May 9, 2019. The roll call vote was as follows: Ms. Mitchell, yes; Ms. Gnazzo, yes; Mr. Hogue, yes; Ms. Taylor, yes. The Committee would not return to open session. The open session adjourned at 11:05 pm.

#### 15. Executive Session

The next School Committee meeting is tentatively scheduled for Thursday, June 6, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary