

## MINUTES OF THE LINCOLN SCHOOL COMMITTEE

Thursday, June 6, 2019

Hartwell Multipurpose Room, Hartwell Building, Ballfield 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 7:03 pm.

## 2. Chairperson's and Members' Reports

Mr. Borden thanked those for last night's great choral and ukulele concert.

Ms. Mitchell attended the Hanscom Primary School's 2<sup>nd</sup> grade pinning ceremony for the reading program and said it was great to see the pride and joy in reading.

Ms. Mitchell thanked the administrators, teachers, students, and parents for their work at all of the field trips and end of year celebrations.

Ms. Mitchell announced that there will be a forum on school start times at the Lincoln-Sudbury Regional High School on June 10 at 7 pm. In September 2020, the high school would change their start time to 8:25 am and their end time to 3:14 pm. She said the time change would not affect Lincoln K-8's start times.

Ms. Mitchell thanked the search committee for their work in finding a new METCO director. Dr. McFall reported that they are checking references and that she hopes to make the appointment and announcement by the end of next week.

Ms. Wironen thanked the Hanscom PTO for the 34<sup>th</sup> annual Hopa Race held by the Hanscom Middle School. She noted that Principal Erich Ledebuhr lead the way.

Mr. Ledebuhr said there has been much recognition for the Hanscom Middle School students and teachers. Nine students attended National History Day in Washington, D.C., and the documentary of four students' has been selected to be shown at the National History Museum on June 12. 30 8<sup>th</sup> graders presented at the I-Civics showcase, and NBC Boston covered the event. HMS received the activate civics award this evening.

## 3. Public Comments

None.

## 4. Consent Agenda

1. Accept \$500 Gift from Hanscom PTO to Support the Purchase of T-shirts for 6-8<sup>th</sup> Graders Attending the Trills and Thrills Music Festival

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Hanscom PTO, dated May 22, 2019

Mr. Borden moved, and Ms. Gnazzo seconded, the motion to accept a gift of \$500.00 from the Hanscom PTO to support the purchase of t-shirts for 6-8<sup>th</sup> Graders attending the Trills and Thrills Music Festival.

The Committee voted unanimously for the motion.

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

## 5. Time Scheduled Appointments

1. Retiree Recognitions: Phyllis Custance, Bruce Gullotti, Donna Lubin, Rebeka Eston Salemi, Susan Totten, and Kathleen Xenakis

Document: None.

Dr. McFall said celebrating and reflecting the work of retirees was her favorite night of the year but at the same time, it is sad to lose them and their institutional memory. The six people retiring have a combined 164 years of service to the district. Each retiree received their choice of a chair or a lamp.

HMS Principal Erich Ledebuhr presented for Ms. Phyllis Custance, Hanscom Middle School Administrative Secretary, who has served the district since 1970 in many roles, starting as a bus monitor. Mr. Ledebuhr said she has been an integral part of his life for the past decade, and is irreplaceable. He thanked her for the lives she has touched and supported.

Mr. Michael Haines, Facilities Manager, presented for Mr. Bruce Gullotti, Lincoln School Night Custodian, who has served the district since 1998, starting as a part-time painter. He has solved many problems and has a four-year run of not missing a day of work. Mr. Haines hoped he will work as hard at his retirement as he has here.

Ms. Elaine Herzog presented for Ms. Donna Lubin, Hanscom Primary School Art Teacher, who has served the district since 1987. She taught 10,000 students, wrote 200,000 report cards and was 100% committed to developing creativity in students. She wished her a happy retirement.

Lincoln K-4 Principal Sarah Collmer presented for Ms. Rebeka Eston Salemi, Lincoln School K-4 Kindergarten Teacher who started her career in 1979 as a student teacher at Hanscom Middle School and taught for the district for 39 years. She met students where they were and brought them along. Her report card comments were superb, detailed, and her description of students gave meaningful feedback to parents. Ms. Collmer said she would carry her in her heart and wished her a happy retirement.

Lincoln 5-8 Principal Dr. Sharon Hobbs presented for Susan Totten, Lincoln School 5-8 Grade 8 Math Teacher, who taught grade 8 algebra for the district for 22 years. She is a curious learner and has deep knowledge of her subject. Her easy demeanor, keen sense of humor, and eye twinkle created a happy and inclusive classroom environment. Dr. Hobbs wished her the best in retirement.

Mr. Hogue arrived at 7:45 pm.

Lincoln K-4 Principal Sarah Collmer presented for Kathleen Xenakis, Lincoln School K-4 Instructional Assistant who worked for the district for 13 years. She helped to keep a busy, happy and productive classroom, served in the mentor program, and worked in many grades and with the specialists. She was calm in challenging situations and will be missed.

Dr. McFall invited them for a picture and wished them well in retirement.

## 2. VOTE to Appoint Members to Case [Concord Area Special Education] and EDCO Collaboratives

Document: None.

Lincoln is one of sixteen member districts of the EDCO Collaborative and one of eleven member districts of the CASE Collaborative.

Ms. Mitchell moved, and Ms. Taylor seconded, the motion to appoint Superintendent Rebecca McFall as the 2019-2020 voting member of the CASE Collaborative Board of Directors, to appoint Superintendent Rebecca McFall as the 2019-2020 voting member of the EDCO Collaborative Board of Directors, and to appoint Trintje Gnazzo as the 2019-2020 non-voting representative to the EDCO Collaborative Board of Directors.

The Committee voted unanimously for the motion.

## 3. Approve Enrollment Requests for Employee Children

Documents: 1) Policy, File: JEB, Entrance Age, Revised at School Committee Meeting of November 17, 2016; 2) Policy, File: JFAB, Admission of Non-Resident Students, Revised at School Committee Meeting of April 25, 2013

The district has a policy of allowing employees' children to attend the Lincoln Public Schools as long as the employee continues to work for the district and there is space available. Employees are asked to let the superintendent know by April 1 if they would like their children to attend for the next school year.

Dr. McFall said they have hired a new teacher who requests that her son be enrolled in 7<sup>th</sup> grade, and there is another employee who would like their preschool student to start in January 2020. Dr. McFall recommended that the Committee approve the requests as there are spaces available for both students.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the enrollment requests for one student in 7<sup>th</sup> grade and one student at the Lincoln Preschool for the 2019-2020 school year as presented.

The Committee voted unanimously for the motion.

## 4. Review 2019-2020 District Strategic Plan, First Reading

Documents: 1) Lincoln Public Schools Strategic Plan, 2019-2020, Approved by School Committee on June xx, 2019; 2) Lincoln Public Schools Strategic Plan – 2018-2019, Approved by School Committee on June 21, 2018

Dr. McFall said the Plan as presented has been revised by the Central Office team and the Administrative Council, with changes to Strategic Priorities A1, A2, and D1. The major change to A1 was focused on creating language to reflect the goal of creating a community of learners, along with open communication relationships and with student outcomes in mind. With A2, language now reflects the intent on creating a common understanding of the vision of high instructional practices and how those practices can be implemented consistently in a classroom. She said the language of Strategic Priorities reflects intent, with the specificity of their work appearing on the Strategic Priority Maps. In D1, they have added cultural competencies to the social-emotional part and innovation and the aspects of instruction are represented in the Strategic Objectives.

Dr. McFall said that A1 and A2 are the most important strategic priorities, and all available district time will focus on them. While A1 and A2 is work with faculty, the intent of this work is to ultimately have better outcomes for students. Dr. McFall said the coming year's work will be more specific at moving toward the vision.

The Strategic Plan will come to the next meeting for a second reading and vote.

## 5. Update on Lincoln School Building Project

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Document: None.

Ms. Mitchell explained that at last night's School Building Committee [SBC] meeting, the SBC reviewed interior finishes, including accent colors, carpeting, and paint, and the materials and elevations are being reviewed.

Dr. McFall was excited that the designer has been able to include close to a hub design in the corridor in the K-2 area.

Mr. Creel was pleased with the way SMMA has worked to bring all stakeholders to consensus.

Ms. Mitchell said the permitting process with the Conservation Commission and Planning Board was underway for the temporary classrooms and will be locked in by July 3, and on July 8, Phase 1 will begin.

Mr. Creel reported that they will confirm that the Committee will enter into the Power Purchase Agreement for the buildings' energy needs.

Dr. McFall reported that the outreach committee will put information together on what is happening and provide it to the SBC and School Committee. The Board of Selectmen is also including information in their newsletter.

## 6. Superintendent Summative Evaluation

Documents: 1) Each School Committee member's evaluation of the superintendent, due June 2; 2) Committee's composite evaluation of the superintendent, dated June 6, 2019; 3) Superintendent's Annual Plan for Evaluation; 4) 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. This evening is the summative evaluation discussion and the vote on Dr. McFall's overall rating, the last step in the process. There are four ratings: Unsatisfactory, Needs Improvement, Proficient, and Exemplary.

Ms. Mitchell said that last year at this time, the Town and district debated on what to do about the school buildings, and Dr. McFall has spent thousands of hours on the issue. Dr. McFall's District Improvement Goal 1, "appropriately fulfill the leadership role of the superintendent in order to successfully complete the 20% schematic design phase and initiate the design development phase of the Lincoln school building project," has been accomplished. Phase 1 will begin July 8. Ms. Mitchell said there is no way to adequately account for Dr. McFall's work; the building project would not have happened without her efforts, which are exemplary. While the day to day work that happens in class is not directly what Dr. McFall does, many of her ratings from the Committee were exemplary. On Student Learning Goal 1,

“Support the development of administrator and faculty use of Collaborative Practices that focus on student learning,” the work was important and the driver of vision going forward.

Mr. Borden said that if Dr. McFall’s work had only been on the school building project that alone would have been enough. Her work on Profile of a Learner, commitment to her job, and school operations was impressive and he was amazed at how well the district was run and growing even with the school building projects. He said the Committee and the Town are fortunate to have Dr. McFall and her team. Dr. McFall said that the evaluation belongs to her whole team and not just her.

Ms. Gnazzo said she was incredibly proud of the work being done. In recent interactions in hiring, it is clear that interviewees are applying because they want to work with and for Dr. McFall. Ms. Gnazzo liked the work on Student Learning Goal 1, “Support the development of administrator and faculty use of Collaborative Practices that focus on student learning,” and how *Leaders of Their Own Learning* book by Ron Berger provides a way to do this. She felt this work has the potential to have a wide educational impact not just within the district but in the state which is the mark of an exemplary rating. When she looks at the work on the school building, the rating of exemplary is appropriate.

Mr. Hogue said that Dr. McFall does an amazing job, and many districts have many problems that the district does not have. He echoed the comments from the other members.

Ms. Taylor said that being proficient is exemplary and noted that the district has not always been as fortunate. She was pleased with the trust and confidence that Dr. McFall has built with the members and the community and reflected on what a difference this has made.

Ms. Wironen appreciates that she has always been included by Dr. McFall and said that she is very thoughtful about that and valuing opinions from the Hanscom campus. Ms. Wironen said that Dr. McFall is always accessible to her and is there to help.

Ms. Mitchell reported that Ms. Johnson’s feedback was that Dr. McFall is a tremendous individual, and she scored her as exemplary across the board.

Dr. McFall thanked the members for their positive feedback and said that she enjoys the conversations on their work. She appreciates the Committee’s willingness to support their work.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to submit Dr. McFall’s Summative Evaluation for the 2018-2019 year with an overall performance rating of proficient.

The Committee voted unanimously for the motion.

Ms. Mitchell thanked the members for the time and consideration put into the evaluation.

## 6. Superintendent’s Report

Document: None.

Dr. McFall had no report.

## 7. Curriculum

Document: None.

Dr. Rose was excited and updated the Committee about the learning exhibitions on campus.

Ms. Mitchell thanked Dr. Rose for her work.

## 8. Policy

### 1. Summary of Policy Updates for 2018-2019

Document: None.

Ms. Mitchell reported that 32 of the 136, approximately 23%, of the policies were reviewed this year; the Committee's goal was to review 20%.

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

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

Ms. Mitchell recommended that Policy JH-R, Administrative Guidelines for Make-Up Procedures, be eliminated because it is a procedure.

Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to eliminate Policy JH-R, Administrative Guidelines for Make-Up Procedures.

The Committee voted unanimously for the motion.

### 3. Review Policy JLB, Student Financial Assistance, First Reading

Documents: 1) Policy, File: JLB, Student Financial Assistance, Adopted at School Committee Meeting of October 14, 2010; 2) Draft, Policy, File: JLB, Student Financial Assistance, Adopted at School Committee Meeting of October 14, 2010

Mr. Creel said that the policy had no new content, and when the policy was adopted in 2010, the matrix of the federal and Lincoln salary guidelines was current. He recommended that the matrix be deleted. He noted that they use the federal poverty guidelines and the same procedures each year.

The changes to be made were:

First paragraph, first sentence: add "are able to" between "students" and "participate".

First paragraph, second sentence: delete the comma after "with".

First paragraph, fourth sentence: delete "generous" between "from" and "financial". Add "and is grateful for" before "financial".

3. Change the first sentence to "One or more copies of the following documentation are required."

Policy JLB, Student Financial Assistance, will come back to the next meeting for a second reading and vote.

## 9. Facilities and Financial

### 1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$810,621.02 and the accounts payable warrant totaling \$115,712.30 for a total of \$926,333.32. 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.

## 2. VOTE to Re-affirm Summer Warrant Process

Document: None.

Ms. Mitchell explained that the Committee needed to appoint a member to approve the warrants during the summer and recommended that Mr. Hogue be that member. Mr. Hogue accepted.

Mr. Creel explained that usually the Chairperson is the appointed member, but that it would also be appropriate to have the Chairperson be the alternate member to approve warrants. He said that the statutes allow a person to be appointed and to report back to the Committee the warrant amounts. Ms. Mitchell said that Mr. Hogue could also approve warrants year-round and report back.

Ms. Mitchell moved, and Mr. Hogue seconded, the motion to appoint Adam Hogue to approve the warrants during the summer months.

The Committee voted unanimously for the motion.

## 10. Old Business

Document: None.

Ms. Mitchell will send dates for a summer working session to the members via email.

Ms. Mitchell said that the next meeting will be Ms. Johnson's last meeting. Ms. Johnson has served as the METCO Representative to the Committee for two years and is stepping down. Ms. Mitchell thanked Ms. Johnson for serving on the Committee. Dr. McFall said that Ms. Kim Mack will join the Committee as the METCO Representative in the fall.

Ms. Mitchell said the Committee needs a quorum of three members in the room at the next meeting. The next meeting will not be held on June 20 as originally scheduled.

## 11. New Business

deCordova Transition

Document: None.

Ms. Taylor reported that the status of § 10 of the Memorandum of Understanding with the Trustees of Reservations on the Town's use of the deCordova property is unclear. The deCordova Museum will become a Trustees of Reservations property. Ms. Taylor said the intent of the Memorandum is to keep the Town's use of the property the same as it has been.

The issues for the Committee are to continue to use the deCordova property in case of emergency on the Lincoln campus and to have a reasonable number of visits per year during the school day for organized educational activities at no charge. Ms. Taylor will keep the Committee informed.

### FF&E from Hanscom Middle School

Mr. Creel asked for the Committee's guidance on what to do with the old well-used furniture, fixtures, and equipment [FF&E] from the Hanscom Middle School. The options are to hire a firm, IRN Surplus Reuse, that re-uses the FF&E for \$19,600.00 or to recycle the FF&E with Habitat for Humanity for \$13,000.00. The monies to dispose of the FF&E will come out of the Hanscom Reserve Fund.

The Committee was concerned if the re-use company was a for profit company. Mr. Creel will report back on IRN Surplus Reuse's corporation status as a corporation or non-profit organization and get references. He noted that if IRN Surplus Reuse does not meet the criteria, he will recycle the FF&E.

Ms. Wironen left the meeting at 9:35 pm.

#### 12. Approval of Minutes

Documents: 1) Draft of Meeting Minutes, December 13, 2018; 2) Draft of Meeting Minutes, March 11, 2019

Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the minutes of the December 13, 2018 meeting and March 11, 2019 Tri-district Forum. 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

Document: Letter to Ms. Catherine Allgor, President, Massachusetts Historical Society, from Rebecca McFall, Ed.D., Superintendent, dated May 30, 2019

This was for the Committee's information only. It was not discussed.

#### 14. Adjournment

On motion by Ms. Mitchell, seconded by Mr. Borden, the Committee voted unanimously to adjourn the meeting at 9:55 pm.

#### 15. Executive Session

The Executive Session originally scheduled for tonight was not held.

The next School Committee meeting is tentatively scheduled for Thursday, June 27, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Ballfield Road, Lincoln, MA.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary