

MINUTES OF THE LINCOLN SCHOOL COMMITTEE

Thursday, June 27, 2019

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

OPEN SESSION

Present: Tara Mitchell (Chairperson), Peter Borden (Vice Chairperson), Trintje Gnazzo, Susan Taylor, Laurel Wironen (Hanscom Educational Liaison), Simone Johnson (METCO Representative). Also Present: Becky McFall (Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Adam Hogue, Jessica Rose (Assistant Superintendent), Mary Emmons (Administrator for Student Services), Robert Ford (Director of Technology).

1. Greetings and Call to Order

Ms. Mitchell, Chairperson, called the open session to order at 6:12 pm. She thanked Mr. David Trant for taping the meeting.

2. Chairperson's and Members' Reports

Ms. Taylor attended the Property Tax Study Committee Forum on June 18, and the presentation is on the Town's website, www.lincolntown.org, and there is a survey for residents to take. The issue is complicated and will be discussed at the State of the Town meeting on Saturday, November 2.

Ms. Wironen thanked the Hanscom Middle School team and noted that June 14 was the last day of school; the Base celebrated with their annual block party during the day and the graduation ceremony in the evening.

Ms. Mitchell thanked all for the two graduations and the packed up classrooms. Teachers and administrators are already starting their summer work.

Ms. Mitchell thanked Ms. Johnson for her service on the Committee as the METCO Representative for the past two years. The Committee will miss her positive perspective and input. Ms. Kim Mack will join as the METCO Representative in the fall.

3. Public Comments

Document: Letter, Lincoln Education Support Professionals: Petition for Recognition in the Lincoln Teachers Association, undated

Ms. Ann Harren, a paraprofessional at the Lincoln School, read a petition that asked for the Committee to recognize the Education Support Professionals [ESPs] as a new bargaining unit in the Lincoln Teachers Association [LTA] for the purpose of collective bargaining. Support professionals Carolyn Weaver, Shera Keis, Jennifer Carroll, and Kathy Pelligrino read statements in support of the petition. LTA Co-presidents Elaine Herzog and Matt Reed said that the LTA membership said these professionals are integral to the school community and asked that the Committee recognize them in the LTA. Ms. Herzog said it will lead to better learning conditions for students.

Ms. Mitchell thanked the speakers and reported the Committee is unable to deliberate on the issue now but would add the request to a later agenda.

4. Consent Agenda

1. Accept Gift of \$500 Gift from Schwartz Family to Legacy Fund

Document: Memorandum to School Committee and Becky McFall from Sharon Hobbs, dated June 11, 2019

2. Accept Gift of Wurlitzer Piano, Model #2116 to Hanscom Middle School

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: Bushnell Piano Movers, dated June 17, 2019

Ms. Mitchell moved, and Mr. Borden seconded, the motion to accept a gift of \$500.00 from the Schwartz Family for the Legacy Fund and to accept a gift of a Wurlitzer piano model #2116 from Bushnell Piano Movers for the Hanscom Middle School.

The Committee voted unanimously for the motion.

The administration will send thank-you letters for the generous gifts.

5. Time Scheduled Appointments

1. Review 2019-2020 District Strategic Plan, Second Reading and VOTE

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

The Strategic Plan, crafted collaboratively by the District's stakeholders, guides the District's work and use of resources for the upcoming year.

Ms. Mitchell said that next year's Key Strategic Priorities, highlighted in goldenrod, are A1, "Continue to develop a culture of trust, openness, reflection, and collaboration among our faculty, staff and administrators. Cultivate a culture of continual feedback and growth with a focus on improved student outcomes," and A2, "Create a common understanding of our vision of high-quality instructional practices and implement these practices across all classrooms."

Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the 2019-2020 District Strategic Plan as presented.

The Committee voted unanimously for the motion.

2. Superintendent's 2019-2020 Draft Annual Goals

Documents: 1) Memorandum to School Committee from Rebecca McFall, RE: Annual Goals Plan 2019-2020, dated June 17, 2019; 2) Draft, Superintendent's Annual Plan for Evaluation

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 first step in the process, when the Superintendent and the Committee discuss and set goals for the year.

Dr. McFall reviewed her rough draft and asked for input.

Mr. Borden suggested that she consider what the measures would be for the goals. Ms. Gnazzo suggested that the need for outcomes should not create an undue burden, and Ms. Taylor suggested that she break down the first goal into smaller pieces. Mr. Borden said this year the

negotiation with the Lincoln Teachers' Association, the additional Lincoln School Building work, and the negotiation with the Department of Defense Educational Activity [DoDEA] will be done, but should be considered in the yearly goals in order to receive credit for that work.

Dr. McFall will revise the goals over the summer, and the Committee will vote to approve them in the fall.

3. Enrollment Update

Documents: 1) Memorandum to School Committee from Rebecca McFall, Re: Update on FY20 Enrollment Projections, dated June 19, 2019; 2) Lincoln School FY19 to FY20 Enrollment, undated

Dr. McFall said that since she prepared her report, one student who would be attending 1st grade is moving, therefore, there will be 78 students in 1st grade for the 2019-2020 school year. In Lincoln K-4, while they usually plan for four kindergarten sections, this year they will have three sections. 6th grade will have three sections but with the scheduling there will be four sections. Dr. McFall added that the scheduling work is closer to being finalized.

The Committee wanted a survey put together for families leaving the district. Dr. McFall said the Committee could give her the survey questions, and she would send it to school counsel.

Dr. McFall said they are now 70 students shy of where they usually are in August at Hanscom Primary School, and they will likely have to shift teachers. There will be some staffing changes and will likely hire a teacher but are waiting until they know which grade level they will need a teacher. They may need someone with English Language Arts [ELA] and special education certifications.

4. Update on Lincoln School Foundation Grants

Document: None.

Ms. Mitchell said there is no information at this point, but the administration is working with the Lincoln School Foundation [LSF]. Dr. McFall said there were two grant proposals: 1) a course with a focus on deeper learning taught by resident and Harvard Graduate School of Education Associate Professor Jal Mehta; and 2) a new stipend position for teacher leaders for teachers and administrators' learning that is focused on instructional practices, support, and coaching teachers. Now the LSF is cost sharing on the stipends, and there will be an improvement initiative during the FY21 budget process to look at the curriculum leadership team.

Ms. Mitchell thanked the LSF for their support.

5. Update on Lincoln School Building Project

Document: None.

Dr. McFall reported that last week's School Building Committee [SBC] meeting included a site plan review that looked at parking, working trailers, a plan for more parking by the Codman Pool. The exterior of the building will be brick with panels around the gym and auditorium. There will be mock-up models to see.

The next SBC meeting will be held July 10. Estimates will be produced, and the 60% design will be done by July's end.

The August SBC meeting will include the final floor plan and sitework. In August, the SBC will have another project estimate reconciliation process. The Power Purchase Agreement for the buildings' energy needs is still being discussed with SunPower. SunPower, with whom we will sign a letter of intent to cover the cost of developing an interconnection agreement, is working with the distributed generation group of Eversource. Dr. McFall said there was a construction logistics meeting, and she will send pertinent information to the community. The week of July 8, fencing, preparation for the modular classrooms on the playing fields, and the storing of the topsoil from the fields will begin. The week of July 15, there will be more construction and preparation for excavation. She said that by the end of July, while there will be no restrictions to the campus, there may be delays. The Brooks parking visitor spaces will not be available. The permitting process with the Conservation Commission and Planning Board was underway for the temporary classrooms and will be locked in by July 3.

There is more information on the plans at www.lincolnsbc.org.

6. Employee Child Enrollment

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

District policy allows 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 METCO Director, Marika Hamilton, who requests that her daughter be enrolled in the Preschool. Dr. McFall recommended that the Committee approve the request as there is a space available for her.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the enrollment request for one student at the Lincoln Preschool for the 2019-2020 school year.

The Committee voted unanimously for the motion.

Additional Report Only on Summer:

Curriculum Development and Professional Development

Documents: 1) Memorandum to School Committee from Jessica Rose, Re: Report on Summer Curriculum and Professional Development, dated June 19, 2019; 2) Summer Work 2019

Questions and Answers

Ms. Mitchell reported that Dr. Rose will review their summer work in the fall.

Ms. Mitchell thanked Dr. Rose and the team for their work.

6. Superintendent's Report

Document: None.

Dr. McFall had no report.

7. Curriculum

Document: None.

Dr. Rose was not in attendance, and there was no report.

8. Policy

1. Review Policy JLB, Student Financial Assistance, Second 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 the policy was updated with the changes suggested at the last meeting. The assistance is limited to overnight field trips, transportation, athletics, and instrument rental.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to revise Policy JLB, Student Financial Assistance, as presented.

The Committee voted unanimously for the motion.

9. Facilities and Financial

1. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrant totaling \$1,441,233.84 and the accounts payable warrant totaling \$806,710.47 for a total of \$2,247,944.31. He noted that it is the balloon period that has a larger payroll warrant than usual. Ms. Mitchell reviewed the warrants and recommended that they be approved. Ms. Mitchell 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. FY19 End-of-Year Report

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY19 Budget status, dated June 16, 2019

Mr. Creel reviewed his memorandum, reporting that the Lincoln Public Schools will end fiscal year 2019 with all obligations met and budget surpluses on the Lincoln and the Hanscom campuses. Massachusetts General Law allows districts to prepay special education tuitions and collaborative fees.

On the Hanscom campus, he estimated there are unspent budget balances of \$192,000.00; there could be changes in the exact amount of the surplus until the financial books close in the summer. He did not recommend any prepurchase of special education tuitions and said if additional funds are needed, he will come to the Committee to vote for a transfer from the Hanscom Reserve Fund.

On the Lincoln campus, Mr. Creel estimated there are unspent budget balances of \$312,857.00; there could be changes in the exact amount of the surplus until the financial books close in the summer. Mr. Creel said that since the Committee approved the Lincoln FY20 budget last January, the anticipated out-of-district special education tuitions are almost

\$158,898.00 higher. He recommended that the Committee prepay up to \$240,000.00 in special education tuition and collaborative fees and return the remainder of the funds to the Town.

Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to approve the administration's plan to pre-purchase up to \$240,000.00 of the FY19 budget surplus for special education tuition and collaborative fees and to return the remainder of the money to the Town of Lincoln.

The Committee voted unanimously for the motion.

Mr. Creel will report in July on the amounts.

3. Revolving Accounts Report

Document: Memorandum to Lincoln School Committee and Becky McFall, Superintendent of Schools, from Buckner Creel, Administrator for Business and Finances, Subject: FY19 Revolving Funds and Legacy Gift Account, dated June 14, 2019

Mr. Creel reviewed his memorandum on the FY19 Revolving Funds and the Legacy Gift Account. School districts are allowed by Massachusetts General Law to set up revolving funds that carry balances from fiscal year to fiscal year and the monies are spent only for those purposes; for example, transportation fees pay for bus services. The five funds discussed were transportation, athletics, Lincoln After School Music Program [LASMP], school lunch, and the Legacy Gift Account. These fees are collected from students only on the Lincoln campus for transportation and athletics; for Hanscom students, these costs are included in the contract with the federal government to run the Hanscom schools. The district has not raised fees in at least a decade for most revolving funds, and Mr. Creel recommended no changes to the fee structures for any of the revolving funds.

Mr. Creel said the Legacy Gift Account has a balance of 13 cents. The Account provides financial assistance to families for their children to attend overnight field trips. State law prohibits revolving funds from having negative balances. He said that the Class of 2018 was giving a gift of \$500, and the class may donate \$736.71 too. The Class of 2019 will give a gift that he estimated would be \$1,000. More fundraising is needed, and Ms. Taylor suggested that they send thank-you letters to donors because it increases giving.

Ms. Mitchell suggested that all field trip forms include an opportunity to donate to the Legacy Fund.

4. GASB 45 Allocation for Hanscom Retirees

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: GASB 45 obligation – Hanscom budget, dated June 14, 2019

Mr. Creel reviewed his memorandum on the Governmental Accounting Standards Board (GASB 45)'s requirement to fund retiree benefits for Hanscom-funded employees. He said that the Committee and the district have made good progress in funding the obligation and have funded 62.01% of it. He recommended that the Committee contribute \$200,000.

Mr. Borden moved, and Ms. Taylor seconded, the motion to approve a transfer of \$200,000 from the Hanscom Health Insurance Reserve Fund to the Town of Lincoln's Group Liability Insurance Fund.

The Committee voted unanimously for the motion.

10. Old Business

Document: None.

Ms. Mitchell said that no dates have been set yet for a meeting over the summer, but she was considering August 13 and would confirm with the members. She will send a note to collect agenda items and the Massachusetts Association of School Committees' self evaluation on the School Committee. Ms. Gnazzo asked if the Committee could receive feedback for this evaluation from the administration.

11. New Business

None.

12. Approval of Minutes

Document: Draft of Meeting Minutes, February 7, 2019

Ms. Mitchell moved, and Ms. Gnazzo seconded, the motion to approve the minutes of the February 7, 2019 meeting. The Committee voted unanimously for the motion.

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

13. Information Enclosures

Documents: 1) Letter to Ms. Lauren Taylor from Rebecca McFall, Ed.D., Superintendent, dated June 10, 2019; 2) Town of Lincoln, Massachusetts Agreed Upon Procedures Report on the End of Year Financial Report: June 30, 2018, by Giusti, Hingston and Company, Certified Public Accountants, 36 Jackman Street, Unit 1, Georgetown, MA 01833

These were for the Committee's information only. 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. The roll call vote was as follows: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes; Ms. Taylor, yes. The Committee would not return to open session. The open session adjourned at 8:26 pm.

15. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary