

# MINUTES OF THE LINCOLN SCHOOL COMMITTEE

Thursday, September 5, 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), Kim Mack (METCO Representative). Also Present: Becky McFall (Superintendent), Jessica Rose (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Robert Ford (Director of Technology).

Absent: Mary Emmons (Administrator for Student Services).

### 1. Greetings and Call to Order

Ms. Mitchell called the session to order at 6:33 pm.

#### Enter into Executive Session

Ms. Mitchell moved, and Mr. Borden seconded, the motion to enter 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 – response to Request for Recognition of Support Professionals as a Bargaining Unit in the Lincoln Teachers' Association 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 23, 2019. The roll call vote was: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes; Ms. Taylor, yes. The Committee would return to open session.

Ms. Mitchell called the executive session to order at 6:33 pm in the Superintendent's Office.

Mr. Hogue arrived at 6:55 pm.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to adjourn executive session and to return to open session at 6:59 pm. The roll call vote was: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes; Mr. Hogue, yes; Ms. Taylor, yes.

#### Return to Open Session

Ms. Mitchell called the open session to order at 7:08 pm in the Hartwell Multipurpose Room.

### 2. Chairperson's and Members' Reports

Ms. Wironen said it had been an exciting week at the Hanscom Primary School with the opening of their brand new building and thanked the new Primary School principal, Julie Vincentsen, and Middle School principal Erich Ledebuhr.

Ms. Mitchell welcomed Ms. Kim Mack as the Committee's METCO Representative.

Ms. Mack reported that the METCO Meet and Greet event was nice, and it has been a busy week. She looks forward to serving on the Committee.

Ms. Gnazzo said there will be a community outreach program at the Council on Aging next Thursday. The group meets at 9 am on the first or second Thursday of each month and said that any Committee member could attend. Ms. Taylor volunteered to attend.

Ms. Gnazzo reported that the Library now has a School Committee Book Corner. There is a book list, and the books on the list have been ordered. She thanked Dr. Rose for her help.

Dr. McFall thanked all for the parent picnic.

Ms. Mitchell thanked the PTO for their welcoming sessions to reconnect with families.

### 3. Public Comments

None.

### 4. Consent Agenda

#### 1. Accept Gift of \$355 from iCivics, Inc. for Hanscom Middle School

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Erich Ledebuhr, Subject: iCivics, Inc., dated June 17, 2019

#### 2. Accept Gift of \$2,430.82 from the Class of 2019 to the Lincoln School Legacy Fund

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Lincoln School Class of 2019 Gift, dated July 9, 2019

#### 3. Accept Gift of \$2,000 from Michelle Barnes to the Lincoln School Legacy Fund

Document: Memorandum to School Committee and Becky McFall, Superintendent, from Buckner Creel, Subject: Lincoln School Legacy Fund Gift, dated August 9, 2019

Ms. Mitchell moved, and Mr. Borden seconded, the motion to accept a gift of \$355.00 from iCivics, Inc. in support of busing costs for 40 Hanscom Middle School students' attendance at a showcase at the Edward M. Kennedy Institute in Boston, to accept a gift of \$2,430.82 from the Lincoln School Grade 8 Class of 2019 for the Lincoln Legacy Fund and to accept a gift of \$2,000.00 from Michelle Barnes for the Lincoln Legacy Fund.

The Committee voted unanimously for the motion.

Ms. Mitchell thanked Class of 2019 parents Kathryn Anagnostakis, Heather and Mike Broglio, Shahinaz and Doug Carson, Erica and Greg Darnall, Amanda Fargo, Jamie Liu, Beth McLaughlin, Patricia Miller, Julia Parrillo, Heather Barnett Veague, and Sheila Webber.

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

### 5. Time Scheduled Appointments

#### 1. Response to Request for Recognition of Support Professionals as a Bargaining Unit in the Lincoln Teachers' Association

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

At the June 27, 2019 Committee meeting, the District's support professionals requested that the Committee recognize the Education Support Professionals [ESPs] as a new bargaining unit in the Lincoln Teachers Association [LTA] for the purpose of collective bargaining.

Ms. Mitchell said the Committee's Executive Session was for the purpose of reviewing the June 27 letter. Ms. Gnazzo announced that the Committee was more than willing to recognize this important group and begin the process of creating a contract collaboratively with the Education Support Professionals.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to recognize the Lincoln Education Support Professionals as a new bargaining unit in the Lincoln Teachers' Association.

The Committee voted unanimously for the motion.

Ms. Mitchell said the Committee will contact the Lincoln Education Support Professionals on the next steps.

## 2. Acceptance of Additional Lincoln School Foundation Grants for 2019-2020

Documents: 1) Email message from Jen Holleran to Tara Mitchell, 2 new LSF grants – addendum, dated July 8, 2019; 2) Lincoln School Foundation Grant Applications and Awards for 2019-2020, undated; 3) LSF Summaries for Grants for 2019-2020, undated

The Lincoln School Foundation [LSF] is a nonprofit organization, funded by donations, with a mission to support innovation in the Lincoln Public Schools.

Ms. Mitchell explained that the LSF was funding two additional out-of-cycle grants: 1) Teacher Leaders of Learning, 10 stipended positions for teacher leaders for \$20,000.00 and 2) Designing for Deep and Powerful Learning for All, a course taught by resident and Harvard Graduate School of Education Associate Professor Jal Mehta, for \$15,000.00. Teachers from the Lincoln and Hanscom campuses will be able to take part.

Ms. Mitchell moved, and Mr. Borden seconded, the motion to approve the two out-of-cycle grants for a total of \$35,000.00 for 2019-2020 as presented.

The Committee voted unanimously for the motion.

Ms. Mitchell thanked the LSF and their donors for allowing the schools to pursue these opportunities.

## 3. 2019-2020 School Committee Goals, First Reading

Document: Lincoln Public Schools: Lincoln School Committee Goals 2019-2020

Ms. Mitchell said that the Committee adjusted their priorities on the goals during their summer workshop. Mr. Borden said the sequencing of Strategic Priorities D1 through D4 seemed random.

The 2019-2020 School Committee Goals will come to the next meeting for a second reading and vote.

## 4. FY21 Budget Guidelines and Timeline

Documents: 1) Memorandum to Lincoln School Committee and Becky McFall, Superintendent, from Buck Creel, Administrator for Business and Finance, Subject: FY21 Budget Guidelines, dated August 21, 2019; 2) Lincoln Public Schools, FY21 Budget Development Timeline, undated

Mr. Creel reviewed his memorandum on the FY21 budget guidelines and said that the administration and faculty are involved in the budget process for FY21 from now until the budget presentation at the November 21 meeting, when the superintendent's preliminary budget

1 will be presented. He requested that the Committee approve the budget guidelines for preparing  
2 that budget. Dr. McFall asked if there were any other factors that the administration should  
3 consider in preparing the FY21 budget.

4 Mr. Creel said the Town's Finance Committee will give all Town departments the  
5 maximum percentage of the budgetary increase, if any, over FY20 around October 15. The  
6 Finance Committee will inform Town departments if they will entertain a preferred budget.

7 Ms. Mitchell moved, and Mr. Borden seconded, the motion to establish the guidelines for  
8 the FY21 budget as presented.

9 The Committee voted unanimously for the motion.

10 The administration will send an email message about the FY21 budget discussions to the  
11 community to encourage participation. Discussions on the FY21 budget will begin at the  
12 November 21 meeting, with updates, additional information, and questions to be discussed at the  
13 December 5, December 19, and January 9 meetings. The formal budget hearing for the FY21  
14 budget will be held at the Thursday, January 9, 2020 meeting. The Committee will vote on the  
15 FY21 budget at the January 23, 2020 meeting.

#### 16 5. Temporary Admission of Visiting Students

17 Documents: 1) Memorandum to School Committee from Rebecca McFall,  
18 Superintendent, RE: Policy Discussion, visiting students, dated August 29, 2019; 2) Information  
19 provided via email, June 26, 2019; 3) File: JF – Admission of Students to the Wellesley Public  
20 Schools, undated; 4) Policy, File: JFAA, Admission of Resident Students, Revised at School  
21 Committee Meeting of April 26, 2018; 5) Draft language to add to Policy, File: JFAA,  
22 Admission of Resident Students, Revised at School Committee Meeting of April 26, 2018, from  
23 Ms. Mitchell  
24

25  
26 Dr. McFall explained that a Lincoln resident family has requested to enroll a visiting  
27 student in the Lincoln school for six weeks this fall. The Committee currently has no policy that  
28 addresses the enrollment of temporary visiting students, defined as students who want to attend  
29 the Lincoln schools for up to six weeks without being residents. Dr. McFall said the Committee  
30 needed to decide whether it wants to develop a new policy or to adjust language in the current  
31 policies such as Policy, JFAA, Admission of Resident Students and other policies. The second  
32 item was whether the Committee wanted to honor the Lincoln family's request.

33 Dr. McFall consulted counsel, who said that if a family submits a caregiver affidavit to  
34 the district, the district is required to enroll the student. The district can decide whether to charge  
35 tuition.

36 Mr. Hans Bitter has requested to have his cousin from Germany attend for six weeks,  
37 starting the end of October, and the Bitters are working on the caregiver affidavit.

38 The Committee wanted more information before drafting a policy. The members'  
39 concerns were whether having temporary students would be disruptive, whether there was  
40 enough room in class, whether it made more work for teachers, and the reasons for attendance,  
41 such as a natural disaster or a cultural exchange. Ms. Mitchell handed draft language to add to  
42 Policy JFAA, Admission of Resident Students, and asked members to send their comments to  
43 her. The issues were how to define temporary, if the Superintendent or the Committee would  
44 approve the request, whether to charge tuition, a student's grade, and the student's relationship  
45 with the host family, and an agreement with the host family.

1 The Committee will vote on the Bitters' request at the next meeting. A draft of a policy  
2 that includes these situations will be prepared for a first reading for the next meeting.

3  
4 6. Update on Lincoln School Building Project

5 Document: None.  
6

7 Ms. Mitchell reported that the building project is at the 60% design development stage.  
8 There will be another round of cost estimates and a value engineering process as the project is  
9 over the \$93.9 million budget by \$400,000.

10 Dr. McFall reported that she, Mr. Creel, Mr. Ford, Mr. Michael Haines, Consigli  
11 Construction personnel, SMMA personnel, and Daedalus Projects personnel reviewed the 60%  
12 design documents and recommended adjustments. There is more accurate pricing and adjusting  
13 at each step, and the group identifies add alternates.

14 Dr. McFall reported that next week the modular classrooms will arrive on the Lincoln  
15 campus, and a letter to abutters was sent Friday that the trailers will be moved from Hanscom  
16 and travel down Bedford and Lincoln Roads from 10 pm to 5 am for 10 days.

17 Students will attend school in the modular classrooms starting in the 2020-2021 school  
18 year.

19 The next School Building Committee [SBC] meeting will be held Wednesday, September  
20 11. There is more information on the plans at [www.lincolnsbc.org](http://www.lincolnsbc.org).

21  
22 7. Update on Hanscom Primary School Building Project

23 Document: None.  
24

25 Dr. McFall reported that the new Hanscom Primary School building is awesome. Seeing  
26 the school community in the spaces is exciting, and the design of the school with the hub spaces  
27 and other amenities work well. The contractor is working on the punch lists. Dr. McFall will  
28 send an email with dates and times to tour the new building, and those wanting to attend must  
29 provide identification to the administration to gain entrance to the Base. Formal invitations for  
30 the October 2 ribbon cutting ceremony for the new building will be sent to the Congressional  
31 delegation and others.

32  
33 8. Board of Selectmen Newsletter Submission

34 Document: Draft, Board of Selectmen Newsletter Submission  
35

36 Ms. Taylor drafted an article on the School Committee's work to be published in the  
37 Board of Selectmen's fall newsletter. She noted that the topics included were based on their  
38 workshop discussions. Ms. Taylor received comments via email and thanked Mr. Creel for  
39 providing information. The article will be handed out at various meetings in Town.

40 Ms. Mitchell thanked Ms. Taylor and Mr. Creel and said a larger communication plan  
41 that will include a review of the process for reviewing documents will be discussed at the next  
42 meeting.

43  
44 Additional Reports Only on:

45 Extended School Year (ESY) Programs

Document: Memorandum to School Committee and Dr. Rebecca McFall, Superintendent, from Mary Emmons, Administrator for Student Services, and Scott Dixon, Extended School Year Coordinator, Special Educator, Re: Extended School Year Program PK-8, 2019, dated August 23, 2019

Ms. Mitchell thanked Scott Dixon, the Recreation Department, and Ms. Emmons for working together to bring programs to 53 students. Dr. McFall added that Boston students were also able to attend the programs.

Faculty Members Receiving Professional Teacher Status (PTS)  
Document: Professional Teacher Status, August 2019

Massachusetts General Law Ch. 71, §§ 41 and 42 provide for professional teacher status for teachers, librarians, counselors, nurses, social workers or psychologists who have served their school districts for three previous consecutive years. Ms. Mitchell congratulated the nine professionals who have attained professional teacher status.

Update on Hiring  
Document: New Administration, Faculty, Administrative Support and Custodian Appointments, August 26, 2019

The district hired 24 administrators, faculty, administrative support, and custodians. There were no questions.

Questions and Answers

None.

## 6. Superintendent's Report

Document: None.

Dr. McFall reported that there was a smooth opening to school. She sees good engagement, and the principals and faculty are building community, starting routines, and kicking off much important work.

Ms. Mitchell thanked Dr. McFall for her work.

## 7. Curriculum

Document: None.

Dr. Rose reported that the two-day new faculty orientation was attended by 14 people. She said it was important for them to understand the district and its core values and to get acquainted with each other. She said she was excited and said the district is lucky to have the new faculty members here.

Ms. Mitchell thanked Dr. Rose for her work.

## 8. Policy

1 1. Discussion on Policy Review Process

2 Document: Policy Review Process, undated

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4 The Committee's goal is to review 20% of the policies each year. Ms. Mitchell gave the  
5 members a policy list and asked them to choose the ones they would review using the Policy  
6 Review Process. The focus will be on policies last reviewed before 2012, with the goal to  
7 review two policies per meeting, starting at the next meeting.  
8

9 9. Facilities and Financial

10 1. Warrant Approval

11 Document: None.  
12

13 Mr. Creel presented the payroll warrant totaling \$714,072.11 and the accounts payable  
14 warrant totaling \$1,249,503.00 for a total of \$1,963,575.11. Mr. Hogue reviewed the warrants  
15 and recommended that they be approved. Mr. Hogue moved, and Mr. Borden seconded, the  
16 motion to approve the warrants as presented.

17 The Committee voted unanimously for the motion.

18 Mr. Creel said the Committee will see increasingly larger warrants with construction  
19 costs in them. The warrants will be listed by vendor and accounts.

20 Ms. Mitchell thanked Mr. Creel for his work.  
21

22 2. FY19 Budget Closeout

23 Document: Memorandum to School Committee and Becky McFall from Buckner Creel,  
24 Subject: FY19 Budget status, dated August 21, 2019  
25

26 Mr. Creel reviewed his memorandum, reporting that the Lincoln Public Schools ended  
27 fiscal year 2019 with all obligations met and budget surpluses on the Lincoln and the Hanscom  
28 campuses. He delayed the report until the Town Accountant closed the books on FY19. At the  
29 June 27 meeting, the Committee voted to approve the administration's plan to pre-purchase up to  
30 \$240,000.00 of the FY19 budget surplus for special education tuition and collaborative fees and  
31 to return the remainder of the money to the Town of Lincoln. Mr. Creel reported that the  
32 remaining funds, \$132,325.90, were returned to the Town. For the Hanscom campus,  
33 \$279,389.08 was returned to the Hanscom Reserve account.

34 Ms. Mitchell thanked Mr. Creel and the administrators for their work managing the  
35 budgets.  
36

37 10. Old Business

38 None.  
39

40 11. New Business

41 Document: None.  
42

43 Ms. Mitchell said that the Long Term Agenda will be reviewed at the September 19  
44 meeting. The Committee will have an off-camera working session on October 3 to work on their  
45 goals, a communication plan, and process. She has started a draft agenda and will post it on  
46 Google Drive.

1  
2 12. Approval of Minutes

3 None.

4  
5 13. Information Enclosures

6 Documents: 1) Letter to Lincoln Public School, from Eric J. Doucette, Captain, U.S.  
7 Coast Guard, undated; 2) Letter to Ms. Marika Hamilton from Rebecca McFall, Ed.D.,  
8 Superintendent, dated July 2, 2019; 3) Letter to Bushnell Piano Movers from Rebecca McFall,  
9 Ed.D., Superintendent, dated July 2, 2019; 4) Letter to Schwartz/Iacobo Family from Rebecca  
10 McFall, Ed.D., Superintendent, dated July 2, 2019

11  
12 These were for the Committee's information only. They were not discussed.

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14 14. Adjournment

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16 On motion by Ms. Mitchell, seconded by Mr. Borden, the Committee voted unanimously  
17 to go into Executive Session for the purpose of conducting a strategy session in preparation for  
18 negotiations with nonunion personnel or to conduct collective bargaining sessions or contract  
19 negotiations with nonunion personnel – strategy related to FY20 Contract Negotiations. The roll  
20 call vote was as follows: Ms. Mitchell, yes; Mr. Borden, yes; Ms. Gnazzo, yes; Mr. Hogue, yes;  
21 Ms. Taylor, yes. The Committee would not return to open session. The open session adjourned  
22 at 9:06 pm.

23  
24 15. Executive Session

25  
26 The next School Committee meeting is tentatively scheduled for Thursday, September  
27 19, 2019 at 7:00 pm in the Hartwell Multipurpose Room, Hartwell Building, Ballfield Road,  
28 Lincoln, MA.

29  
30 Respectfully submitted,  
31 Sarah G. Marcotte  
32 Recording Secretary  
33  
34  
35