

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, August 23, 2012
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler. Also present: Becky McFall (Superintendent), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance).
Absent: Tim Christenfeld, Jen James, Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm.

II. Chairperson's and Members' Reports

Mr. Schmertzler was pleased to say they had a productive meeting with the Maguire Group, the consulting firm hired by the Finance Committee to study the repair option for the school. The Maguire Group's detailed report pointed out that the building requires significant repairs, and those items that should be fixed or replaced will probably fail within five years. The initial report estimated repairs would cost \$34 million and that amount would not include a new cafeteria, site work, or other programmatic improvements. Mr. Schmertzler was impressed with their qualifications and experience.

III. Public Comments

None.

IV. Consent Agenda

Document: Memorandum from Lincoln Land Conservation Trust [LLCT] to School Committee, RE: Proposal to Support Ecology Education in the Lincoln Public Schools, dated August 2, 2012

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept the donation of \$3,000 from the Lincoln Land Conservation Trust to support ecology education for students in grades 1, 5, and 7 to enhance the existing science curriculum. The Committee voted unanimously to accept the donation.

Ms. Sterling thanked the LLCT for its generosity that has benefited the curriculum and noted that this will be the first year that grade 7 will be included. She thanked Drumlin Farm and Kris Scopinich for working with students. Dr. McFall will write a thank-you letter.

V. Time Scheduled Appointments

A. Discussion of Lincoln School Kindergarten Enrollment

Documents: 1) Memorandum to School Committee from Rebecca McFall, RE: Kindergarten Enrollment, dated August 9, 2012; 2) File IIB, Class Size Policy, Revised at School Committee Meeting of December 6, 2007

Dr. McFall said that across the district, classes in all grades at the Lincoln school except for the Kindergarten are at or below their class size. They had budgeted for three kindergarten sections with 18 students in each section, which is the preferred size; the maximum number of students allowed is 20 per section. As of today, there are 58 students currently registered for kindergarten with two families that have notified the school of their intent to register, and one of those families will likely send their student, making the number 59 students, with classes at 20, 20, and 19. If they added a fourth section, they would add two METCO students, giving them a potential of 62 students. There are three METCO kindergarten students on the waiting list.

Dr. McFall noted they have a preliminary agreement with the Finance Committee that the Finance Committee would support a reserve fund transfer if the School Committee votes to open another section of kindergarten, and Mr. McKenna, Lincoln School Principal, has a fourth kindergarten teacher lined up. She recommended that they add a fourth section of kindergarten.

Ms. Glass suggested that they examine the class-size policy later in the year. Mr. Sander noted their roles in wearing two hats: educating students while also realizing that the Town's taxpayers have been very generous to the schools and wanting to be prudent stewards of the Town's resources. He agreed that he would approve the opening of another section of kindergarten if the Committee and the Administration make a concerted effort to be able to return this reserve fund transfer by the Finance

Committee by the end of the current fiscal year. This would not be a binding agreement, but a good faith statement of intent.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion that the School Committee approve the number of kindergarten sections at the Lincoln School from three to four and to approve an emergency fund transfer to open the fourth kindergarten classroom, subject to the intent Mr. Sander described. The Committee voted unanimously to approve the additional kindergarten section.

Ms. Glass thanked Dr. McFall and Mr. McKenna for their work.

B. Superintendent's Entry Plan

Document: Memorandum to School Committee from Rebecca McFall, RE: Superintendent Entry Plan, dated August 21, 2012

Dr. McFall reviewed her entry plan, which is part of the new Massachusetts Educator Evaluation model and supported by the New Superintendent Induction Program given by the Massachusetts Association of School Superintendents [MASS]. The plan provides new superintendents with a systematic approach to gathering information about the district during the first year and the various communities that comprise it and will help her form a strategic plan for the district. She will report what she has learned in the late winter and at the end of the school year.

Discussion about the district's core values occurred during the administrative retreat, at which all were asked what we stand for as a district, and what should be upheld at all costs. Dr. McFall will talk with many groups to find the answers to these questions and to see how those answers align with those core values. Dr. McFall asked for feedback on the entry plan.

Members asked Dr. McFall to include a written communication plan for the community that could be printed and distributed. Groups that the Committee recommended she include are Council on Aging, Finance Committee, School Building Committee, former School Committee or Lincoln-Sudbury School Committee members, and the G4 group. Mr. Schmertzler suggested that she hold forums at the Council on Aging. Dr. McFall will have a superintendent's bulletin on the website. Mr. Sander asked her to report lessons learned and to ask Mr. Christenfeld and Ms. James about other Town groups that should be included. Dr. McFall will meet with Scott Carpenter next week.

Ms. Glass thanked her for all her work and acknowledged the steep learning curve.

C. Discuss 2012-2013 District Goals: First Reading

Documents: 1) Lincoln Public Schools: District Goal Setting, dated June 22, 2012; 2) Lincoln Public Schools: District Goals: 2012-2013, dated August 15, 2012; 3) Lincoln Public Schools: On-going Priorities: 2012-2013, dated August 15, 2012

Dr. McFall presented the district's goals, which will be used to prioritize and clarify their work and reports to the School Committee. The work plans will be designed using these goals as guides. She noted one change in the goal category heading of Teacher Excellence and Professional Development to Teacher Excellence and Innovation to align the language with the newly formed core value of excellence and innovation in teaching and learning. Many goals will build on last year's accomplishments. Dr. McFall said the second goal in the curriculum planning and development rubric, "conduct a review of technology resources, staffing, infrastructure, and curriculum integration to determine the needs of the district moving forward," is new, and she would like a centralized report compiled by technology consultants meeting with a few teachers and a School Committee member instead of the piecemeal efforts that have occurred to-date.

Ms. Powers noted under the implementation and instruction goal, they will refine their goal focused intervention plans and the processes for developing these student plans. They will continue to work on the plans' contents and to define effective goals for students. Ms. Sterling mentioned that grades 7 and 8 will have the first version of standards-based report cards, and they are prepared to revise them. The Aspen database is already in use, and she envisions the database will help to track student performance on common assessments.

Mr. Sander asked that a goal be added to the district goals: namely gathering data on all students' level of academic engagement across subjects through a survey. Dr. McFall said research shows that these surveys tend to be more valid for older students and asked what information they wanted to gain and how it would inform their work. She asked that the Administration and Mr. Sander continue discussion and see if there is a way to marry this goal with the data they will be gathering data on students as part of the Professional Learning Community that is exploring implementation of the new State evaluation criteria.

Dr. McFall noted under supervision and evaluation, the new teacher and administrator evaluations will require considerable time. Teachers will be observed in their classrooms and will also observe others' in their classrooms. They are moving to a growth mindset of collaboration.

The leadership and school culture goal category will include a vibrant discussion of the district's core values that need to come from the community, not only from the superintendent. Dr. McFall noted that there should be no more than four core values, and the question of what they look like in practice is important; they cannot be just words on the page. Mr. Sander and Mr. Christenfeld will develop and publish the Annual School Performance Indicators Report for the Finance Committee.

The facilities, operations, health and safety goal category will see continuations of the projects worked on in the last year—the Lincoln School, the Hanscom Middle School, and the Hanscom Primary School. If the Town votes yes to the Lincoln project, faculty and staff will help OMR with more design details in December. They will need to procure bidding in April 2013. The Hanscom Middle School will need to plan to be able to move out of the current building in July 2013. The Hanscom Primary School will have a design charette in the late October-November 2012; the initial design of the project is tentatively scheduled to be funded for FY14, and they are waiting for the release of funds.

Dr. McFall noted that the work on improving the custodial and cleaning services will continue, but they are down one and a half custodians, which has made it tough to continue the training. One custodian has been out since last November, and it is very difficult to find substitute custodians, but they will keep working on it.

Ms. Powers mentioned the Coordinated Program Review to see how the district aligns with state and federal laws. The Department of Elementary and Secondary Education [DESE] will send auditors to examine documents and visit classrooms for three days. Lincoln's history has been good, and this review occurs every six years. Ms. Sterling noted that the English as a Second Language [ELL] regulations will be changing and this will need to be a district goal next year.

Dr. McFall noted that once a goal is accomplished and comes off the district goals list but is an ongoing priority, they will have a list of these items. They will not be required to report to the School Committee on those ongoing items.

Ms. Glass mentioned that the collaboration with the community and the school needs to be mentioned. She thanked them for their work and understands the amount of work required to make these documents live and breathe. The Committee will vote on the district goals at the next meeting.

D. Vote to Delegate Voting Member for CASE and EDCO

Document: None.

Ms. Glass explained that school committees are required to vote to delegate a voting member to each board of directors of the collaborative to which the district belongs, and the members must be either superintendents or members of school committees. Lincoln is a member of the Concord Area Special Education [CASE] Collaborative and the Educational Collaborative [EDCO].

Ms. Glass moved, and Mr. Schertzler seconded, the motion to appoint Dr. Rebecca McFall as Lincoln's representative to the Board of Directors for the Educational Collaborative [EDCO] and Concord Area Special Education [CASE] Collaborative. The Committee voted unanimously to appoint Dr. McFall.

E. Discussion of School Committee Subcommittee Assignments

Document: Memorandum from Jennifer Glass to Members of the Committee, RE: Subcommittees and Liaison Responsibilities, dated August 16, 2012

Ms. Glass asked that the members let her know the subcommittees and liaison responsibilities in which they would like to participate. Mr. Creel indicated that they will discuss capital planning at another meeting. Projects for the Capital Committee [CapCom] have a \$15,000 threshold, which is not appropriate for classroom rehabilitation, and he noted that in the event that the school building project does not pass in November they will probably not have any projects sufficiently costed out before the CapCom deadline of September 21. Mr. Creel noted that Hanscom projects below \$15,000 are funded through the operations budget. Ms. Glass agreed that it was early to decide about capital planning, and Mr. Creel suggested that they could assemble an *ad hoc* committee for that if needed. Dr. McFall recommended that they have a review subcommittee in place. Dr. McFall suggested a technology subcommittee.

Mr. Schmertzler indicated his interest in serving on CapCom and the potential review subcommittee and for METCO to attend parent group meetings.

VI. Superintendent's Report

Document: None.

Dr. McFall called the Committee's attention to the amazing professional development work that has been going on this summer. She attended five faculty-led workshops and noted the high-level thinking and engagement taking place. She wanted to acknowledge the commitment of the district's teachers.

Dr. McFall thanked Michael Haines and the custodial staff for their work readying the school buildings for the opening day, especially at the Hanscom Primary School.

Ms. Glass thanked her for her work.

VII. Curriculum

Document: None.

Ms. Sterling noted that the new guides for *Everyday Math* have arrived for teachers in grades 1-5. It will be interesting to see how the new standards of mathematical practice in the new National Common Core Standards will mesh with the *Everyday Math* curriculum.

Ms. Sterling agreed with Dr. McFall about the excellent level of participation by teachers and the quality of the summer's professional development and thanked the teachers for their work.

Ms. Glass thanked them for their work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$1,463,427.17 and the accounts payable warrants totaling \$523,982.44 for a total of \$1,987,409.61. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. Additional OPM Services

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Lincoln School – Budget and Contract Matters, dated August 14, 2012; 2) Letter to Buckner Creel from Dale Caldwell, Project Executive, Skanska USA Building Inc., RE: Lincoln Public Schools, Owner Project Management Services, Additional Services, dated August 9, 2012

Mr. Creel reviewed his memorandum about the supplemental agreement to the current contract with Skanska USA to provide additional services and recommended that the Committee approve the request. The additional amount of money is \$4,860.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the additional OPM services to be performed by Skanska USA. The Committee voted unanimously to approve the additional services.

C. Closeout of FY12 Budget

Document: Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: FY12 Budget status, dated August 14, 2012

Mr. Creel reviewed his memorandum, noting that this was the first time that they have returned money to the Town instead of pre-purchasing services. It will go into Free Cash via the Finance Committee.

Ms. Glass will write a letter to the Finance Committee noting that they have returned unspent funds to the Town and listing other actions taken in the last five years that evince financial stewardship of Town resources.

X. Old Business

A. School Building Committee [SBC] Update

Document: None.

Ms. Glass noted that the SBC Steering Committee met this morning, and their next meeting will be on September 10. They will lay out the communications plan for the fall, with coffees and forums scheduled to engage the Town and enlist their support for the school building project.

Mr. Taylor, Town Finance Director Ms. Colleen Wilkins, and the Finance Committee are working on the financial models to give the tax information to Town residents.

XI. New Business

None.

XII. Approval of Minutes

Document: 1) Draft of School Committee Minutes for Meeting of June 21, 2012

Mr. Sander moved, and Ms. Schmertzler seconded, the motion to approve the minutes of the meeting of June 21, 2012. The Committee voted unanimously to approve the minutes. They will be posted on the website.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Sander, the Committee voted unanimously to adjourn at 9:22 pm. The next School Committee meeting is currently scheduled for Thursday, September 6 at 7 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary