

DRAFT
MINUTES OF THE LINCOLN SCHOOL COMMITTEE
THURSDAY, SEPTEMBER 4, 2025 – OPEN SESSION
HYBRID MEETING

In-person Attendance: Matina Madrick (Chairperson), Jacob Lehrhoff, Ken Lepage, Kim Mack (METCO Representative), Abbey Salon, Parry Graham (Superintendent), Torrance Lewis (Assistant Superintendent), Robert Ford (Director of Educational Operations and Technology), Lisa Berard (Administrator for Student Services), Angela Wang (Administrator for Business and Finance)

Virtual Attendance: Susan Taylor (Vice Chairperson)
Laurel Wironen (Hanscom Educational Liaison) joined the meeting at 6:09PM.

Absent: Kim Mack (METCO Liaison)

1. Greetings and Call to Order

Ms. Madrick, Chairperson, called the open session to order at 6:00 PM via hybrid participation.

2. Student Learning Spotlight – None

3. Chairperson's and Members' Reports

Mr. Lehrhoff reported that there was a Tri-district Calendar Review Subcommittee meeting last night.

- Moving towards creating a final survey that will be sent to the families and faculty / staff in each of the three districts.
- Scheduled a listening session for October 14.
- Work in progress for a Tri-district meeting to bring this work to a close.

Ms. Taylor reported on the following:

- Attended opening day with faculty and staff on August 25th.
- Helped with composting duty at the Lincoln School. There is a small group of dedicated volunteers and always looking for more volunteers.
- Community Center demolition of the Pods is well under way. Scheduled a ground breaking ceremony with a possible date of Wednesday, October 8th. Would take place outside of the Hartwell Building. More details to come.
- The Lincoln 5-8 Back-to-School Night is September 11. The Lincoln K-4 and Hanscom K-8 are on September 25th.
- The date for the Hanscom Pasta Party is April 15th. Mark your calendars.

4. Public Comments - none

5. Consent Agenda - none

6.0 Time Scheduled Appointments

6.1 Literacy Curriculum Implementation Update with the LASH Coordinator and Introduction of the New STEM Coordinator

Documents: EL Education Slides; EL Education Literacy Summer Training 2025; Introducing the New K-8 STEM Coordinator; K-5 Department Lead Teacher Stipends

Mr. Lewis began by introducing and welcoming the new STEM (Science, Technology, Engineering, Mathematics) Curriculum Coordinator Stephanie McKenna.

Mr. Lewis also welcomed the LASH (Literacy, Arts, Social Science, Humanities) Curriculum Coordinator Dr. Karyn Saxon. Mr. Lewis began by providing an overview of the summer training for

1 faculty in the new literacy curriculum, EL Education. He noted that the trainings had great attendance
2 and the faculty was very enthusiastic.

3
4 Dr. Saxon provided a presentation on EL Education, the new literacy curriculum chosen at the end of
5 last year. She and Mr. Lewis provided a review of the EL Education highlights that were presented last
6 year and continued with a detailed overview of what is new in the program as well as the plans for
7 implantation for this school year.

- 8 • Ms. Madrick asked when the additional PD will be happening. Dr. Saxon answered that most
9 will take place on Wednesday afternoons. Mr. Lewis added that all faculty and staff who are
10 involved will receive some training.

11
12 Mr. Lewis reported that last year the district was successful with the K-5 Department Lead Teacher
13 stipends for literacy. Would like to bring in K-5 Department Lead Teacher stipends for math and
14 science as well. Dr. Graham added that there are funds available to pay for these stipends so the plan
15 is to move forward.

- 16 • Ms. Madrick asked how the application process works. Mr. Lewis replied that we encourage
17 people to apply but it is not a competition. The stipend positions help promote teacher
18 leadership.
- 19 • Ms. Taylor asked about how these are divided up because the school is divided K-4 and 5-8, not
20 K-5. Dr. Saxon replied that this is curriculum-based not building-based. The leaders are
21 connected to the curriculum regardless of which building they are in. Mr. Ford clarified that it
22 is an instructional model versus an operational model.

23 24 **6.2 2025-2026 District Improvement Plan, 2nd Reading and Vote**

25 **Documents: Lincoln Public Schools District Improvement Plan, 2025-2026**

26 Dr. Graham briefly reviewed the District Improvement Plan that was presented at the June 5, 2025 SC meeting,
27 noting one update that was made over the summer regarding the student benchmark goal.

28
29 Dr. Saxon added that we are still going to assess students K-5 using DIBELS. It is still a good assessment to see
30 if they are reaching grade level benchmarks. It is not as good of an assessment for grades 4-5. Will assess
31 comprehension in grades 3-8.

- 32
33 • Mr. Lehrhoff asked about the metrics for the 1st Goal. Dr. Saxon answered that it will be similar to last
34 year because Track My Progress assessments are similar.
- 35 • Ms. Salon asked about extracting out the overall benchmarking piece. Dr. Saxon replied that we will be
36 able to breakdown and see if students are falling down in a particular area. She is excited to look at it
37 further. This is our first year so we will be just getting to know it.
- 38 • Ms. Madrick asked if parents will notice a difference in the amount of testing time. Dr. Saxon answered
39 that it will still be 3 times per year, except 8th grade is only twice per year. The tests should only be
40 about 45 minutes.
- 41 • Ms. Taylor asked about the balance of what information is shared and what is not. Dr. Graham
42 answered that we are collecting data on individual students and grades but we do not report on
43 students and grades or small groups. Once we have years of data we will be able to look at trends.
44 Cautious about sharing information publicly that can point to specific students or teachers.
- 45 • Ms. Taylor stated that she thought that the timeline for goal 2 is ambitious. Would also like to see goal 3
46 tied to outcomes.

47
48 Ms. Madrick moved to approve the 2025-2026 District Improvement Plan as presented. Mr. Lepage
49 seconded.

50 Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen –
51 concur. None opposed. Motion carries.

52

6.3 Superintendent's Annual Plan for Evaluation, 2025-26, 2nd Reading and Vote

Documents: Superintendent's Annual Plan for Evaluation, 2025-26

Dr. Graham presented his annual goals to the School Committee at its summer working session on July 17, 2025. There is very little change but based on conversations over the summer, he did add some language around teacher negotiations with Town personnel.

- Ms. Salon asked if goal 3 in conjunction with goal 2 will it be a lot for someone coming in as AIDE Director. Dr. Graham replied that he will work in partnership with the AIDE Director and will be very careful to make sure they have clear and manageable goals. Want to make sure they are heavily involved but not completely overwhelmed.

Mr. Lepage moved to approve the Superintendent's Annual Plan for Evaluation, 2025-2026 as presented. Mr. Lehrhoff seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

6.4 2025-26 School Committee Goals, 2nd Reading and Vote

Documents: School Committee Goals, 2025-2026

The School Committee conducted a first reading of their 2025-26 goals during the August working session. At that meeting, details of the 4 goals listed below were discussed:

- Academic Goal/Student Outcome Goal
- Budget / Finance Goal
- Policy Goal
- Public Outreach Goal

Ms. Salon moved to approve the 2025-2026 School Committee goals as presented. Mr. Lepage seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

6.5 School Committee Subcommittee Assignments 2025-26, 2nd Reading and Vote

Documents: School Committee Liaisons and Appointments

The School Committee conducted a first reading of their Liaisons and Appointments during a working session in April. Ms. Taylor offered to pick up Food Service contract negotiation, but she noted that the contract year should be amended to 2027.

Mr. Lehrhoff moved to approve the School Committee Liaisons and Appointments for 2025-2026, as amended. Ms. Taylor seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

6.6 Discussion and Vote to Spend \$1500 on the School Committee Newsletter

Documents: None

Ms. Taylor talked about piggybacking on the Selects Newsletter. Select Jennifer Glass and Town Administrative Assistant Peggy Elder both agreed that the SC newsletter could be added as part of the Selects newsletter.

- Would likely not have enough time to meet their September edition deadline.
- Suggesting that SC vote tonight for funds up to \$1500 for two editions.
- Will work with Jennifer Glass to fill the 3 ½ pages and get their deadlines.
- Seems like a good pilot idea to see if it works for a long-term option.
- Ms. Madrick added that she is fine if we do not make the deadline for the fall but perhaps putting something out before State of the Town is doable.

Ms. Madrick moved to allow for spending up to \$1500 for adding the School Committee newsletter as part of the Selects Newsletter as discussed. Mr. Lehrhoff seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

6.7 Potential Vote to Approve the A.F.S.C.M.E. Custodian Contract, July 1, 2025 – June 30, 2028.

Documents: None

Ms. Madrick noted that SC is not ready to move forward with voting at this time.

Reports Only: The Summer 2025 ESY Programs Report. There was no discussion on this item.

7. Superintendent's Report

Documents: 2025-2026 Staffing Update

Enrollment Update

Dr. Graham reported that student enrollment is down on both campuses. He provided information on the enrollment changes in Preschool and both the Lincoln K-8 and Hanscom K-8 schools, noting a dip in enrollment in both kindergarten and grade 1. Dr. Graham added that he will provide a more comprehensive enrollment update after October 1st.

Staffing Update

Dr. Graham reported the district is in a good place with staffing for the year.

- Fully staffed with custodians.
- Last minute vacancy in grade 2 but he is meeting with the finalist candidate tomorrow.
- SC members talked about having a connection to the schools and meeting with the principals. He has a principals meeting next week and will send out emails to connect each member with a principal. The idea is for 2-4 visits per year.

Hanscom Contract

Dr. Graham reported that LPS signed a new 5-year contract with DoDEA.

- Excited to continue to serve the military families at Hanscom.
- The responsibilities are mostly the same.
- Pricing structure is different. Had a flat rate structure in the past. Now it is a per pupil structure with different pricing for different student needs.
- Recommended keeping a conservative mindset with our first year under this pricing structure.

School Committee discussed the following:

- Mr. Lepage asked if there are concerns about the grade 2 teacher vacancy and the bus and recess monitor vacancies. Dr. Graham explained that he is meeting with the grade 2 finalist tomorrow and Rachel Goldner, Literacy Specialist and former classroom teacher, has been filling in. Bus monitor positions are challenging to fill, particularly the Boston positions, because of the timing of when buses pick up.
- Ms. Salon asked if other districts are seeing the same issues with enrollment. Dr. Graham said he doesn't have concrete information from other districts but he is concerned about declining enrollment. We will need to have some discussions around budgets and staffing.
- Ms. Madrick asked if we could potentially look at other districts to see if they are experiencing the same trends. Mr. Lehrhoff noted while it would be interesting to know if other districts are experiencing the same thing this isn't really anything we could act on.
- Ms. Taylor asked if there is a trend of diminishing numbers of military school age children. Ms. Wironen added that she works closely with housing to try to see the move in and move out numbers. Mr. Ford added that it isn't uncommon to have year to year swings of 30 to 40 students per year.
- Ms. Madrick again reiterated that there is nothing that SC can do to change or impact the demographics of the area and the Town.

8. Curriculum

Report on Summer Projects

Mr. Lewis reported that summer projects are a wonderful thing to do in the district. This year the amount of money paid out is greater because of the literacy curriculum training. An overall list of this summer's projects is enclosed.

Report on New Faculty Orientation

Mr. Lewis provided an overview of the 2-day orientation. He noted that the feedback received was that the new faculty feels welcome, supported and ready to start the school year. He added that a mentor committee was formed for this year.

9. Facilities and Financial

9.1 Reporting of Summer Warrants:

Ms. Madrick reviewed and approved the warrants from the following dates:

Date	Teacher Summer	Payroll	AP	Total
6/24/2025		\$ 814,803.33	\$ 366,466.85	\$ 1,181,270.18
7/8/2025		\$ 191,273.76	\$ 246,581.87	\$ 437,855.63
7/22/2025		\$ 216,151.28	\$ 190,769.08	\$ 406,920.36
8/5/2025		\$ 280,430.22	\$ 318,700.64	\$ 599,130.86
8/19/2025		\$ 885,978.18	\$ 211,485.84	\$ 1,097,464.02
9/2/2025		\$ 835,039.15	\$ 212,027.28	\$ 1,047,066.43

*7/22 is the first payroll for year-round employees; 8/19 is the first payroll for school faculty

9.2 FY27 Capital Projects Applications Preview, 1st Reading

Documents: FY27 Capital Budget Application: September 2, 2025, Classroom Presentation System Replacement

Ms. Wang explained that the five-year capital plan was proposed by the Director of Facilities, Director of Educational Operations and Technology, and Director for Business and Finance at the end of the last school year. Two projects were originally submitted for FY27. There has been one change from the overview provided at the School Committee meeting on May 22. The generator installation at Hartwell is withdrawn as a recent assessment by an electrician determined the project is not feasible.

Applications for FY27 are due to be submitted to CapCom on September 26.

- Mr. Ford provided an overview of the 3 FY26 projects that were funded and 1 project that was not funded. Mr. Kelly reported that because the Community Center generator was not included in the scope of work, the Comm Center feeder line was not funded.
- Mr. Lehrhoff noted that there are a lot of big numbers for FY28 and CapCom will likely have a lot of questions. Mr. Ford noted that they saw the list in the spring so this will not be completely new.
- Mr. Kelly also noted that it would be a good time to look at the asbestos abatement for the Hartwell Building since most of the asbestos was in the Pods. It is now just the Hartwell Building and could possibly look at taking the old boilers out of commission.
- Mr. Ford added that without a generator we would be looking at increasing our UPS power backup in our network closets to allow for backup during longer power outages.

Capital Projects	Target Acquisition Year	Requested Amount	Comments	FY	Total Requested
Hartwell—Install generator	FY27	\$ -	Withdrawn - assessment by electrician determined project was not feasible.		
Classroom presentation system replacement	FY27	\$107,016	Replacement of equipment originally purchased through FY18 and FY19 capital projects and moved into the new building.		
				FY27	\$107,016

9.3 Discussion of Grants and Gifts Accepted by SC over the Summer

Documents: Memo to Lincoln School Committee and Superintendent Parry Graham from Angela Wang, Administrator for Business and Finance, September 4, 2025

Ms. Wang explained that the School Committee had accepted funds for the following but had asked for an explanation about those funds. Ms. Wang composed the enclosed memo explaining each.

- Albion P Bjork Trust: A donation of \$13,018.93 was received and accepted by the School Committee in July 2025.
- Lincoln Scholarship Endowment Fund: A donation of \$250 was received and accepted by the School Committee in July 2025.

Ms. Taylor asked about the scholarship fund and asked how the money was spent. Ms. Wang replied that she will find out more information and report back to Ms. Taylor.

9.4 Discussion and Potential Vote to Authorize the Participation in Bus Rebates Program

Documents: 2023 Clean School Bus Rebates Program: Electric Utility Partnership Template

Ms. Wang reported that Doherty's has asked that the Superintendent sign off on support of an EPA grant. Would like SC to review the attached form and authorize the Superintendent to sign it in support of the grant to support their infrastructure project. Ms. Wang and Dr. Graham met with Doherty's Highland Fleets and the EPA to discuss.

Mr. Lepage moved to approve. Mr. Lehrhoff seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

9.5 Director's Update

Documents: none

Transportation

- There are lots of road closures due to the infrastructure work that the Town is doing. Grateful that we have been kept informed. The buses have been coming in on time.
- Thanked the LPD, the administration and Doherty's. There has been great communication between all parties. Mr. Ford also thanked the acting police chief, Jon Wentworth.

Food Services

- Food Service Director Kelly Haley hired 3 new staff members and the kitchens are almost fully staffed. One opening at the Hanscom School.
- Food Service staff attended summer trainings provided by DESE and an all-staff training on August 27.
- Hired a new Cook at Lincoln and he comes with lots of experience.
- Congratulations to Ms. Haley and the Food Service team on the Terrific Tray award for the Ramen Turkey Bowl. With the award, the District will receive \$2500.

Facilities

- Mr. Kelly hired 3 new employees over the summer and is now fully staffed.

- ESY was held in the schools over the summer. And LEAP moved into the school building. The custodial team only had a few weeks to get ready for the school year.

10. Policy – none

11. Unfinished Business - none

12. New Business - none

13. Approval of Minutes - none

14. Information Enclosures - none

Mr. Lepage asked if the new Lincoln K-4 mascot was chosen. Dr. Graham jokingly stated that he did not know because he is not in the circle of trust.

15. Adjournment

Ms. Madrick moved to adjourn at 8:29 PM. Mr. Lehrhoff seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. Lepage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

The next School Committee open meeting is scheduled for Thursday, September 18, 2025.

Respectfully submitted,

Amy Pearson

Recording Secretary

Approved at School Committee Meeting of ...

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MINUTES OF THE LINCOLN SCHOOL COMMITTEE
THURSDAY, SEPTEMBER 18, 2025 – OPEN SESSION
HYBRID MEETING

In-person Attendance: Matina Madrick (Chairperson), Jacob Lehrhoff, Ken Lepage, Abbey Salon, Parry Graham (Superintendent), Torrance Lewis (Assistant Superintendent), Robert Ford (Director of Educational Operations and Technology), Lisa Berard (Administrator for Student Services), Angela Wang (Administrator for Business and Finance)

Virtual Attendance: Susan Taylor (Vice Chairperson), Laurel Wironen (Hanscom Educational Liaison)

Absent: Kim Mack (METCO Representative)

Ms. Wang arrived via virtual attendance at approximately 6:43pm.

1. Greetings and Call to Order

Ms. Madrick, Chairperson, called the open session to order at 6:00 PM via hybrid participation.

2. Student Learning Spotlight – None

3. Chairperson's and Members' Reports

Ms. Taylor shared the following:

- Reminder that the State of the Town is Sat. 11/1/25. She is working on a flyer to distribute at SOTT.
- The Select Board posted on the Town website information on immigration enforcement.
- She attended the Outreach Providers Roundtable
 - The citizen group WIDE (Welcome Inclusion Diversity Equity) is active and the website is www.widelincoln.com.
 - Flu shot clinics are planned for October and November.
 - Richard Whitehead, Administrator for Student Services at L-S, attended and noted that the transition of LPS 8th graders to 9th grade was very smooth. He added the Unified Basketball League will be starting again.
- Community Center: Demolition of pod A has been halted. Asbestos was found and needs to be abated. Once all of the demolition is complete the soil below is the big unknown. Stats Place is open. The parking lot fence will stay as it is for the remainder of the school year.
- The Friends of the Council on Aging has raised almost \$1.4 million to contribute to the Community Center project.

Ms. Salon reported on the following:

- The IDEA Committee had their first Constitution Day reading on 9/17 and it was a success.

Mr. Lehrhoff reported the following:

- The Tri-District Calendar Subcommittee met last night and there is a survey that is ready to go. SC will discuss more about this later. There is a sign-up form for the Listening Session on Tuesday, October 14th. And a flyer for that session as well.

Ms. Madrick reported on the following:

- Reviewed the upcoming calendar of School Committee meeting dates and noted that the next meeting is a Working/Executive Session on October 9th. The meetings will mostly be devoted to LEA Negotiations and the Superintendent contract. Members should send questions to Ms. Matrick ahead of time.
- The potential date for a Tri-District meeting is November 13th. There is strong interest in holding it as an online only meeting.

4. Public Comments – none

5. Consent Agenda – none

6.0 Time Scheduled Appointments

6.1 Scholarship Committee Report and Appointment

Documents: 2025 LSC Annual Report

Ms. Taylor thanked the 3 members of the Lincoln Scholarship Committee: Carol Carmody, Aldis Russell, and Carolyn Dwyer. She explained that every three years the School Committee appoints one member to the LSC. Ms. Carmody has graciously agreed to retain that position.

Ms. Taylor moved to appoint Carol Carmody for a 3-year term on the Lincoln Scholarship Committee. Ms. Matrick seconded.

Ms. Carmody and Ms. Russell provided a report on the Lincoln Scholarship Committee including:

- Committee members and process
- Awards and scholarships
- Fundraising efforts
- Looking ahead to outreach and federal student funding uncertainty
- She noted that fall is a good time for the LSC to present to the School Committee.

Following the report, Ms. Madrick called for a vote to approve Ms. Carmody's appointment.

Roll call vote: Lepage – aye. Salon – aye. Lehrhoff – aye. Madrick – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

6.2 Potential to Vote to Approve the A.F.S.C.M.E. Custodian Contract

Documents: none

Dr. Graham noted that the Custodial Bargaining Unit has not yet ratified the contract. This agenda item will be moved to the next meeting, either October 9th or October 16th.

6.3 Potential to Discuss and Vote on the Community Survey (Tri-District Calendar Subcommittee)

Documents: none

Ms. Madrick reported that Mr. Lehrhoff and Mr. LePage are on the Tri-District Calendar Subcommittee and there is a survey that is prepared to go out. She noted that if any changes are made tonight, it will need to go back to the subcommittee and then each of the other 2 district school committees for a vote. This will significantly impact the timeframe for getting this survey out to the communities.

Mr. Lehrhoff noted that the survey has been through several iterations and the current version is the updated output from an expert in survey development. He reviewed and explained that survey.

Mr. LePage moved to approve the survey questions. Ms. Salon seconded.

Roll call vote: Madrick – aye. Lehrhoff – aye. Salon – aye. LePage – aye. Taylor – aye. Wironen – concur. None opposed. Motion carries.

- Mr. Ford asked Mr. Lehrhoff if there is anything the subcommittee needs from LPS in terms of sending the survey out? Mr. Lehrhoff replied that the subcommittee discussed distribution and plans to use the typical tools that SC uses to distribute information. Principals are also being asked to include it in their weekly community messages for the 3 weeks that the survey will be open. Mr. Lehrhoff and Mr. Ford will follow up regarding families who need translations.
- The School Committee and Dr. Graham discussed the creation of the draft 2026-2027 school year calendars, in relation to the Lincoln SC long-term agenda plans and the proposed Tri-District meeting on November 13th. Ms. Madrick noted that based on the long-term agenda, SC would approve the calendar one week prior to the Tri-District meeting. Mr. LePage suggested creating 3 drafts with the existing holidays, just federal holidays, and the proposed 4 additional holidays. Dr. Graham added that there are other considerations when creating the drafts including start dates, possible PD dates, and the

length of the December break. He noted that the LEA is also given the opportunity to weigh in on those considerations.

- Mr. Lehrhoff noted the L-S and Sudbury School Committees are potentially voting to approve the survey questions next Wednesday. The survey will go out via email blast from each district on Thursday and be given to the principals on Friday to be included in their weekly communications for 3 weeks: 9/26, 10/3, and 10/10. The survey will close on 10/14. Dr. Graham added that he will include the link in his 9/26 and 10/10 communications to families.
- Ms. Taylor added that in the past construction has also played a role in the creation/ approval of the calendar, particularly a before or after Labor Day start for students. Mr. Ford noted that he does not think the schools will be impacted by the Community Center project in the same way as in the past when the construction projects were happening in the school building.

7. Superintendent's Report

C.A.S.E. Update

Dr. Graham reported that the enclosed CASE report contains information from the first CASE Board meeting that was held last Friday, September 12th. He highlighted the following:

- Lincoln School now has 2 CASE classrooms that serve Lincoln students as well as students from other member districts.
- CASE adding a consulting group that worked in several districts, including Lincoln.
- CASE maintains a high level of financial stability and is putting out their budget timeline as they prepare to build the FY27 budget.

Emergency Operations Update

Mr. Ford provided an overview of the safety and security operations. He noted the members of the Emergency Response Team and shared that much of the work is around planning drills and training. This year's areas of improvement focus on creating a new emergency operations manual, coordination with the Community Center and HAFB on upcoming exercises, and incorporating our cybersecurity incident response plan into our emergency response procedures. He further detailed information on the emergency training for students, staff and on-campus and public safety partners.

- Ms. Taylor asked what part of the school is used for an emergency shelter for the Town? Mr. Ford explained that the Dining Commons and some surrounding classrooms are 100% generator back-up so they can serve as emergency shelter. The school is responsible for maintaining the back-up equipment.
- Ms. Salon asked if drills at the Hanscom School are run primarily through Hanscom. Mr. Ford replied that the district is responsible for most of the drills and everything that is done at the Lincoln campus is also done at Hanscom. He added that this year, the Hanscom School will be part of a larger emergency operations exercise that will be run by Security Forces later this fall.

Dr. Graham added the Town is interested in working closely with the School Committee concerning road improvements as well as improvements to pedestrian and bicycle flow on the Lincoln campus, following the completion of the Community Center.

Mr. Ford further added that the district is excited to host Kennedra Tucker, Education Advisor for the Partnership and Resources division of DoDEA (Dept of Defense Education Activity) for her visit to Hanscom next week.

8. Curriculum

PD Planning Update

Mr. Lewis shared details about the District Calendar of Meetings and Events centered around professional development (PD).

Mentor Program Update

Mr. Lewis explained that teachers who are new this year work with a 1:1 mentor and they meet 8 times per year. New this year, we have a mentor program for teachers who are in years 2 and 3 in the district. The teachers participate in a topic or issue-related course with mentor faculty members. It is a peer leader model. The teachers are divided into groups based on where they are in their careers.

9. Facilities and Financial

9.1 Reporting of Summer Warrants:

Ms. Madrick reviewed and approved the warrants from the following dates:

Date	Teacher Summer	Payroll	AP	Total
9/16/2025		\$ 912,815.44	\$ 308,537.92	\$ 1,221,353.36

9.2 FY27 Capital Projects Applications Preview, 2nd Reading and Vote

Documents: FY27 Capital Budget Application

Ms. Wang explained that the School Committee conducted a first reading of the FY27 Capital Projects applications on September 4, 2025. The Classroom Presentation System Replacement (\$107,016) is the only application being submitted for FY27. The generator installation at Harwell is withdrawn as a recent assessment by an electrician determined the project not feasible.

Ms. Madrick motioned to vote on the Capital Projects submittals for FY27. Ms. Salon seconded.

Roll call vote: Lepage – aye. Salon – aye. Lehrhoff – aye. Madrick – aye. Taylor – aye. Wironen – concur.

None opposed. Motion carries.

9.3 FY27 Budget Guidelines, 1st Reading

Documents: Memo to Lincoln School Committee and Superintendent Parry Graham from Angela Wang, Administrator for Business and Finance, September 18, 2025 RE: FY27 Budget Guidelines

Ms. Wang presented the enclosed FY27 Budget Guidelines. She noted that it is very similar to last year with an updated timeline.

- Mr. Lehrhoff noted that he didn't see any changes from last year's guidelines and asked if there were any that he missed. Ms. Wang replied that the goal was to keep it similar and there are no major changes. It will be shared with the Admin Council on 9/30 for feedback and discussion.
- Ms. Taylor asked about a placeholder date for early discussions regarding potential big budget items. Ms. Wang replied that a date is not included but there would be discussion ahead of time if there are any big asks for FY27.
- Ms. Wang noted that discussions regarding tuitions prepayment have been added to the timeline.
- Ms. Madrick noted that the 1st Joint Budget Workshop with FinCom is scheduled for 12/15/25.
- This is a first reading. The FY27 Budget Guidelines will come back for a second reading and vote at an upcoming SC meeting.

9.4 Director's Update

Ms. Wang reported that the school continues to communicate with the Town regarding the road closures and thanked the Lincoln School families and community for their patience and cooperation. School Committee and the Administration discussed the impact and timeline for completion of the project. Mr. Ford reported that the work will not be 100% completed by the end of the fall.

10. Policy – none

11. Unfinished Business – none

12. New Business – none

13. Approval of Minutes

13.1 School Committee Meeting of June 18, 2025

1 Ms. Madrick moved to approve the minutes as presented for June 18, 2025. Mr. Lehrhoff seconded.
2 Roll call vote: Lepage – aye. Salon – aye. Lehrhoff – aye. Madrick – aye. Taylor – aye. Wironen – concur.
3 None opposed. Motion carries.
4

5 **14. Information Enclosures - none**
6

7 **15. Adjournment**

8 Ms. Madrick asked for a motion to adjourn. Mr. Lehrhoff so moved at 7:20PM. Ms. Salon seconded.
9 Roll call vote: Lepage – aye. Salon – aye. Lehrhoff – aye. Madrick – aye. Taylor – aye. Wironen – concur.
10 None opposed. Motion carries.
11

12 The next School Committee open meeting is scheduled for Thursday, October 9, 2025.
13

14 Respectfully submitted,
15 Amy Pearson
16 Recording Secretary
17

18 *Approved at School Committee Meeting of ...*