

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, April 4, 2013  
Hartwell Building, Lincoln, MA  
OPEN SESSION

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

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:07 pm.

I. A. Board Election and Reorganization

Document: File BDA, Board Organizational Meeting, Revised at School Committee Meeting of January 22, 1990

Mr. Schmertzler nominated Ms. Glass to be Chair of the Committee and thanked her for her incredible job. Ms. Glass accepted the nomination.

Mr. Sander moved, and Ms. James seconded, the motion to reappoint Jennifer Glass as Chair of the School Committee. The Committee voted unanimously to reappoint Ms. Glass.

Ms. Glass appointed Mr. Sander as Vice Chair of the Committee. Mr. Sander accepted.

II. Chairperson's and Members' Reports

Ms. James said that the 5th grade field trip to the Old South Meeting House and Faneuil Hall was great, and the trip fit well into the curriculum.

Ms. Glass thanked the Town for supporting the school budget and Article 10 on the MSBA process if Lincoln is chosen to participate in it at Town Meeting on March 23. During the discussion on Warrant Article 10, some were concerned about what was to be done with the school buildings while the district waits. Ms. Glass said the issue will be on Committee agendas in May, and the Committee will also discuss the process to appoint a School Building Committee.

Ms. Glass attended the Hanscom assembly and ceremony to celebrate the Month of the Military Child this morning. It was a nice event that featured a slide show.

Ms. Glass congratulated Mr. Sander and Mr. Christenfeld on winning re-election; the Town is fortunate to have the benefit of their thoughtfulness and analytical minds.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gifts

Documents: 1) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Lincoln School Foundation Gift, dated March 20, 2013 with copy of check from Lincoln School Foundation; 2) Memorandum to School Committee and Becky McFall from Buckner Creel, Subject: Lincoln School Foundation Gift, dated March 27, 2013 with copy of check from Lincoln School Foundation

Mr. Creel said that the memoranda came from the Business Office even though the money came from the Lincoln School Foundation. If the Committee accepts the two gifts, the Business Office will make the purchases to take advantage of school discounts.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept a gift of \$1,198.00 from the Lincoln School Foundation to purchase two SMART Notebook Collaboration Bundles as part of a Lincoln School Foundation [LSF] grant award approved by the School Committee on May 10, 2012 and a gift of \$659.12 from the Lincoln School Foundation to purchase two 32-inch LCD televisions and two flash drives to support a Lincoln School Foundation out-of-cycle grant for the Art Department at the Lincoln School, the Hanscom Primary School and the Hanscom Middle School. The Committee voted unanimously to accept the two gifts.

A thank you letter will go to the Lincoln School Foundation for their generous gifts and support.

## V. Time Scheduled Appointments

### A. Establish Graduation Dates

Document: None

Dr. McFall said that they have chosen Monday, June 24 for the Hanscom Middle School graduation, and the date is fairly concrete as they need to reserve a space to hold the graduation ceremony. They proposed Wednesday, June 26 for the Lincoln School graduation with a half-day and to meet the needs of Boston students and the state's attendance needs. They were asked to revisit the June 26 date to increase the participation, to give Boston students the chance to prepare, to comply with the state's attendance requirements of 180 days of school, and to assist families in their summer plans.

Dr. McFall listed four choices: 1) hold the Hanscom Middle School graduation at 6 pm and the Lincoln School graduation at 7:15 pm on Monday, June 24 with half a day for 8th graders only. There are 7 8th grade students who live in Boston; the Boston bus would stop once. There are 46 8th graders with bus passes, and they would need to run all seven buses, and if the 8th graders had half a day, they would have to run the buses twice. The second choice is to have the Lincoln School graduation on Tuesday, June 25 at the same time. The same issues are present but Hanscom's graduation would remain on Monday, June 24. The third choice, Wednesday, June 26, does not present the same issues with buses as it will be a half-day for all students. The rehearsals could be held earlier in the week. The fourth choice could be to hold it on a day a week earlier, which would run them into attendance requirement problems. Dr. McFall said that Lincoln is unique because it holds an 8th grade graduation. From the state's perspective, teachers and students need to be in school until June 27. Last year, the last day of school was June 19 and the Lincoln School graduation was June 14.

The Committee was concerned about families' summer plans and summer camps, whether students would come to classes after graduation exercises, and if the Pierce House would be available for a graduation party on the graduation date.

Ms. Glass moved, and Mr. Sander seconded, the motion to establish the graduation date for the Lincoln School as Friday, June 21, 2013 and for the Hanscom Middle School as Monday, June 24, 2013. The Committee voted four to zero to establish the graduation dates with Mr. Schmertzler abstaining.

Ms. Glass thanked them for their work.

### B. Innovative Teaching Practices

Document: None

Principals Steve McKenna and Sharon Hobbs showed a PowerPoint presentation and videos of student learning to show progress on the district goal, "encourage and support innovative teaching and learning practices by fostering growth mindset, risk taking, and reflection." Teachers Cathlin O'Reilly, Blake Siskavich, David Trant, Pam DiBiase, LaToya Rivers, and Lynn Fagan made presentations on their work with students.

First grade teacher Cathlin O'Reilly demonstrated the "Writer's Workshop" that uses iPads with a story kit application. Students wrote "how to" stories in November and use "My Story" for publishing their work. Their stories can be published into iBooks that can be used on Apple devices and can be accessed at any time. Students were asked to write about something they know, and for this nonfiction prompt, one student wrote about gymnastics. Students read their peers' stories and have a larger audience for their work. Ms. O'Reilly noted that they have improved students' digital learning and she has noticed the student growth.

Kindergarten teacher Blake Siskavich presented a video showing students singing the alphabet song. He reserves the iPads every other week for students to interact with print in different ways. Parents have access to these materials online. Students can listen to others read stories. Kindergarteners also use "My Story", "Red Books", and "Story Share" and can read to themselves using these technological applications. They also have a program called "Book Buddies" that enables kindergarteners and third graders to work together by planning a story.

Mr. Christenfeld asked what additional resources could be provided, and Ms. O'Reilly noted it would help to have an iPad station with a few iPads in class at all times with the charging stations to go with them. Mr. Siskavich said it is difficult for kindergarteners to use the iPads on their own.

Sixth grade science teacher David Trant said that there are strengths and challenges to traditional grading methods and to standards-based grading. Students are taught to apply the steps of the scientific method, and there is not as much differentiation other than in the analysis with traditional grading. Mr. Trant rewrites the labs each year and has found that standards-based teaching allows

more differentiation earlier in the lab process. Students now read the procedure first, and he is able to see which students need assistance earlier in the lab process. While he did not have samples of student work to display, he had the Committee use the clicker system to give feedback on friction. He noted that standards-based teaching is liberating for him, and there is more of a focus on whether students understand the concepts.

Art teacher Pam DiBiase teaches art to 220 students in grades 5 through 8. The students produce four to five formative projects and three to four summative projects per term. There were no art rubrics before standards-based teaching, and while the rubrics change, students now feel that they receive clear expectations. She wants students to feel that they can learn art, and she constantly asks herself how she can give them constructive feedback on where their work stands and what they can improve. Students have their portfolios that they take home, and parents can understand the vocabulary and the expectations. Mr. Christenfeld and Ms. James said the student work was terrific.

LaToya Rivers teaches an extension for grades 6 through 8 called "Dancing through Cultures" to see what connects different cultures. She has hosted guest teachers, and students have learned Latin American dances, Native American dances, African dances, U.S. line dances, and hip hop dances. All dances serve a common purpose, and students see similarities in those differences. She showed videoclips of students dancing and teaching each other. Ms. Rivers enjoys teaching and learning the dances and is taking an Indian dance class this weekend. Some of her students will perform in the Talent Show.

Lynn Fagan, Preschool Director, showed the play areas and videoclips of preschool students. She noted that preschool students are natural innovators through their play. The dramatic play area focuses on different experiences, such as having parties, hosting a veterinary clinic, and working in a flower shop. Students helped Big Bear, who did not feel well, and they checked in on him while he was resting. Students play and collaborate with each other, make posters, and use props when telling stories. The preschool also teaches students what to do in certain situations, such as when they go to a restaurant.

Ms. Glass thanked all of them for their important and exciting work. She appreciated the excitement of the teachers and their willingness to learn.

#### C. Report from Scholarship Committee Appointee

Document: Report to the Lincoln School Committee from the Lincoln Scholarship Committee, dated April 4, 2013

Ms. Meg Ramsey, the School Committee's appointee to the Scholarship Committee and the Chair of the Scholarship Committee, presented her report on the 2011-2012 Scholarship Cycle. She noted that the relationship between the Ogden Codman Trust and the Scholarship Committee has changed; both committees interview candidates jointly but make their scholarship awarding decisions separately. The awards come from the monies earned from the endowment and from monies donated by Town residents during their annual appeal, which amounted to \$6,000 from April 1 to December 31, 2012. There are times that the annual appeal has raised \$10,000. Needs-based scholarships are granted for one year only, but there are times when they try to assist with a second year.

Ms. Glass thanked her for their work.

#### D. LPS Annual Report

Document: None

Mr. Sander reviewed the Executive Summary of the Annual Report, which is on the school website, [www.lincnet.org](http://www.lincnet.org) on the right side of the screen. He thanked the administration for its work getting the figures for the report. The origin of the Annual Report was that the Finance Committee asked Town departments to produce reports about their departments that compared themselves to six neighboring towns (Lexington, Bedford, Concord, Sudbury, Wayland, Weston) with the exception of Waltham. The schools have submitted their first report, and Mr. Sander asked that people let them know what additional information should be included in the next version. He noted that there is no ideal comparison for the Lincoln Public Schools as the Town is one of three school districts in the entire nation that runs a military school. The Lincoln Schools, not the Hanscom Schools, were used throughout most of the report.

Mr. Sander said the district is a high-cost district, with four major drivers: 1) significant commitment to small class sizes; 2) a high level of instructional assistants and training; 3) an array of

courses that is rich and includes art, music, foreign language; and 4) to develop and keep experienced teachers.

Mr. Christenfeld thanked the administrative team for their help on the report. The work of researching and writing the report has clarified his thinking and he sees that we run a large district program in a small district. If the district decided not to educate METCO students, the per pupil expenditure would increase by \$1,000 per student. The low student-teacher ratio and the small average class size are the cost drivers. Weston and Lincoln have the highest costs. The enrollment is 626 students now and may trend upward; the highest enrollment was 720. Special education students are served well with the program of full inclusion. Lincoln has a high percentage, 9.9%, of students in the low income bracket. He suggested that in future reports, they should add information about how Lincoln students do at Lincoln-Sudbury Regional High School.

Ms. Glass thanked Mr. Sander, Mr. Christenfeld, and the administrative team for their work and their time and congratulated them for their terrific start on this report, which has been years in the making.

#### E. Core Values Update

Document: Core Values Document, dated March 28, 2013

Dr. McFall presented the narrative on the Core Values, which were established by the administrative team last summer. She received input on the Core Values and the vision from the Parent Teacher Organizations on each campus, the METCO Parent Group, the faculty, and the community. The administrative team gave feedback on the document, and she asked the Committee for its review and comment. There has been editing and careful word choice. The narrative is available to the community, and there is no plan to rework it.

Dr. McFall said the narrative is a tool that they use on a daily basis to make decisions. She noted that colleagues have quickly incorporated the language into their workdays, and it creates common expectations and is helpful for difficult conversations. She is pleased with the work and seeing it put into action. The narrative's brevity helps all have a few key ideas to grasp.

Mr. Christenfeld was skeptical about the discussion at the beginning, but he now sees its value for communication and transparency purposes. He said it's terrific that if they've made teachers more enthusiastic, that is terrific. Mr. Sander noted that it is a reference document. Ms. Glass noted that the words themselves are very powerful and having the narrative as a platform is great.

Ms. Glass thanked her for her work.

#### VI. Superintendent's Report

Document: None

Dr. McFall attended the Hanscom assembly and ceremony to celebrate the Month of the Military Child this morning. The assembly put the students at the center and demonstrated the value that working with them brings to everyone. It was a very moving assembly, and a proclamation was made.

Mr. Creel shared good news on three fronts. Cathleen Higgins, Director of the Food Service, received an email message that they have won the Healthy U.S. Schools Challenge at the Hanscom Primary and Middle Schools at the Silver Award level. The Food Services have also had the Public Health inspections, and there are no problems on each campus. The March financial information on the Food Service has been reviewed, and there is only a negative balance of \$2,400. Mr. Creel said Ms. Higgins does a great job.

Ms. Glass thanked them for their work.

#### VII. Curriculum

Document: None.

Dr. Sterling noted the new art show upstairs from the Hanscom campus. It's amazing, and the students make wonderful art. Additionally, there will be a reception at the Lincoln Public Library featuring art from both the Lincoln and Hanscom campuses on April 11 from 4 to 5:30 pm for the show.

Dr. Sterling said the student art show at the DeCordova will be held in May. She is very proud of the quality of student artwork.

They are planning the curriculum for next year. Middle school math has been discussed at the EDCO meetings, and all are wondering what the state will expect. It is not at all clear what the

expectations will be for 6th to 12th graders. They are unsure whether they will make shifts for the 8th grade math program. They have made closer alliances with Sudbury and Lincoln-Sudbury.

She noted that it is now placement season for 8th grade, and it is always a complicated conversation. She will talk in depth about it at the next School Committee meeting.

Ms. Glass thanked her for her work.

## VIII. Policy

### A. First Reading of the Following Revised Policies:

Admission of Non-Resident Students

Non-Discrimination and Discrimination Procedures

Harassment and Harassment Reporting and Investigation Procedures

Documents: 1) File JFAB, Admission of Non-Resident Students, Revised March 30, 2003; 2) File AC, Non-Discrimination and Discrimination Grievance Procedures, Reaffirmed at School Committee Meeting of June 16, 2011; 3) File ACA, Harassment and Harassment Reporting and Investigation Procedures, Reaffirmed at School Committee Meeting of June 16, 2011

Dr. McFall brought the policies for discussion to prompt their thinking and noted that they might keep the policies as they are.

#### Admission of Non-Resident Students

Dr. McFall noted that there is one child of an employee who is attending a Hanscom school, and it was approved late last June. She asked whether that was appropriate and noted that there could be an impact from having ineligible children attending the Hanscom schools because they are not covered by the federal contract. She talked to the contracting officer at Domestic Dependent Elementary and Secondary Schools [DDESS], and the officer said there is a verbal agreement that employee children may attend as long as the student is not paid for by the federal government, and the student cannot be counted in the Base enrollment number. There are some students who live at Hanscom Air Force Base that do not attend the Hanscom schools. She suggested that they could change the timing of when the Committee accepts employee children and tells the employees. She has received another request from the same employee whose oldest child attends Hanscom now to have the second child attend at Hanscom. There is also a request from another parent to have her child attend at Hanscom. There are three students who would like to attend the Hanscom schools next year. Dr. McFall said the administration feels strongly that employee children should not be allowed to attend Hanscom schools and should only be allowed to attend the Lincoln schools. Dr. McFall met with the teachers who have requested Hanscom attendance, and they would ask to have their students attend Lincoln instead. Mr. Creel noted that the district would receive Chapter 70 funds if the students attended Lincoln.

Mr. Sander indicated that it is better to have employee children attend in Lincoln where the numbers are more stable and noted that allowing employee children to attend the Hanscom schools was not what the Committee had approved. He wanted to make sure that the benefit was not extended to the preschool. Mr. Creel noted that employees pay tuition to have their children attend the preschool in Lincoln. Ms. Glass agreed that it was better not to confuse the Hanscom contract and to have the students attend in Lincoln. She mentioned that the enrollment will be tight next year and there may not be space.

Dr. McFall asked whether the changes outlined in the document of the policy, Admission of Non-Resident Students, were acceptable. She said they would grandfather the student who is attending the Hanscom schools for this year. Mr. Sander asked that Dr. McFall apologize to the employee for the mixed message.

#### Non-Discrimination and Discrimination Procedures

#### Harassment and Harassment Reporting and Investigation Procedures

Dr. McFall said that new laws passed in June 2012 require that the words "gender identity" be included in non-discrimination clauses. They have been added to the two policies.

The Committee will vote on the policies at the next meeting for the second reading.

Ms. Glass thanked her for her work.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$674,093.89 and the accounts payable warrants totaling \$123,293.76 for a total of \$797,387.65. 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.

#### X. Old Business

##### A. Update on SOI and Town Meeting

Document: None.

Dr. McFall said that the Statement of Interest [SOI] for the Massachusetts School Building Authority [MSBA] has been submitted electronically, and all the documents are signed and ready to submit. All that is left is to have the Committee approve the meeting minutes for the March 21, 2013 meeting, which will be done shortly. The district has to submit all of the materials in hard copy to the MSBA and at that point the SOI is considered submitted.

#### XI. New Business

##### A. Lincoln Recycling

Document: Memorandum to Lincoln School Committee from Becky McFall, Superintendent, RE: Single Stream Recycling, Lincoln Campus, dated April 1, 2013 with list of recyclable materials

Dr. McFall noted that Michael Haines, Facilities Manager, has submitted a proposal for single-stream recycling, which will include the Hartwell building. It will be a pilot program. There will be receptacles in classrooms, and students will have jobs to deliver the recycling materials. The \$100 monthly cost will come out of the facilities budget. If it works, the costs could be absorbed in the facilities budget. Mr. Creel noted that the only reluctance on each campus is that they need a room for the recyclables and will need to arrange something to avoid a bee and rodent problem. There will be two pick ups a month for the recycling and all would need to rinse out their cans. Dr. McFall said the receptacles would be emptied daily and will be separate from the trash dumpsters. Mr. Sander suggested that the recycling be announced in the newspaper.

Mr. Sander moved, and Ms. James seconded, the motion to approve the pilot program to set up single-stream recycling at the Lincoln campus. The Committee voted unanimously to approve the pilot program for single-stream recycling.

#### XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for March 21, 2013; 2) Draft of Multi-Board Meeting Minutes for March 6, 2013

Ms. James moved, and Mr. Schmertzler seconded the motion to approve the minutes of the March 21, 2013 meeting and the March 6, 2013 Multi-Board meeting. 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 Ms. James, the Committee voted unanimously to adjourn at 10:39 pm. The next School Committee meeting is scheduled for Thursday, April 25, 2013 at 7:00 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary