

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, June 16, 2011  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld, Jen James, Joe Connell (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Mary Sterling (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Stephanie Powers (Administrator for Student Services).

ABSENT: Tom Sander (Vice Chair), Debbie John (Boston Representative), Deb Leister (Hanscom Representative).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm. The meeting is not being taped.

II. Chairperson's and Members' Reports

Ms. James reported that last night's International Night was terrific. The brass ensemble was terrific, and there was lots of wonderful food.

Mr. Christenfeld reported that his schedule has been full of activities, including the Smith School's last all-school meeting of the year, which was a credit to Principal Steve McKenna and all involved. Students highlighted their experiences with community engagement, and there was a great feeling in the room.

Mr. Connell reported that the ceremony for retiring Hanscom Primary School Principal Randy Davis from the Air Force Association occurred this morning. It was wonderful, and she received many accolades for her work.

Ms. Glass reported that despite tornadoes and thunderstorms, the 5<sup>th</sup> and 6<sup>th</sup> grade concerts were held and were great. She could hear the musical growth of the students, which was impressive. She thanked Sheila Webber, a member of the School Building Committee, and her team for their *Lincoln Journal* article on the school building process.

III. Public Comments

None.

IV. Consent Agenda

A. Application Regarding Frontier Academy

Documents: 1) Memorandum from Stephanie Powers to School Committee, dated June 8, 2011 RE: Request for Approval for Frontier Academy; 2) Letter from Ashley Pettus to Mickey Brandmeyer, Stephanie Powers, and Lincoln School Committee, dated May 25, 2011; 3) Renewal Agreement between Frontier Academy LLC and Arrowsmith Program U.S. Inc, dated March 31, 2011

Mr. Brandmeyer explained that Ms. Powers is the liaison with Frontier Academy, which has procured another year for the license with the Arrowsmith Program for their current students. Frontier Academy cannot add any students. Ms. Powers added that they are only seeking approval for one more school year, and they are very committed to the children that they are schooling. Frontier Academy has rented space at the Carroll School. They hope to become affiliated with a private school.

Mr. Brandmeyer noted that they would like to develop a policy about approving private schools.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve Frontier Academy for operation during the 2011-2012 school year only for students who are currently enrolled in the program with no further renewal. The Committee voted unanimously to approve another year of operation for Frontier Academy.

V. Time Scheduled Appointments

A. Retirement Recognitions

Document: Letter to Retiring Teachers from Michael F. Brandmeyer, dated May 17, 2011

Ms. Glass welcomed the retiring members of the faculty and administration, who represent over a century of service to the District. Mr. Brandmeyer noted that it is a tradition to honor retirees at

a meeting, and they all receive a traditional Lincoln chair as a keepsake. He admitted that they cannot capture all of their hard work in the ceremony, and they are sad to see them retire.

Mr. Brandmeyer thanked Randy Davis, Hanscom Primary School Principal, who began her work for the District 40 years ago as a Brandeis student. She completed her student teaching at the Hartwell School in 1971. She spent ten years teaching in the Boston Public Schools and came to Lincoln to teach 2<sup>nd</sup> grade in 1986. In 1998, she became principal for a unique student population and has created a professional learning community that has dealt with many challenges. She put her heart and soul into her work, and the students have always been her primary focus. Ms. Davis thanked all for their support and for the privilege of having the bulk of her career with a group of professionals who are passionate about public education. Ms. Glass thanked her for her help and her advocacy for the Hanscom students.

Steve McKenna, Lincoln K-4 Principal, thanked Patricia Winston, who was not there but who served as a bus monitor, clerical worker, and support to students at the Lincoln Public Schools. She could be characterized as a mother bear who helped many students during her tenure. The METCO students are signing a yearbook for her. Pat has had some challenges and is happy to be down south with family. She's in their prayers and is a good person who deserves praise for her work. They wish her the best.

Mr. McKenna also thanked Christine Gestay, who just made him smile. She retired in December 2010 and had a retirement party in a karaoke bar in Boston. It was a night of song and was one of the best retirement parties he's attended. He noted that when they met they did not see eye to eye, but she's a superb educator of students and colleagues. She worked in her quiet way on a day-to-day basis and was focused, caring, and dedicated to students. She also served as an advocate, a mentor, and a confidant to colleagues. They wish her the best.

Dr. Sharon Hobbs, Lincoln 5-8 Principal, thanked Annette Lee, who started 17 years ago as a substitute who helped teach students to read. She also served as a special education tutor. Her greatest gift was the way she made connections with students and parents. She retired to be on a farm full time and has given gifts of food to those in need. We already miss her nurturing nature. Ms. Lee said she was honored by all of them and thanked them for the support that is given to all of those who serve the schools.

Dr. Hobbs also thanked Brenda Hedden, who came to the Lincoln Public Schools in 1995 as a literacy specialist. Her teaching career spans 37 years, with 21 years spent in Connecticut. She is a caring, conscientious, empathetic educator and thinker who shares her talents and time. She is also a painter and an artist who works with stained glass and makes kaleidoscopes. She is moving to New Orleans to help. They were grateful to have her and wished her good luck. Ms. Hedden said the Lincoln Public Schools should be a model for all schools. She is pleased to see her vision coming to fruition and is leaving it in a good place. She thanked them for their support.

Ms. Davis thanked Joyce Yoshizumi, who came to the Hanscom Primary School in 1979 as a tutor who taught grades 2, 3, and special education students. She changed with the times and taught many new curricula over the years. Joyce tended to the whole child and forged deep personal connections with students and their families. She is a compassionate and fun person. Students leave the Hanscom Primary School having places in their hearts for Joyce. Ms. Yoshizumi said the school system and the support she has received has been great and noted that teachers need to be lifelong learners. She said her retirement party was wonderful; there was much warmth in the room.

Ms. Glass thanked all of them for giving to the students and for their work. They will be missed.

#### B. Approval of District Goals for 2011-2012

Document: Lincoln Public Schools: District Goals 2011-2012, dated June 16, 2011

Mr. Brandmeyer said he used the Committee's feedback and enhanced the categories of the district goals. The key concepts have been embellished. If they approve the goals tonight, he will use the document to develop the work plans for 2011-12 and bring them to the second meeting of the school year, tentatively scheduled for September 15, 2011. The principals will have their school improvement plans ready early in the year.

He noted that they have refocused the goal on hiring practices. The principals are writing searches for a few positions.

Mr. Creel noted that the feasibility study and the potential school building project will be the facilities major goal, and Ms. Glass added that some work plan items will need to be included in the work plan to prepare for the March annual Town Meeting.

Ms. Glass asked whether the Committee should write up its policy goals and include them in the work plans. Mr. Brandmeyer will tie school district and teacher improvement plans together and agreed to add reviewing policy to the operations. He asked if members had other items to add, please send them to him. The goals will be discussed at the July 11 meeting.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion to approve the district goals for 2011-2012. The Committee voted unanimously to approve the district goals.

Ms. Glass thanked them all for their work.

### C. Preview Summer Curriculum and Professional Development

Document: Lincoln Public Schools, Summer Work and Professional Development 2011, dated June 9, 2011

Ms. Sterling said that there will be 166 participants involved in this summer's curriculum and professional development projects, which will be held in June and August. Among the projects are workshops on restructuring middle school science offered by Maxine Rosenberg. Responding to Challenging Student Behavior is another workshop that will not deal specifically with handling bullying, but it will teach a "strengths-based approach" to guiding student behavior, according to Ms. Powers. Ms. Sterling also noted that they will work on the FLES program to align the grades 3-5 program with the grade 6 program as the students have shown much progress.

Ms. Glass thanked them for their work, saying that it looks like an action-packed summer.

## VI. Superintendent's Report

Document: None.

Mr. Brandmeyer noted that the work on the feasibility study is going well. The School Building Committee [SBC] has done lots of work.

Representatives of the Department of Defense and a team from the architecture firm of Ewing Cole will visit the week of July 18 to plan for the Hanscom Middle School building project. The money has been approved for the design, and conversations about a temporary site for a school have begun. He mentioned that Mr. Connell has been very helpful with the project. The phasing of the project will require them to vacate the current school building. The Hanscom Primary School project has been moved to 2014.

Mr. Brandmeyer noted that there was a heightened Charlie security check on the Air Force Base, but that the Base is back to Alpha level, which is normal.

## VII. Curriculum

Document: None.

Ms. Sterling attended five classes. Kindergarten writing has demonstrated that the students have learned a lot. The students can tell stories, and they are asking more of kindergarteners than they used to, and it empowers them.

Chris from Drumlin Farm went to Hanscom to do a nature walk with 1<sup>st</sup> and 5<sup>th</sup> graders to learn about native habitats.

The 4<sup>th</sup> grade had their poetry breakfast and art morning, and they were very busy. The halls of the Smith School have an extraordinary gallery of art.

6<sup>th</sup> graders in art class were using iMovie and claymation to create movies. They are learning to be very precise, and it is impressive.

8<sup>th</sup> graders in art class were crafting a book about their journey through school.

She noted that she is a very happy educator; the students are learning and are proud of it!

## VIII. Policy

### A. Policies for Second Reading and Vote

#### School Day (ID): Second Reading

Document: School Day Policy, File ID, Reaffirmed at School Committee Meeting of February 11, 1985

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the School Day Policy, File ID. The Committee voted unanimously to approve the policy.

Student Time of Arrival and Supervision Before School (IDB): Second Reading

Document: Student Time of Arrival and Supervision Before School, File IDB, Revised at School Committee Meeting of January 27, 1986

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to approve the Student Time of Arrival and Supervision Before School Policy, File IDB. The Committee voted unanimously to approve the policy.

Student Conduct on School Buses (EEAEC): Second Reading

Document: Student Conduct on School Buses, File EEAEC, Revised at School Committee Meeting of January 21, 1985

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to approve the Student Conduct on School Buses, File EEAEC. The Committee voted unanimously to approve the policy.

Bus Safety Rules (EEAEC-R): Second Reading

Document: Bus Safety Rules, File EEAEC-R, Voted at June 10, 1991 School Committee Meeting

Mr. Christenfeld explained that they have removed the Bus Safety Rules from the Policy Handbook and put them into the Parent Handbook so that all parents will have them.

Ms. Glass asked whether students riding on a different bus could have a pass and whether the Boston students' rules apply to Lincoln students. Ms. James floated the idea of a guest pass. Mr. Brandmeyer responded that their goal is to have a safe and efficient transportation system for students, but it is not a shuttle service. They will take their concerns under advisement and explore what can be done with a guest pass.

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to delete the Bus Safety Rules, File EEAEC-R from the Policy Handbook. The Committee voted unanimously to delete the Rules from the Policy Handbook.

Non-Discrimination and Discrimination Grievance Procedures (AC): Second Reading

Document: Non-Discrimination and Discrimination Grievance Procedures, File AC, Revised at School Committee Meeting of February 26, 2009

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to reaffirm the Non-Discrimination and Discrimination Grievance Procedures, File AC, as they exist. The Committee voted unanimously to reaffirm the procedures.

Harassment and Harassment Reporting and Investigation Procedures (ACA): Second Reading

Document: Harassment and Harassment Reporting and Investigation Procedures, File ACA, Revised at School Committee Meeting of February 26, 2009

Mr. Brandmeyer talked to counsel about the policy and was advised that relationships between superiors and subordinates show bad judgment but not harassment. They can discuss those as a separate policy. He was advised to keep the policy straightforward and simple and not to reference the definition of harassment from Massachusetts General Laws.

Mr. Christenfeld moved, and Mr. Schmertzler seconded, the motion to reaffirm the Harassment and Harassment Reporting and Investigation Procedures, File ACA, as they exist. The Committee voted unanimously to reaffirm the procedures.

Administrative Goals (CA): Second Reading

Document: None.

They will defer discussion on this item to the June 23 meeting.

Mr. Brandmeyer noted there will be a first reading of an Acceptable Use Policy at the next meeting.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$625,802.78 and the accounts payable warrants totaling \$199,791.86 for a total of \$825,594.64. Mr. Schmertzler reviewed the warrants and

recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY11 Projected End-of-Year Budget Status

Document: Memorandum from Buckner Creel to School Committee and Mickey Brandmeyer, dated June 6, 2011, Subject: FY11 Budget Status

Mr. Creel presented his memorandum about FY11's budget status. He noted that there will not be much money to prepurchase special education placements for the Lincoln campus. On the Hanscom campus, he recommended that they transfer monies to the Town's Group Insurance Liability Fund.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve a transfer of \$200,000 from the FY11 budget to the Group Insurance Liability Fund to address Hanscom School's continuing obligation. The Committee voted unanimously to approve the transfer.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Documents: Drafts of School Committee Minutes for March 10, March 17, and March 31, 2011

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the minutes for the meetings of March 10, March 17, and March 31, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

XIII. Information Enclosures

Documents: 1) Letter from Michael F. Brandmeyer to Katherine Hall Page, dated June 1, 2011; 2) Letter from Michael F. Brandmeyer to Nora Maroulis, dated June 1, 2011; 3) Letter from Buckner Creel to Todd Brown, dated May 16, 2011

These items are included for the Committee's information. There was no discussion on them.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn at 8:49 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary