

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, March 29, 2012
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jen James, Carol Perkins (Boston Representative). Also present: Mickey Brandmeyer (Superintendent), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance).

Absent: 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

A. Nomination of Chair and Co-Chair

Document: None.

Mr. Schmertzler moved, and Mr. Sander seconded, the motion to nominate Jennifer Glass to be Chair of the School Committee for the coming year. Ms. Glass accepted the nomination. The Committee voted unanimously to approve the nomination of Ms. Glass as Chair.

Ms. Glass asked Mr. Sander if he would serve as Vice Chair of the School Committee for the coming year. Mr. Sander agreed to serve. The Committee congratulated Mr. Sander.

Mr. Schmertzler was congratulated on his re-election.

Mr. Schmertzler attended the meeting of the new committee that the Finance Committee appointed to reinvestigate the repair option for the Lincoln Schools. The new committee will meet each Wednesday, and there is a school study link to their work on the Town website, www.lincolntown.org.

Ms. James attended the DeCordova Art Show for 1st, 2nd, 7th, and 8th graders, which she said was wonderfully filled with the work of happy students. Ms. Glass thanked all four art teachers and noted that it was the third annual show at the museum, and noted that the district and the DeCordova have a great partnership.

Ms. Perkins attended the Lincoln METCO Parent Group meeting on March 20 and noted that tonight is Literacy Night. March 15 was a lobbying event at the State House concerning METCO funding, and on March 18 there was a MCAS prep course in Boston that she reported students were excited to attend. She announced an upcoming Parent-Group hosted multicultural book fair (date to be announced) and METCO Parent Group meetings on April 24 and May 15.

Ms. Glass noted that there were no questions on the school budget at the Annual Town Meeting, held last Saturday. She thanked Mr. Brandmeyer and Mr. Creel for their great work.

Ms. Glass met with the faculty on the superintendent search. Dr. Rebecca McFall will visit the schools on Monday.

Ms. Glass congratulated the six students and the teachers who participated in the Eastern Massachusetts Music Festival. Over 1,000 students auditioned and of those, 480 students were chosen.

Ms. Glass congratulated Kristin Hall, Terry Nathan, and the students for their great production of *Guys and Dolls*.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift

Document: Memorandum to School Committee and Mickey Brandmeyer from Stephen McKenna, RE: Donation from Lincoln PTA, dated March 29, 2012 with copies of checks dated November 16, 2011 and March 13, 2012

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$2,610.79 from the Lincoln PTA to help fund the grade 4 production with Nikki Hu. The Committee voted unanimously to accept the donations.

Mr. Brandmeyer will write a thank-you letter.

V. Time Scheduled Appointments

A. Recognition of Boys' Basketball Team for Undefeated Season

Document: None.

The Lincoln School Boys' "A" Basketball Team went 12-0 this year. Team Coach Steve Cullen, Athletic Director Ryan Cassidy, Manager Cici Charette, and the team attended the meeting. Forward Riley McCabe thanked the Committee for the invitation and cited the team's sense of community, mentoring, and encouragement as the reason for its success. He commented that they are strong individuals working together as a team. He thanked Captain Jamal Allen and the coaches. Team members are: guards Jamari Venter and Jamal Allen, Nick Genovese, Gus Parks, Jack Neuhaus, Nick Fairweather, Aidan Doyle, Center DaQuan Lee, Jeffrey Berlowitz, Michael Ciampa, and Rory Bordiuk.

Mr. Cullen, in his 18th year as coach, said his team has much talent, and he could not be more proud of them. The average number of points per game was in the upper 50s. Six players will graduate this year.

Ms. Glass and the Committee thanked them for coming to celebrate.

B. FY 2013 Budget Adjustments and Confirmation

Document: Memorandum to School Committee and Michael F. Brandmeyer from Buckner Creel, Subject: Proposed FY13 Budget Adjustments, dated March 19, 2012

Mr. Brandmeyer noted that Town Meeting approved the Lincoln budget of \$9.7 million. DODEA awarded the contract to operate the Hanscom schools. Mr. Creel's report outlined and explained recommended budget adjustments due to changed circumstances since the Committee voted for the budget in February. The adjustments represent redistributions of money, not new money, and are included in the passed budget. Mr. Brandmeyer asked the Committee to vote for the adjustments to the Lincoln budget and to approve the Hanscom budget.

Mr. Creel specified the addition of an extra section of Math Camp and the K-2 Achievement Camp for the summer, with one section paid for through the adjustment. A math content specialist is being increased by 0.1 FTE. The final adjustment is to add home and hospital tutoring. The three changes would cost \$15,220, and he spelled out corresponding budget offsets.

Mr. Brandmeyer explained the Hanscom budget. There are seven enrollment bands, and now they are towards the bottom of enrollment band 3—550-599 students—with an enrollment of 559. While preschool is offered for three- and four-year olds, the federal government requires preschool for four-year olds only. He asked the Committee to approve the Hanscom budget at the Band 3 price of \$10,957,330, but if something at Hanscom changes in the next few months, they will shift to Band 2. Mr. Ledebuhr said there have been no changes in the Base's mission, and they have noticed that fewer families are leaving the Base.

Regarding personnel, Mr. Creel noted that they need to add a 0.5 FTE Preschool teacher, a Preschool instructional assistant, a 0.1 FTE math content specialist, and technology integration support. They will also add home and hospital tutoring and money to the Personnel Control Account. Those changes would cost \$70,170, and he spelled out budget offsets.

If the enrollment drops below the Band 3 to Band 2, they would keep the same additions for Band 3 but add another preschool instructional assistant. He explained the reductions that would be put in place.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion to approve the adjustments to the Lincoln Budget as outlined in the March 19 report. The Committee voted unanimously to approve the adjustments.

Mr. Schmertzler moved, and Mr. Sander seconded, the motion to approve the FY13 Hanscom Budget at the Band 3 price of \$10,957,330, incorporating the adjustments presented at the March 29, 2012 meeting, or at the Band 2 price of \$10,725,348 if necessary. The Committee voted unanimously to approve the FY13 Hanscom budget.

C. 2012-2013 Enrollment Requests

Documents: 1) Report to School Committee from Mickey Brandmeyer, Steve McKenna and Lateefah Franck, RE: Enrollment Proposal for 2012-2013, dated March 21, 2012; 2) Letter from Gwen Blumberg to Michael Brandmeyer, dated February 5, 2012; 3) Letter from Scott Burke to Michael Brandmeyer, dated February 11, 2012; 4) Letter from Elizabeth Clancy to Michael Brandmeyer, dated January 23, 2012; 5) Letter from Stacey Clarkin to Michael Brandmeyer, dated January 23, 2012; 6) Letter from Pamela DiBiase to Michael Brandmeyer, dated February 10, 2012; 7) Letter from Kristin Hall to Michael Brandmeyer, dated January 23, 2012; 8) Letter from Sharon Hobbs to Michael Brandmeyer, dated February 13, 2012; 9) Letter from Jennifer Mastrullo to Michael Brandmeyer, dated

February 14, 2012; 10) Letter from Suanne Peterson to Michael Brandmeyer, dated February 14, 2012; 11) Letter from Karen Sheppard to Michael Brandmeyer, dated March 10, 2012; 12) Letter from Amanda Sykes to Michael Brandmeyer, dated February 6, 2012; 13) Letter from Jennifer Williams to Michael Brandmeyer, dated January 18, 2012; 14) File JFABC, Admission of Interdistrict Transfer Students (Enrollment of METCO Students), last revised at School Committee Meeting of May 6, 2004; 15) File JFAB, Admission of Non-Resident Students, last revised at School Committee Meeting of March 30, 2003

Mr. Brandmeyer presented the requests of non-resident school and Town employees for their children to attend the Lincoln Schools. This year there are 16 students, and he reminded the Committee that as long as the employees are still employed, they can make such requests each year. He asked the Committee to approve the continued enrollment of 16 students and the initial enrollment of 3 students. All of the requests were within the class size policy. Mr. Brandmeyer noted that if they hire new teachers who ask, there could be other requests, but he has not received any thus far.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the enrollment of the employee children at the Lincoln School beginning with the 2012-2013 school year subject to the continued employment of their parents as required by School Committee policy. The Committee voted unanimously to approve the enrollments.

Mr. Brandmeyer presented the update on METCO enrollment. Mr. Steve McKenna noted that they are looking at student folders from METCO, Inc. and inviting potential students to visit. They want to focus on enrolling students who will be entering kindergarten and first grade to maximize their integration into the Lincoln schools and provide them with the maximum exposure to the Lincoln schools. Mr. McKenna said the consistency, language, and protocols should allow students to see success over their years here. Some students have done well, and others struggle, but the district has the resources to help those students who need it. They want to maintain the overall METCO enrollment at a total of 91 students and follow the policy of at least two METCO students per classroom. They propose to enroll 9 kindergarteners and 3 first graders for the METCO program.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the METCO enrollment proposal presented in the March 21 report and to give the discretion to Mr. Steve McKenna to fill the seats for the METCO program, not to go over the preferred class size in each grade. The Committee voted unanimously to approve the enrollment of METCO students.

Mr. Brandmeyer said they will bring the report back to the Committee if there are any changes. Ms. Glass thanked the entire team.

D. Discussion and Vote on the Dissolution of Education Collaborative for Greater Boston, Inc.
Document: Memorandum to Member School Committees of the EDCO Collaborative and the Education Collaborative for Greater Boston, Inc. from Dorsey Yearley, Executive Director, Re: Update on Board Activity regarding the Collaborative Law, dated March 16, 2012

Mr. Christenfeld noted that the state has finalized legislation on educational collaboratives, which outlaws the public and nonprofit sides of educational collaboratives from sharing a Board of Directors. He noted that Lincoln will not see any changes. Mr. Brandmeyer said this vote is the first of two votes that the Committee will have to take, and the motion does not provide for EDCO to assume Education Collaborative for Greater Boston, Inc.'s assets.

Mr. Christenfeld moved, and Ms. Glass seconded, the motion to dissolve the Education Collaborative for Greater Boston, Inc. by June 30, 2012 or as soon as legally possible thereafter, and further that our representatives for the EDCO Collaborative and the Education Collaborative for Greater Boston, Inc. be authorized to take all necessary steps to transfer all programs, contracts, and available assets, including the Seefurth Fund, from the Education Collaborative for Greater Boston, Inc. to the EDCO Collaborative by the close of the fiscal year on June 30, 2012, or as soon as legally possible thereafter. The Committee voted unanimously to dissolve the Education Collaborative for Greater Boston, Inc.

VI. Superintendent's Report

A. Establish Graduation Dates

Document: None.

Mr. Brandmeyer said the 180th day of school will be Tuesday, June 19. He asked that the Committee approve his request that the last day be a half day, ending at 12:35 pm. Thursday, June 14 will be the last day of kindergarten.

Ms. Glass moved, and Mr. Sander seconded, the motion to establish the graduation dates for the Lincoln School as Wednesday, June 13 and for the Hanscom Middle School as Thursday, June 14 and to adjust the school schedule so that the last student day, Tuesday, June 19, is a half day. The Committee voted unanimously to establish the graduation dates and school schedule.

Ms. Glass thanked him for his work.

VII. Curriculum

Document: None.

Ms. Sterling attended the art show for students in grades K-8. The art teachers have done a terrific job with the visual arts standards and teaching the elements of design. She is so excited about the collaboration with the DeCordova Museum.

The 8th grade math class was studying proportions and ratios using scales on a map.

She shared note from Keith Johnson about the 7th and 8th graders who were involved with the model U.N.; 11 students attended the conference at Clark University on March 24 and were put in four groups, and two groups had resolutions that passed on the rise of non-state actors or the desalinization of water. Mr. Johnson is very proud of these students. The model U.N. is one example of an advanced learning opportunity that has been wildly successful. The students will attend a Committee meeting soon to share their experience.

Ms. Glass thanked her for her work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$633,710.61 and the accounts payable warrants totaling \$126,681.49 for a total of \$760,392.10. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

B. Revolving Fund Report

Document: Memorandum to School Committee and Michael F. Brandmeyer from Buckner Creel, Subject: Current status—FY12 Revolving Funds and Legacy Gift Account, dated March 20, 2012

Mr. Creel presented his report on revolving funds for transportation, athletics, Lincoln After School Music Program, School Lunch, and the Legacy Fund. He noted that unless money is designated to go to a certain purpose, the money goes into the general fund. Revolving funds are set up for specific purposes, such as transportation, and can be used for those purposes only. Revolving funds' balances can carry over from fiscal year to fiscal year. The funds are in healthy condition.

Mr. Creel recommended that the Committee vote to reduce the athletic fees by \$25 per sport per season per student.

The Legacy Fund, which provides financial assistance for students for trips and other fees, is the only fund that has more anticipated expenses than projected revenue. Ms. Glass asked if they could ask people to donate on a voluntary basis. Mr. Brandmeyer noted that they will be able to cover any deficit for this year. The 8th grade parents are raising money for a gift and to offset parent and student celebrations and expect that they will be able to make a gift to the Legacy Fund. He noted that the school pays for graduation ceremonies. Mr. Creel will present a report on the Fund closer to year's end.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to reduce athletic fees by \$25 per sport per season per person. The Committee voted unanimously to reduce the fees.

X. Old Business

A. School Building Committee [SBC] Update

Document: None.

Ms. Glass noted that OMR and the SBC met, and OMR must submit the Schematic Design Report on June 6 to the Massachusetts School Building Authority [MSBA]. OMR and Skanska will submit cost estimates and finalize them. The goal is to be on the agenda for the MSBA's Board meeting

on July 25. The preliminary site survey has been completed, testing for PCBs has occurred without destructive testing, and there is ongoing consulting on energy and disability issues. They may need a variance from the zoning bylaws on the number of parking spaces. There is also a possibility of a utility rebate for the use of photovoltaics.

The next SBC meetings are April 3 from 3-5 pm with OMR and April 9 at 6:30 pm to discuss the scope for renovations and the value engineering meeting, where they choose potential alternates. The SBC will also discuss the Construction Manager at Risk versus the typical Design Bid Build choice; the MSBA would increase the project reimbursement by 1% if the SBC chooses the Construction Manager at Risk, and the SBC will decide on May 1. On May 22, the SBC will review the construction budgets, value engineering items, and alternates. On May 29, the SBC will approve the construction and total budget. There is also a potential SBC meeting on June 1.

Mr. Brandmeyer reviewed a PowerPoint presentation on parking proposals. The SBC decided on option A, which will be the design going forward. The bus drop off will be by the community entrances. There is an alternative middle school entrance with the kindergarten on the right and grade 5 on the left. Mr. Brandmeyer noted the roofs are not flat but tapered. The mechanicals will be housed on the roof. OMR proposed that all bathrooms be redone, if that becomes too expensive, they will decide which ones to renovate.

B. OPM Contract Amendment

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Buckner Creel, Subject: Lincoln School—Budget and Contract Matters, dated March 8, 2012; 2) Attachment B, Contract for Project Management Services, Amendment No. 1, Base OPM Contract between Town of Lincoln and Skanska USA Building, dated March 29, 2012

Mr. Creel noted that the contract amendment with Skanska USA Inc. changes the end date from April 30, 2012 to December 31, 2012 but makes no other change to the contract terms and does not increase the cost.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the proposed amendment to the contract with Skanska USA Inc. to increase the contract completion date to December 31, 2012. The Committee voted unanimously to amend the contract.

XI. New Business

None.

XII. Approval of Minutes

Document: 1) Draft of School Committee Minutes for Meeting of October 6, 2011

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to approve the minutes of the meetings of October 6, 2011. 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. Schmertzler, the Committee voted unanimously to go into Executive Session for the purpose of preparation for contract negotiations. Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. James, yes; Ms. Perkins, yes. The Committee would not be returning to open session. The open session adjourned at 9:55 pm.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary