

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Tuesday, August 24, 2010
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Joe Connell (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Tim Christenfeld, Rob Orgel, 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.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Recommendation from School Building Committee [SBC] to Select Owner's Project Manager Firm

Documents: 1) Memorandum dated August 18, 2010 to School Committee and Mr. Brandmeyer from Buckner Creel RE: Selection of Owner's Project Manager—MSBA Lincoln School Project, 2) Memorandum dated August 24, 2010 to School Committee and Mr. Brandmeyer from Buckner Creel RE: Selection of Owner's Project Manager—MSBA Lincoln School Project

The School Building Committee [SBC] met last night, and Mr. Brandmeyer asked the School Committee to endorse their decision and vote on it tonight. Mr. Creel explained the process of choosing four finalist firms to serve as Owner's Project Manager [OPM] from 11 submissions. The SBC thoughtfully screened and ranked the finalists and interviewed the four firms, checked their references, and voted to recommend Skanska USA Building first and PMA Construction second.

SBC Chair Mr. Schmertzler commended the SBC and said they went above and beyond their duties. He said Mr. Creel deserves special thanks for his work, and Mr. Brandmeyer should also receive commendation for keeping things moving and adding helpful perspectives. Mr. Schmertzler concurs with the recommendation and noted that both firms mentioned knowing MSBA [Ma School Building Authority] personnel.

The pros and cons of having a normal bid design-build project, where the Town would be required by law to choose the lowest bidder, versus having a Construction Manager at Risk [CM at Risk] were discussed. The MSBA is pre-qualifying CMs at Risk. Both Skanska and PMA work both ways. A design-build project focuses on cost; prior MSBA experience showed that contractors lowballed the project cost to get the bid, but often undertook costly re-designs mid-project, causing delays and increasing the project cost. The CM at Risk bids a number of fees, and one is a fee for services at the pre-construction phase. The CM at Risk can help with the project phasing and can see problems and make recommendations to save money before the project goes out to bid. A CM at Risk can be more helpful in a renovation project than in a new building project, and there is more visibility with the subcontractors. The choice of normal bid design-build vs. CM at Risk will be made by the Committee closer to the end of the feasibility study.

Ms. Glass thanked Mr. Schmertzler for chairing the SBC. Mr. Brandmeyer mentioned that Skanska's proposal showed an attention to detail in narrative and drawing that set them above the others.

Mr. Sander moved, and Ms. Glass seconded, the motion to accept the recommendation of the School Building Committee and to allow the School Building Committee to enter into negotiations with Skanska USA Building to serve as Owner's Project Manager, and to allow the School Building Committee to negotiate with PMA Construction if negotiations with Skanska USA Building are

unsuccessful. The Committee voted unanimously to accept the School Building Committee's recommendation.

B. Vote to Approve Change in Health Insurance Vendor

Documents: 1) Memorandum dated July 27, 2010 and revised August 11, 2010 to Insurance Advisory Committee from Town Administrator Timothy Higgins RE: Massachusetts Interlocal Insurance Agency [MIIA] Health Insurance Option, 2) Memorandum of Agreement Between the Town of Lincoln and [Name of Union], August 2010

Mr. Brandmeyer said health insurance costs continue to increase. The Town has offered Harvard-Pilgrim in addition to Blue-Cross/Blue Shield, but the rates for Harvard-Pilgrim will increase by 30%. The Town's Insurance Advisory Committee approved a proposal to join the Massachusetts Interlocal Insurance Agency [MIIA], which offers only Blue Cross/Blue Shield health insurance plans and works only with cities and towns. The MIIA rate increase is only 3%. It would be a two-year commitment, and while they do not know what rates will cost next year, they have been historically lower than other plans. The plan gives good coverage, and its design does not change; the doctors are the same, but there will be a small increase in cost for prescriptions.

The forty Town employees who have Harvard-Pilgrim insurance are willing to change plans, according to Town Treasurer Mary Day. Each of the Town's bargaining units must approve this change via negotiations, and the School Committee must approve this change. The custodians have voted for it; the teachers agree to it but still need to vote on it. If approved by all the unions and voted on by the School Committee, the change would allow the Town to join on November 1, 2010. Mr. Brandmeyer has prepared the documents for signing.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion to approve the change in health insurance to enable the Town to join the MIIA health insurance program effective November 1, 2010. The Committee voted unanimously to approve the change.

VI. Superintendent's Report

Documents: 1) Memorandum dated August 23, 2010 to School Committee from Mr. Brandmeyer RE: Enrollment Status for 2010-2011, 2) Lincoln School Instructional Assistant Deployment Chart

Mr. Brandmeyer explained the class sizes in Lincoln are increasing. They are fully staffed and are excited about the teachers joining the faculty; there's a balance of experienced and young new teachers. Tomorrow is the new teacher orientation program. They hired Nick Blaesdell, a 5th grade teacher, for the engineering program. Terry Green and Dave Joseph will mentor him. They found out this week that the 4th grade teacher who was on medical leave last year cannot return; Melissa D'Agostino will take the position as a long-term substitute for the year. There will be one retirement in December. The District would like to provide incentives to minimize any mid-year retirements as they are disruptive.

They have cut the hours for instructional assistants from 340.75 hours to 320 hours and have concentrated the number of hours on the younger grades. They will send notes home to parents about it.

Hanscom's class size is being closely tracked, and the enrollment reporting date for the Base is September 30. They are in the 440 range including the preschool, which is good news. They are fully staffed at Hanscom with a new math team at the Middle School. The preschool teachers are hired, and they are looking at instructional assistants.

Mr. Brandmeyer said the METCO program is operating at a loss for FY11, but they are still in great shape. They have started work with the principals on an anti-bullying policy and will bring a draft to the Committee in the fall.

Ms. Glass thanked him for his work.

VII. Curriculum

Document: None.

None.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$1,017,525.27 and the accounts payable warrants totaling \$715,481.22 for a total of \$1,733,006.49. Mr. Schmertzler reviewed the warrants and recommended that they approve them. Mr. Sander moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. Review and Approve Preliminary Proposal for FY12 Capital Projects

Documents: 1) Memorandum dated August 18, 2010 to Mr. Brandmeyer and School Committee from Buck Creel RE: Proposed Capital Project List—FY12 CPC Project Process, 2) Lincoln Public Schools Department Capital Project 5 Year Plan, dated August 20, 2010

Mr. Creel reviewed the list of four capital projects totaling \$220,400 and noted that they will focus on maintenance of the Hartwell Building, as it is not included in the scope of the feasibility study. The Town's Capital Planning Committee [CPC] will decide which projects to support and to bring to Annual Town Meeting in March 2011. If the Committee votes yes, he will send the list to Assistant Town Administrator Anita Scheipers, and he will give a more detailed report later.

The roof leaks near the skylights, and they need to reseal the seams and replace the flashing around the skylights. Some of the proposed work is slated for the Magic Garden classrooms, and Mr. Schmertzler asked whether the \$5,000 they receive in rent from Magic Garden could be used to offset part of the cost. He urged them to start to consider preventive maintenance funds if the MSBA approves a school building project.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the preliminary FY12 Capital Projects for submission to the Capital Planning Committee. The Committee voted unanimously to approve the FY12 Capital Projects.

Mr. Brandmeyer said they have replaced the roof at Hanscom and have replaced tile and painted. In October they will have the first charette for the new Hanscom Middle School. The federal government has approved the money and the project will begin in the spring of 2012. The school building process is different from the Commonwealth's.

X. Old Business

Documents: None.

Mr. Connell said the 2nd grade reading class at Hanscom was going well. Mr. Brandmeyer said it was funded with a Title I grant. There are about 20-25 students attending the Math Camp in Lincoln in conjunction with the Recreation Department, and it is going well.

XI. New Business

Documents: None.

None.

XII. Approval of Minutes

Documents: None.

None.

XIII. Information Enclosures

None.

XIV. Adjournment

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to adjourn the meeting at 8:45 pm. The Committee voted unanimously to adjourn the meeting.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary