

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
 Thursday, March 31, 2011  
 Hartwell Building, Lincoln, MA  
 OPEN SESSION

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

Absent: Debbie John (Boston Representative).

### I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm. She thanked 6<sup>th</sup> grade science teacher David Trant and the student volunteers who are taping the meeting.

#### I. A. Board Election and Reorganization

Document: File BDA, Board Organizational Meeting, Revised January 22, 1990

The Committee needed to elect a Chair for the year. Mr. Schmertzler nominated Ms. Glass as Chair, and Mr. Sander seconded the nomination. Ms. Glass accepted the nomination and said it is an amazing learning experience. The Committee voted unanimously to elect Ms. Glass Chair.

Ms. Glass appointed Mr. Sander as Vice Chair. Mr. Sander accepted the appointment.

### II. Chairperson's and Members' Reports

Mr. Connell reported on the Hanscom Primary School's Science Share event. 57 students produced projects on topics ranging from volcanoes to wind power with the help of 21 coaches. Students and parents had a wonderful time.

Ms. Glass thanked the entire administrative team for their successful preparation for the Annual Town Meeting. She also noted that the 5<sup>th</sup> grade went to Minuteman National Park and noticed that the trip was listed on the long-range plan. The trip was a wonderful opportunity to use local resources.

Ms. Glass attended the Developmental Design session for parents. She said it was a great conversation.

Ms. James talked with Lincoln-Sudbury School Committee member Nancy Marshall, and there will be a meeting for parents and faculty for 7<sup>th</sup> and 8<sup>th</sup> graders.

Ms. Glass reminded the Committee that there will be a reception for Lincoln-Sudbury's Superintendent-Principal Scott Carpenter.

Ms. Glass announced that the Blooming Artists event will be held April 12. The Lincoln Garden Club composes flower arrangements to complement student artwork.

Ms. Leister serves on the graduation committee for the Hanscom Middle School. They asked Senator Scott Brown whether he would be the graduation speaker. He is not available on June 21 but is available to speak on June 20. Mr. Brandmeyer said Senator Brown expressed interest in speaking at the graduation, and he does not desire his speech to be political. There are no legal ramifications to his proposed appearance. They would need to move the graduation ceremony earlier in the day, and Mr. Brandmeyer will have a recommendation for the next meeting.

### III. Public Comments

Document: Handout from Sheila Webber regarding Open Meeting Law

Sheila Webber distributed a handout and expressed concern that the kindergarten and first grade class numbers and sections were not specifically on the agenda for the March 17 meeting. Ms. Glass informed her that the web site had additional information before the meeting. Mr. Brandmeyer said they had just received the information about the Town Census and had to change the number of sections. He noted that kindergarten and 1st grade are the most difficult classes to project.

Mr. Christenfeld arrived at 7:20 pm.

Judy Pistorio, Darryl Miller, Michele Fox, and James Craig noted that they were caught off-guard that the subject was raised at the March 17 meeting. They wanted more information available and asked why the Committee needed to vote at that meeting. Mr. Brandmeyer explained that the

timeline is important; they need to know there will be spaces for students before they invite them to attend. Mr. Sander explained that the large number (19) of potential kindergarteners requires the district to have adequate space for them, as students can register at any time up to and even during the school year. Their relationship with the Finance Committee would be hampered if they did not take these students into consideration now.

#### IV. Consent Agenda

##### A. Accept Gift

Document: Letter from Barbara Low, Friends of the Lincoln Library, Inc. to Mickey Brandmeyer, dated March 15, 2011

Ms. Glass and Mr. Brandmeyer thanked the Friends of the Lincoln Library, Inc. for their support of the Lincoln Public Schools. Their volunteers work often, and they have raised at least \$14,000 for the Town's Library. They donate one month's proceeds from the Book Sale to the schools, and their support has been invaluable. This is their last year at the Hartwell complex because they are being displaced for the Town Hall renovation. They asked to take some of the bookcases to their new home. Mr. Brandmeyer indicated they would be happy to have them return after the Town Hall renovation is finished, but he does not know whether there will be space available. The Committee agreed that they could take the bookcases and thanked them for their contributions.

Mr. Schmertzler moved, and Mr. Sander seconded, the motion to accept the donation of \$882.52 from the Friends of the Lincoln Library to purchase circulating and/or reference material for the Lincoln School library. The Committee voted unanimously to accept the donation.

Mr. Brandmeyer will write a thank-you letter.

#### V. Time Scheduled Appointments

##### A. Report on Standards-based Reporting System Pilot-Part II

Documents: 1) Memorandum from Mary Sterling to School Committee, dated March 23, 2011 RE: Progress Report on Standards-based Assessment and Reporting; 2) Parent Letter to Accompany Grades 4/5 Report Cards, dated December 15, 2010; 3) Parent Survey Questions, dated December 13, 2010

Ms. Glass welcomed back Ms. Sterling from her absence. Ms. Sterling summarized her report, an update on her November 15 presentation on standards-based report cards. The development of these report cards rests on the Lincoln Learning Expectations, and shows the district's progress in standards-based teaching and assessment.

Ms. Sterling noted efforts to keep parents informed and involved. Parent feedback has been limited to surveys but generally positive, although some parents prefer letter grades and less information than that provided with the new report cards. Ms. Sterling observed that pilot teachers find that the new report cards help focus their data collection and tracking, making their final assessments easier.

The Committee suggested more outreach to parents to deal with their concerns. Ms. Sterling will write a piece for the newsletter and the web site. They suggested a frequently asked questions piece that could address the reasons for changing the old grading system and a YouTube video with Ms. Sterling.

Ms. Sterling presented the timeline for the development of standards-based report cards to kindergarten to grade three and grade six, (as the pilot teachers are in 4<sup>th</sup> and 5<sup>th</sup> graders) and in April the faculty will review their descriptions. During the summer they will rewrite the parent handbook and hold professional development for teachers. They will launch standards-based report cards in the fall for kindergarten to grade six. They will not change report cards for grades 7 and 8 but will work toward that. There is no time to rest, however, national core standards in English Language Arts are coming.

Ms. Glass thanked her for her work.

##### B. Update on the Implementation of the Anti-Bullying Law and DESE Approval

Documents: 1) Memorandum from Stephanie Powers to Mickey Brandmeyer and School Committee, dated March 23, 2011 RE: Update on the Implementation of the Anti-Bullying Law and DESE Approval; 2) Action Plan for 2010-2011; 3) Letter from John L.G. Bynoe, III, Associate

Commissioner of Elementary and Secondary Education to Michael Brandmeyer, dated March 17, 2011;  
4) Bullying Prevention and Intervention Plan Required Elements, dated March 17, 2011

Ms. Powers reviewed her report. She reported the great news that the District, in its Bullying Prevention and Intervention Plan, has met successfully the criteria in all 33 areas. The next steps are to publish the plan, to develop and implement professional development programs, to find age-appropriate anti-bullying curricula, and to update school policies to support the anti-bullying plan. She noted that she and social workers Ilene Spiro and Jim McCarthy were trained by the Massachusetts Aggression Reduction Center [MARC] at Bridgewater State College and have led workshops at faculty meetings on how to identify bullying and cyberbullying and how to react to and to respond to bullying.

Ms. Powers said they want to align the anti-bullying curriculum with Responsive Classroom, Developmental Design, and the wellness program. The Committee expressed concern about grappling with cyberbullying, especially during the bus rides and after school.

Ms. Glass thanked her for her work.

## VI. Superintendent's Report

Document: Letter from Mickey Brandmeyer to Faculty and Staff at Hanscom Primary School, dated March 23, 2011

Mr. Brandmeyer announced that they have two finalists for the Principalship of Hanscom Primary School, and he invited the Committee on April 7 at 7 pm to meet the two candidates.

Mr. Brandmeyer reported that EDCO cancelled the legislative forum and will reschedule it in the fall.

He reported that the School Committee will hold a joint meeting with the School Building Committee [SBC] on Tuesday, April 26 to hear the preliminary design options that will be presented by OMR Architects, Inc. Ms. Glass will prepare and send a list of additional meetings. Public meetings will be held on April 29 at the Council on Aging at Bemis Hall and in early May at the Groves.

Mr. Brandmeyer distributed iPads to each Committee member. They need a wireless environment to use the iPad and to download the information packets for the meetings. They have iAnnotate software, and Mr. Brandmeyer is available to train them and said it takes an hour or so. They will prepare one more packet on paper.

## VII. Curriculum

None.

## VIII. Policy

None.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$616,436.70 and the accounts payable warrants totaling \$276,188.19 for a total of \$892,624.89. Mr. Schmertzler reviewed the warrants and recommended that they be approved, noting that they include charges for shoveling snow off the roofs. Mr. Sander moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

### B. Approval of Lincoln School Project Budget Revisions and Contract Amendments

Documents: 1) Memorandum from Buckner Creel to Mickey Brandmeyer and School Committee, dated March 18, 2011 RE: Lincoln School—Budget and Contract Matters; 2) Proposal Requests 1, 2, 3 from Martin A. Kretsch, OMR Architects Inc., RE: Contract for Designer Services between the Lincoln Public School Committee and OMR Architects Inc. for the Lincoln School Project

Mr. Creel noted that the budget revision takes money approved in the OPM Feasibility Study and the Architect and Engineer Feasibility Study portions of the original Feasibility Study budget and

places it in the Other Services portion. He reviewed his report, noting that the School Building Committee [SBC] has approved all of them.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the budget revision, to approve the three proposed amendments, and to amend the OMR contract. The Committee voted unanimously to approve the budget revision and amendments and to amend the contract.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of School Committee Minutes for November 18 and December 2, 2010

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the minutes for the meetings of November 18 and December 2, 2010. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the Committee voted unanimously to adjourn the meeting at 8:55 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary