

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, May 26, 2011  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jen James, Deb Leister (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: Debbie John (Boston Representative), Joe Connell (Hanscom Representative).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:08 pm.

II. Chairperson's and Members' Reports

Ms. James reported that the 7<sup>th</sup> and 8<sup>th</sup> grades band, chorus, and orchestra performance last night, involving Hanscom students as well, was inspirational.

Ms. Glass reported that 80 people attended the School Building Committee's [SBC] community forum on May 15. The SBC has narrowed the choice of alternatives from 11 to 3 and will meet on June 7. The Massachusetts School Building Authority [MSBA] will review these and give feedback.

Mr. Brandmeyer noted that Friday's Great East Music Festival will include the Lincoln and Hanscom bands and is open to the public.

III. Public Comments

None.

IV. Consent Agenda

A. Approval to Shift to Summer Hours

Document: None.

Mr. Brandmeyer explained that the Town of Lincoln shifts to a four-day work week from July 1 to August 19 with office hours 7:00 am to 5:00 pm Monday through Thursday. He recommended that school personnel, except custodians, be able to do the same.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion to approve the summer hours of operation. The Committee voted unanimously to approve the summer schedule.

V. Time Scheduled Appointments

A. Report from DeCordova Appointee

Documents: 1) Report from Katherine Hall Page, "2011 Lincoln School Committee Appointee to The DeCordova Board of Trustees Report," undated; 2) "Goldsworthy Idea Takes Shape," *The Boston Globe*, May 22, 2011, N2.

Ms. Glass welcomed Katherine Hall Page, the Committee's Appointee to the DeCordova Museum Board, and Nora Maroulis, Director of External Affairs at DeCordova. Ms. Page reviewed her report. Studies show that older museum attendees who visit museums regularly have distinct positive memories of visiting museums between the ages of five and nine. While the number of Lincoln School visits decreased this past year, there was more collaboration in Lincoln and Hanscom classrooms. They have accomplished their goal of increased Hanscom involvement beyond her expectations. She noted the now-annual Lincoln Public School Art Show in the Museum School Gallery, a regular K-3 end-of-year picnic, and passes for Lincoln teachers, students, and their household members.

Ms. Page thanked the art teachers: Edy McAndrews, Donna Lubin, Pamela DiBiase, and Colleen Pearce. The 3<sup>rd</sup> graders made an art piece in Colleen Pearce's class that someone has asked to purchase. Mr. Brandmeyer said they are working out the implications of selling student art and will use this experience as a multidimensional learning tool for the students. The piece resides in Ms. Pearce's room now.

Ms. Maroulis thanked Ms. Page and the Committee for working with the DeCordova and noted that she, too, wants to increase student participation. She previously helped launch the Eric Carle Museum, which celebrates children and their learning, and empowers students by teaching them how

to discuss art. She noted the Goldsworthy “Ice House” project will be a permanent installation, and she invited all to the summer cycle of exhibitions.

Ms. James suggested that the DeCordova attend the PTA’s Back to School night.

Ms. Glass thanked Ms. Page for her report.

#### B. District Goals and Workplans for 2010-2011: End-of-Year Review

Document: Lincoln Public Schools: District Goals 2010-2011, Work Plan

Mr. Brandmeyer explained that the district work plans reflect the staff and faculty’s work and stressed that he could not accomplish the work without the staff. He reviewed the End-of-Year reports. They set an ambitious set of plans for the current year and will align their goals and resources to keep traction on this year’s [2010-11] ongoing projects in 2011-12.

Ms. Sterling, Mr. Creel, and Ms. Powers reviewed their plans and accomplishments for FY2010-11 and indicated the items that they will continue to work on in FY 2011-12. Ms. Sterling emphasized the substantial involvement of teacher time in the writing initiative. They have been successful at using common assessments in writing to inform their instruction. Teachers have asked what they can do to continue this focus in the coming school year. Committee members urged Ms. Sterling to publicize their accomplishments.

Mr. Brandmeyer took responsibility for not accomplishing the survey to area districts to learn about their successful hiring practices that have resulted in a diverse faculty and staff but will do this. The district continued to train teachers in using assessments and diagnostic testing for special education needs and literacy: teachers have enjoyed this and made great progress. In-house talent has taught hugely popular “improvement workshops” to paraprofessionals and other Town department’s employees, saving money, allowing the workshops to be held on site, and providing leadership opportunities for these in-house trainers.

Ms. Sterling talked about the community service learning initiative, which has been incorporated into all grades and is embedded into their practice. New teachers will receive Responsive Classroom or Developmental Design training. Mr. Brandmeyer noted that the web site continues to evolve with the help of Mark McDonough. Mr. McDonough trains teachers on their sites. The meetings are taped with the work of David Trant and students. Mr. Brandmeyer is working on the performance report for the Finance Committee and will meet with them in June. Mr. Creel said the Hanscom Middle School building project has advanced to the next phase. G4 group [Lincoln, Lincoln-Sudbury, Sudbury, and Wayland] discussions have identified ways to improve quality but not produced significant potential for cost-savings. Mr. Creel is working on a custodial review and will report once the consultant is available. Ms. Powers noted that they are working on a health and wellness policy; one big issue they are grappling with is using food as a reward in school—should candy and cupcakes be allowed, especially when there are students with food allergies?

Ms. Glass thanked them all for their work.

#### VI. Superintendent’s Report

Document: None.

Mr. Brandmeyer noted that the School Building Committee [SBC] voted on alternatives three, four, and five of the eleven presented by OMR Architects in the Preliminary Design Proposal [PDP], on the [www.lincnet.org](http://www.lincnet.org) web site. These involve a mix of new construction and renovation, and address architectural and site challenges. The space needed for the district’s program exceeds the Massachusetts School Building Authority [MSBA]’s guidelines so that will need to be addressed. Some pieces will be reworked, and there is a June 1 meeting with the MSBA. There is a video of the May 15 community forum online on [www.lincnet.org](http://www.lincnet.org).

Mr. Brandmeyer noted that the 8<sup>th</sup> grade class will go to Washington, D.C. on Tuesday.

The hiring process is nearly complete, and they are working on filling a kindergarten section position, the METCO positions, and the Hanscom literacy coach position. They have hired people with great skills and energy. They have hired one person who is Hispanic, but there were not as many qualified candidates of color as they had hoped.

Mr. Brandmeyer congratulated the Food Service for winning the bronze level of the federal Healthier US Schools Challenge [HUSSC].

The enrollment numbers for Lincoln kindergarten have stabilized at 59 students with one uncertain; they can accommodate 60 students without opening another kindergarten section. They are monitoring Hanscom enrollment to make sure that it complies with the federal contract. Ms. James and

Mr. Christenfeld asked that Mr. Brandmeyer provide advance notice to parents of answers to frequently asked questions and by what date decisions would be made about whether to open additional sections. Mr. Brandmeyer said they would.

## VII. Curriculum

Document: None.

Ms. Sterling attended a 6<sup>th</sup> grade science class that was working on an astronomy model involving the sun, moon, sonar and lunar eclipses, tides, seasons, rotation, and revolution. She noted that the students were conversant and could demonstrate the concepts through modeling and discussion.

## VIII. Policy

### A. Revised Code of Conduct (JICDA): Second Reading and Vote

Documents: 1) Code of Conduct, File JICDA; 2) Old Policy, Changes Made, Proposed Policy Comparison Document for Discipline Code and Code of Conduct, undated

Ms. Powers said they changed the tone to be positive instead of negative. Mr. Brandmeyer noted they needed to be clear about negatives, and Mr. Christenfeld wanted to make it clear that the “nots” in the policy were not a comprehensive list.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the Code of Conduct, File JICDA, as edited and to replace the Discipline Code, File JK, with the Code of Conduct. The Committee voted unanimously to approve the Code of Conduct and to replace the Discipline Code with the Code of Conduct.

### B. Revised School Day (ID): First Reading

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

Mr. Brandmeyer explained that no reference to Massachusetts General Law is required as this policy is a regulation, not a law. Half days count in the number of school hours.

As this was the first reading of the policy, there was no vote.

### C. Revised Student Time of Arrival and Supervision Before School (IDB): First Reading

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

Mr. Brandmeyer noted that the revised policy is a result of the new teachers’ contract. There is no policy on dismissal time as there are many after school activities, and they do not want to lock people out of the buildings.

As this was the first reading of the policy, there was no vote.

### D. Revised Student Conduct on School Buses (EEAEC) and Bus Safety Rules (EEAEC-R): First Reading

Documents: 1) Student Conduct on School Buses, File EEAEC, Revised at School Committee Meeting of January 21, 1985; 2) Bus Safety Rules, File EEAEC-R, Voted at June 10, 1991 School Committee Meeting

Ms. Powers 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. Concerns about supervision at bus stops and on buses should be referred to the school principals. Parents are responsible for monitoring the behavior of their own children and the school is responsible for investigating incidents, and deciding whether punishment is appropriate. The new anti-bullying law has made the District responsible for incidents when they occur off of school grounds and after the end of the school day.

Mr. Brandmeyer will get legal guidance on what constitutes a bus stop and how other districts handle this issue. There will be a second reading on the policy.

### E. Policy Review—First Reading: Non-Discrimination and Discrimination Grievance Procedures (AC), Harassment and Harassment Reporting and Investigation Procedures (ACA), Administrative Goals (CA)

Documents: 1) Non-Discrimination and Discrimination Grievance Procedures, File AC, Revised at School Committee Meeting of February 26, 2009; 2) Harassment and Harassment Reporting and Investigation Procedures, File ACA, Revised at School Committee Meeting of February 26, 2009; 3) Administrative Goals, File CA, Adopted at School Committee Meeting of January 21, 1985

#### Non-Discrimination and Harassment

Mr. Christenfeld and Ms. Powers confirmed that no changes are needed to these policies to conform to the anti-bullying law. They are required to have non-discrimination and harassment policies as they are required for all workplaces with at least six people. The policy as it is written complies with all mandates and confirms their commitment to maintain a safe workplace. It also defines two options where incidents can be reported. Mr. Christenfeld recommended that the Committee adopt it and add the word "district" after Lincoln Public Schools. Mr. Sander wanted to be more explicit about sexual harassment and the power relationship that one individual has over another. Others thought it was implicit in point number 1. Mr. Christenfeld suggested that they could have a separate policy on subordinates. Ms. Glass would like to include the chapter and section of Massachusetts General Law in the policy.

They will refer the policy to counsel.

#### Administrative Goals

Mr. Brandmeyer noted that they may need more conversation on district goals and not just administrative and school committee goals. Mr. Christenfeld said there is a separate policy that the School Committee makes its own goals, and they have integrated their goals with the administration and committee in the same document. He would like to roll the Committee's goals into the Administrative Goals policy.

Ms. Glass liked the idea and said they should note the goals on the web site and make sure they are readily accessible.

Mr. Brandmeyer and Mr. Christenfeld will restructure the policy and bring it back to the Committee.

### IX. Facilities and Financial

#### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$624,822.45 and the accounts payable warrants totaling \$230,780.03 for a total of \$855,602.48. 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. FY12 Hanscom Budget Update

Document: Memorandum from Buckner Creel to School Committee and Mickey Brandmeyer, dated April 29, 2011 Subject: FY12 Hanscom Budget Revision

Mr. Creel presented his memorandum to increase the Hanscom budget allocation for FY12 to \$10,651,610. Hanscom's housing privatization has been a success. If additional classrooms are required, he will bring a request back to the Committee. Any unspent monies at Hanscom go into a reserve fund and do not disappear. If the eligible Hanscom school population increases, they will receive more money to cover it. If the enrollment decreases, the Committee will have to vote again on a budget.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to increase the Hanscom budget allocation for FY 12 at \$10,651,610. The Committee voted unanimously to increase the budget.

### X. Old Business

None.

### XI. New Business

#### A. Proposed New Department of Elementary and Secondary Education Regulations for Teacher Evaluation

Documents: 1) Memorandum from Mitchell D. Chester, Ed.D., Commissioner, to Members of the Board of Elementary and Secondary Education, dated April 16, 2011 Subject: Proposed Regulations

on Evaluation of Educators, 603 CMR 35.00; 2) Proposed Regulations on Evaluation of Educators 603 CMR 35.00, April 26, 2011 revised version

Mr. Brandmeyer showed a PowerPoint presentation culled from the Department of Elementary and Secondary Education's [DESE] web site. The original presentation is 68 slides and is available on the DESE web site. Teacher evaluation is a huge and difficult topic, and they will be expected to adopt the new evaluation for teachers and administrators with the implementation in September 2013. Mr. Brandmeyer offered to draft the Committee's recommendations and recommended that the Committee submit comments by the end of the public comment period on June 10. He also recommended that they not be an early adopter as they want to collaborate with the Lincoln Teachers' Association.

The new evaluation regulations will focus on learning, not teaching, even though only 17% of teachers can use MCAS scores as evidence on student learning. The District now practices some of the newly-required evaluation procedures. Multiple measures of student learning will be included in the evaluation, including MCAS student growth scores, MEPA student growth scores, teacher-developed assessments, and additional assessments across grades and subjects.

While understanding that the district is forced to adopt these regulations, Mr. Christenfeld saw two issues: 1) how to evaluate non-classroom teachers; and 2) how to avoid classroom teachers gaming the system by inflating the assessments of their students. All members and administrators want to work with the Lincoln Teachers' Association [LTA] on these regulations.

As Lincoln is a Race to the Top district, it is expected to implement these evaluation regulations by September 2013. Districts that are not Race to the Top districts can wait to implement until September 2014. As the district is not receiving monies from Race to the Top, it was recommended that the district investigate whether it can get out of Race to the Top to buy another year before needing to implement the regulations. This topic of Race to the Top will be discussed in the fall.

Mr. Brandmeyer will draft comments and ask for feedback. He will also contact the LTA and encourage them to submit comments.

#### XII. Approval of Minutes

None.

#### XIII. Information Enclosures

None.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn at 10:26 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary