

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 11, 2009
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Julie Dobrow (Chair), Tom Sander (Vice Chair), Al Schmertzler, Rob Orgel, Jennifer Glass, Louann Robinson (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Mary Sterling (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance), Stephanie Powers (Administrator for Student Services), Christina Horner (METCO Director).
Absent: Cynthia Nunes-Taijeron (Hanscom Representative), Thadine Brown (Boston Representative).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:10 pm.

II. Chairperson's and Members' Reports

Mr. Sander reported that the 4th grade Egyptian production was amazing, and Ms. Dobrow thanked the PTA for making that production a 10-year tradition. Ms. Robinson praised the Franklin Zoo Preschool outing. Ms. Glass congratulated the students in the band and orchestra who participated in the Great East Music Festival. Mr. Orgel reported he was going on the whale watch June 12, weather permitting.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Retirement Recognitions

Eight faculty members and one principal retired this year; their work comprised 198 years of service to the Lincoln and Hanscom Schools. Ms. Dobrow said they are grateful for their years of service, and they have touched the lives of students and families. Mr. Brandmeyer thanked and congratulated them, saying they all contributed to the schools in special ways. He is confident that the students whose lives they touched will recognize the impact they have had. He wished them good luck with their next steps in life.

Principal Randy Davis recognized Pat Tynan, who taught at Hanscom since 1990. She is retiring much to their dismay. She taught grades 2 and 3 and knew the challenges because she came from a military family. She focused on the timeless things such as hard work, effort, and seriousness of purpose. Ms. Davis said they would miss her.

Principal Randy Davis recognized Jody Carson, who taught at Hanscom since 1989, and has been a special education tutor. She's been a big advocate for including the students in regular classes so they can read, write, learn math, and play with others in their grades. She supported and attended student performances in the evening, and started a book group with students at lunch. Also a military spouse, Jody understood the culture and was a go-to person for them. She will spend her time educating her grandchildren.

Principal Steve McKenna recognized Ruth Sartori, who taught at Lincoln since 1979. He could always count on Ruth to tell it like it is. She shared her thinking on things that went well. She was concerned with providing students great learning experiences. He is sad to see her go; they will miss her and wish her the best. He noted they would welcome her back in any volunteer role.

Principal Steve McKenna recognized Marie Talbot, who taught at Lincoln since 1985. She taught art and was an artistic spirit with a cultural compass. She could easily explain how things would impact individuals. Ms. Talbot was always engaging and upbeat. The artwork is a testament to her work with students. She connected with the calendar company that published student artwork, and helped to put art on the internet. They wish her the very best.

Principal Steve McKenna recognized Patricia Hatsopoulos, who taught at Lincoln since 1969. She taught kindergarten. Mr. McKenna valued Pat most for her honesty. She asked questions that made him think. She had a wonderful sensitivity to 5-year-olds, and parents loved her, and she made kindergarten a positive, upbeat, and nurturing experience. He thoroughly enjoyed his time with Pat and wished her the very best.

Principal Sharon Hobbs recognized Jenifer Mooney, who taught at Lincoln since 1994. She started as an aide in kindergarten, but graduated to grades 3 and 6 as a special education tutor. She has helped teachers deliver great service. Her kind, gentle presence nurtured students and teachers, who always felt well served by her. She did what needed to be done. Dr. Hobbs said now she can be a grandma. She wished her well. Ms. Mooney thanked the Town for working with Lincoln's students, saying "it was the ride of a lifetime."

Principal Sharon Hobbs recognized Kathy Wickerham, who taught at Lincoln since 1981. She was in education for 38 years, worked with 5 principals and was team leader for 15 years. She chaired the English and

Social Studies Departments. She studied civic education and multicultural programs and taught Greek and Roman Studies, having students dress the parts and including parents. She mentored many students quietly without needing credit for it. She showed students that she cared about them. She's going to travel and see the world. Ms. Wickerham said she enjoyed every minute of this journey in Lincoln.

Mr. Brandmeyer recognized Mark Kaufman, who was Principal of Hanscom Middle School since 2006. He started in the education system in Acton, and worked on a National Science Foundation [NSF] project and served in small districts before coming here. When he came to Hanscom, he rolled up his sleeves and contributed in so many ways. His legacy will be forming a great faculty that cares about the school. Mr. Kaufman raised the expectations at the Hanscom Middle School. He thanked him for his service and wished him good luck.

Marty Painter, who taught at Hanscom Primary School since 1988, was not at the ceremony.

Mr. Brandmeyer presented the teachers with Lincoln chairs for them to relax in with their coffee, tea, or a book. He instructed them to think of us when they sit there, and asked them not to be strangers.

Terry Green, President of the Lincoln Teachers' Association, congratulated the teachers on their retirement. She thanked them for their service to Lincoln students and parents.

Ms. Dobrow announced that Thadine Brown, Boston Representative to the School Committee, had to step down, and thanked her for her service. Ms. Brown was a strong voice for all students, and the Committee will miss her.

This was Louann Robinson's last meeting. Linda Fisher, President of the PTO at Hanscom, presented her with a plaque and flowers for her service. She said they appreciate what she has done for them. Ms. Dobrow said as those of us know, Ms. Robinson speaks her mind. She has appreciated her disarming honest assessments, her no-nonsense attitude, and her sense of humor. Ms. Robinson brings a valuable perspective, and the way that she used her children's experiences to enrich all students' lives was terrific. She has been a fabulous advocate for the students and families at Hanscom.

Ms. Robinson said it has been the experience of a lifetime to sit with people of this caliber. She learned a lot being with academics and hoped that she left a positive footprint. She said the experience will help her to be a better person when she moves to other places, and the experience has expanded her horizons. She appreciated meeting and working with the Committee.

B. Final Report on FLES Spanish Program for Grades 4 and 5

Ms. Sterling said that it is her pleasure to look at what they have accomplished with the FLES program with Karena Hansen's help. They started teaching Spanish to 4th and 5th graders on December 1, and it has been important for the students. She gave the floor to Karena Hansen, Content Specialist for Foreign Language. Ms. Hansen said it has been a whirlwind, but they have built a strong program, which they cobbled together from many materials. They will continue to use different materials for the students. They taught Total Physical Response [TPR], where students use their bodies to learn vocabulary words; they learned weather terms by demonstrating them. They have student-centered and cooperative learning activities, cultural learning through music and literature, recycling material, activities that appeal to multiple intelligences, and technology. One phrase commonly heard is "uno, dos, tres, no Ingles" [one, two, three, no English]. With only three 20-minute sessions a week, it was challenging to utilize technology, but they did. The information is on the school website. They use music to teach pronunciation.

On assessments, it has been a real learning experience; she has taught so many students for so many periods. For speaking Spanish, they look at task completion, comprehensibility, pronunciation, and fluency. The students pick up vocabulary by speaking Spanish in class all the time. In this manner, the students hear and get the sounds before they know the rules. They are formally assessed in listening and writing, informally assessed in speaking, listening, writing, and homework, among other things.

They evaluated the program partly with parent and student surveys. 70% of the Lincoln parents responded, and 30% of the Hanscom parents responded. 95% of the surveys indicated that the students enjoyed Spanish class. Consultant Deb Lewis Paquette helped to design the program and evaluate the first year. They are waiting for her final report. Students, parents, teachers, and administrators are all been positive on the program. They have one teacher for both campuses. She said the teachers are a big part of the success because their enthusiasm helps to engage students. She thanked the Committee, the District, and the LSF for starting the program in this economy. Students reached good proficiency with Spanish, and the program structure has been terrific. She said the three times per week at 20 minutes a time is the minimum. It would be ideal if they taught it five days a week. She said the key is figuring out what they can teach in 20-minute blocks. They will continue to build and evaluate the program.

Ms. Dobrow said "Excelente!" It's very exciting and great, and she is grateful for the effort. Ms. Hansen was a driving force, and it has been a fabulous team effort. She asked how they could get more time for Spanish. Ms. Hansen responded that for 5th graders, she would like 25 to 30 minutes to incorporate reading and writing.

Mr. Sander said the program has exceeded his wildest hopes and asked how they can deepen the instruction. Can they extend the class by overlapping with other classes? Young students have great facility with foreign languages, which weakens the older they get. Could the 4th graders have class four times a week? He noted there has been a discussion about homework. Do the parents need to speak Spanish to help with it? Ms.

Hansen said they are working on how much homework they should have, and they aim to have a home connection piece. She sees on average 200 students a week. Mr. Sander asked if they could teach Spanish to 3rd graders in 2010-2011. Ms. Sterling responded that they are in a crunch with time, as decisions have been made about how much time to teach math and science. She said it is all about tradeoffs, and the students need frequency of practice. Mr. Sander praised the model and noted they should aim to lower the age level at which students begin learning foreign language.

Ms. Glass asked whether there were materials in the library. Ms. Hansen said yes. The students enjoy it when they read to them in Spanish. They are building a collection of beginning readers in Spanish with the help of the LSF. Ms. Glass noted that she will be curious to hear how the participation carries when the classes are taught to older students, or when they learn another language. Ms. Hansen said in 6th grade, students can choose Spanish or French. Ms. Robinson thanked her for her work, saying it's great to plant the seed and is good to expose students to it.

Ms. Dobrow thanked her for the report.

C. Lincoln School Improvement Plan: End-of-Year Review

Lincoln School Principals Steve McKenna and Sharon Hobbs presented the end-of-year report and the School Improvement Plan for 2009-10. They acknowledged the work of the Advisory Council. The 2007-09 plan had seven goals: 1) build a balanced literacy program, 2) improve achievement in K-8 math, 3) monitor the science-related home/school collaboration so parents could participate; 4) review homework practices; 5) integrate technology in instruction and assessment; 6) monitor progress and communication of the middle school renewal initiative; and 7) establish an environment characterized by collaboration, tolerance, respect, and celebration for all.

Dr. Hobbs said they are pleased with the work done on goal 1. Judy Merra has been very helpful in forwarding this goal. Mr. McKenna said for goal 2, they have provided students with a chance to learn math across a spectrum of abilities. For goal 3, the Science Fair was an exciting energy-filled evening with 30 student projects across a range of interests. They plan to hold the Fair again next year. On goal 4, their homework expectations will be articulated in the parent handbook. On goal 5, the Committee and the Town have been very generous with technology resources. Cindy Matthes and Mark McDonough have done a lot of work and assisted teachers with it. For goal 6, they are pleased to work with the ongoing student engagement goal. On goal 7, they have morning meetings as a new focus, and they also hold monthly community meetings. They need continued effort on it, but they have made progress.

Mr. Orgel asked about middle school electives and whether the new science and technology program cut those out. Dr. Hobbs said that the elective courses, such as jazz band and plays, were offered by teachers and were above and beyond their duties. They do not have time for them anymore. Mr. Orgel asked if these things could be offered after school by the Recreation Department. Dr. Hobbs said they encourage teachers to offer these after school. She agrees that students should try many things, and they want to offer choice. Art and music are not going away, but they won't have them as often.

Ms. Glass asked about the homework guidelines. In their report, it looked like 7th graders had more homework than 8th graders. Dr. Hobbs responded that it appeared this way in the report but it was a function of how it was written up. In those grades, they think about offering homework for each subject versus projects. Ms. Glass also asked about the communication plan with MS Renew, and Dr. Hobbs said they will put it in the parent handbook. Ms. Robinson said that the girls she ate lunch with expressed the need for important social lunch time.

Mr. Sander said the focus on literacy was great and asked if they could set a higher goal, such as 95%, to get them closer to 100%. Mr. McKenna said it is a regular expectation, but said 100% at some point is not likely, but they continue to make progress. Mr. Brandmeyer said for No Child Left Behind [NCLB], 100% of the students need to be proficient by 2014. If there is real trouble with a student not being proficient, going to a higher proficiency will not work. Ms. Sterling said they are working on a local assessment that is not driven by MCAS. Judy Merra has started this project this year and will continue it.

Ms. Dobrow moved, and Mr. Schmertzler seconded, the motion to approve the 2007-09 School Improvement Plan. The Committee voted unanimously to approve the plan.

Dr. Hobbs and Mr. McKenna outlined the four goals of the 2009-2011 School Improvement Plan. Goal 1 is to align daily literacy instruction with the Lincoln Public Schools' English Language Arts Learning Expectations and to clearly articulate an appropriate flow from grade K-8. Goal 2 is to establish a nurturing school environment characterized by collaboration, tolerance, respect and celebration for all groups to ensure that all students feel safe and engaged in learning. Goal 3 is to facilitate learning experiences that narrow the achievement gaps that exist among racial groups, children with special needs and children from lower socio-economic groups. Goal 4 is to involve students in civic engagement opportunities that support the Lincoln community and beyond.

Dr. Hobbs said that they have spent much time and energy focused on math, but it is not mentioned in the plan because they know it will be a focus with the new grades 6-8 math program. Literacy has not had the same attention and professional development that math has, which is why it is goal 1. For goal 2, they will

capitalize on the structure of the school peer mediators to get students to engage constructively and inclusively. They also will provide leadership roles for older students. For goal 3, the achievement gap is very important. They have identified the students who are not measuring up to the expectations. They are working with differentiation of instruction, and they have met their AYP. They will keep the spotlight on it. For goal 4, they are planning the civic engagement conference for grades 6-8. Dr. Hobbs said it is not only a grades 6-8 initiative but a school council effort.

Mr. Orgel asked if they could include a goal on high-achieving students. Mr. McKenna responded that they have traction on it and have focused on it and are paying attention to it. They want the achievement gap to get traction. Mr. Schmertzler asked about how the teacher and principal set the standards and the students rise to the standards in tough Chicago city schools. Dr. Hobbs said they are looking at their methods and trying to adapt them to Lincoln; it is part of their conversation. Mr. Sander said he is pleased that the achievement gap is on their radar screen.

Mr. Sander applauds the civic engagement, and asked whether K-5 students will get service learning experience. Dr. Hobbs said they will look at and articulate this better. The Kindergarten goes to Codman Farm, and the 4th grade is involved in the Heifer Project. The 5th graders have a coat drive, and they work with the Food Project. They have had opportunities. They will focus on the learning piece for grades 6-8 so that they internalize the learning on the engagement experience.

As it relates to celebrating student excellence, Mr. Sander noted that assemblies can be a vehicle for showcasing the wide-ranging talents of students. Dr. Hobbs said the students are quiet about their accomplishments outside school. Ms. Dobrow said she was delighted to see the civic engagement goal. She said what she thinks is meaningful for students is to give them actionable items they can see, such as being involved in town government and items closer at hand. She said deep learning occurs when they are involved and not just raising money for something. Mr. Sander concurred noting that more learning occurs when doing *with* someone, not *for* someone, and he noted that reflection is also a key part of learning. Ms. Glass mentioned that there is microlending in the United States, not just in foreign countries. She agreed that she liked students having experiences helping others. Dr. Hobbs said the students can choose their project and watch the people pay their loans back.

Ms. Dobrow thanked them for their report. They look forward to the update. Ms. Dobrow moved, and Mr. Schmertzler seconded, the motion to approve the Lincoln School Improvement Plan 2009-2011. The Committee voted unanimously to approve the Plan.

D. Lincoln METCO Improvement Plan

Christina Horner, METCO Director, presented the METCO Improvement Plan 2009-2011. It has four goals. Goal 1 is to work collaboratively with the Lincoln METCO Parent Group to further promote a highly functioning and unified Boston resident parent organization. Goal 2 is to strengthen alliances between Lincoln and Boston families that provide a closer understanding and deeper appreciation between the two communities. Goal 3 is to continue to develop meaningful and creative ways to foster student achievement by developing additional partnerships with outside organizations in order to help support the school's efforts to narrow the achievement gap. Goal 4 is to work collaboratively with members of the school community to increase program funding through increased lobbying and fundraising activities.

Ms. Horner said on goal 1, the Lincoln METCO Parent Group lost momentum, but they have now elected a new board. They have donated \$6,000 to Lincoln. She said raising money was the most difficult in her seven years. They will build on their successes. The Parent group does not have bylaws yet. They have mentor programs for the Boston parents. For goal 2, there's a growing interest to have more interaction between Boston and Lincoln families. They ask what a successful Lincoln METCO program look like? More Boston families came to potlucks this year, and they will have more of them. The Boston families are hosting a celebrating Boston tour that is a family event. The Hyltons will host the Welcome Back BBQ, and they will invite all the new families. For goal 3, they have partnered with eight outside organizations. They have a program called Achieve, where students participate for three summers. These organizations provide opportunities for students to shift their focus to academics after school. On goal 4, they need to collaborate to get money. The Friends of Lincoln METCO gave \$10,000 to fund the late bus, which is the key for a successful experience because it allows Boston students to take part in sports, the library, math clubs, science share, and other programs. They desire a stronger connection with the School Committee, and will work hard to suggest a new Boston representative to the Committee. They need to work together to narrow the achievement gap.

Ms. Dobrow thanked her for her work and said they are delighted to work with her. She said they are willing to help her find another representative. Ms. Horner said they have been celebrating student accomplishments, and they do have Boston students who are doing well academically. A few students will be leaving for the Boston Exam Schools, and one was accepted into Nobles. They have done well in the spelling bee and in sports. Ms. Horner read a letter from a parent, who thanked the Committee for supporting her son in the program. The parent wrote that her son has greater confidence in himself and has spurred himself on to be an academic achiever. He will be going to Stepping Stones program this summer.

Mr. Sander underscored the Committee's need for Boston representative (to fully ensure that METCO perspectives are heard by the Committee), and noted that she presented a thoughtful METCO improvement plan. Ms. Dobrow acknowledged and congratulated Ms. Horner for her work at cultivating community. Mr. Schmertzler asked Ms. Horner what the Boston parents want to close the achievement gap. He said many parents are concerned that it exists, and they want to help.

Jillian Darling is interested in the METCO report and asked what resources could be put together to narrow the achievement gap; should they extend the school day? Ms. Dobrow said they have extended the school day, and took a lot to extend it.

Ms. Dobrow moved, and Mr. Schmertzler seconded, the motion to approve the METCO Improvement Plan 2009-2011. The Committee voted unanimously to approve the plan.

E. FY 10 Budget Update – Lincoln Finance Committee

Ms. Dobrow recognized John Koenig, Chairman of the Lincoln Finance Committee. He updated the Committee on the FY 09 and FY 10 budgets. There is an \$80,000 shortfall for FY 09 that the Finance Committee will handle. He said the FY 10 budget is in the air, and they have to wait to see where the ball lands with the Deaconess Project and state aid. The worst-case scenario is that they have a shortfall of \$217,313 from the Deaconess and \$218,372.80 from the state from the projected amount approved at the March Town Meeting. Mr. Schmertzler asked whether the state sales tax increase has been factored into that number. Mr. Koenig said that is still in play.

Mr. Koenig explained that the Deaconess continuing care retirement community on Route 2 had a financing problem when their construction financing changed to operating financing, which means that they have not yet been able to pay the Town the \$217,313 that they owe and was included in the FY 10 budget. The project stopped construction until it negotiates a new loan, which Mr. Koenig understood will be worked out soon. He noted that the built value of the project will be less in FY 10 than projected, meaning less tax revenue for the Town. They have almost completed one phase and they may add a nursing home to the property. Mr. Koenig heard that the project has presold 100 units, and while the cost of construction goes up, the value of the project will go up, meaning more revenue for the Town. Nevertheless, in the short-term, the Town has a cash flow problem because of the Deaconess' problems.

Finance Director Colleen Wilkins is delaying approved capital projects and purchases of equipment and is looking at making some adjustments. The free cash reserve fund had \$450,000, but half of it was used for snow and ice removal. He said there will be a Special Town Meeting on Saturday, October 17 to revise the FY 10 budget. They may have to ask for a Proposition 2 ½ property tax override. They will piece together the budget after FY 09 ends. Mr. Koenig said that the Town has been conservative in its budgeting and in estimating the amounts of state aid and revenue the Town will receive. In response to Mr. Sander's question, Mr. Koenig noted that given the economic climate, the Finance Committee strongly favored trying to make up this shortfall through free cash and budget cuts rather than an override.

Mr. Brandmeyer said they should plan for a reduction of \$50,000 in the METCO grant. They would only get money for the kindergarten grant based on the number of kindergarten classrooms they had in school year 2008-09. He noted that the special education circuit breaker, which should be reimbursed by the state at a rate of 75% will only be reimbursed by 40%. They may face another \$100,000 shortfall. Mr. Brandmeyer said they have a potential surplus of \$125,000 for FY 09, and he will recommend that they use it to pre-purchase special education tuitions. He advocates not counting on all money being available, and they should position themselves to have \$100,000 in case.

Mr. Creel and Mr. Orgel asked when they would know how things were going to shake out. Mr. Koenig said when the state budget is finalized and when the Deaconess gets its loan funded and signed. As of July 1, Ms. Wilkins will know about the turnbacks (money not used in capital projects) and will keep on top of it. Mr. Brandmeyer said federal stimulus money is coming, and they will have a spending plan for it, but he said the money comes with strings attached and can only be used for capital spending, not operating costs. They will also have to be careful about spending too much stimulus money because they might not be eligible for competitive grants.

Mr. Brandmeyer thanked Mr. Koenig for his report and warned that there could be more bad news not just in FY 10, but in FY 11 and FY 12. Mr. Koenig said they will be cautious and conservative for FY 11.

F. Update on Summer Curriculum Projects

Ms. Sterling presented a report on the summer curriculum and professional development projects for the PreK to grade 8 faculty from both campuses. She said these projects follow up on the work connected to district goals this past year and many also support the work necessary for goals to be met in 2009-10. She is pleased with the level of participation by teachers this summer. Mr. Brandmeyer said it was a great plan, and they will accomplish a lot and report in the summer.

Ms. Dobrow thanked her for the report.

G. District Goals for 2009-2010

Mr. Brandmeyer said that the District Goals document is an evolving one, but they have not changed the goals or categories [Curriculum, Instruction and Assessment, Teacher Excellence and Professional Development, Leadership and School Culture, and Facilities, Operations, and Health and Safety] because they have worked well. They will review the highlights tonight. Ms. Sterling covered Curriculum, Instruction, and Assessment, which is very important. She said they will be calibrating the school's and the district's goals. They will also sustain the implementation of 2008-09's new curricula and implement the new middle school math curriculum, middle school engineering program and restructured science program, preschool math and science curricula, the middle school social studies initiative in civic engagement and community service learning, and continue to implement the FLES Spanish program. They will initiate a standards-based reporting system. They will continue to use common assessments and analyze patterns of performance for groups of students.

Ms. Powers said they will have to prepare for audits, reviews, and accreditations, such as NAEYC, DESE Mid-cycle Special Education Review, and others. They will implement redesigned processes and procedures for Instructional Support Teams, and expand the District's capacity to respond to students with disabilities served through Section 504 Accommodation Plans. These regulations need to be revisited, and she will create a single guiding document for it.

Mr. Brandmeyer highlighted the Teacher Excellence and Professional Development goal. They will revisit and examine their personnel practices. While their system for hiring teachers and staff works, it has many steps, and they need to be nimble enough to hire good teachers and staff when they are available. They have worked hard at evaluating teachers, instructional assistants, and staff and making sure their ratings were similar and consistent. They will also monitor training; they want teachers who are continual learners and they have many needs to address.

Ms. Sterling said they will get money to provide opportunities to learn what to do on the achievement gap. They will look at what evidence and how they can quantify what they can do to help to close the gap between students. They are launching an intensive initiative this summer. Mr. Schmertzler asked whether that includes involving parents and enlisting their help. Mr. Brandmeyer said that they know the students who do need help, and the teachers will develop interventions and measure the effects to help the student. This summer they are starting the action research teams to examine the achievement gap. He said part of that work will include looking at what else is involved other than the school. Mr. Brandmeyer said it is hard to say what involvement they will have with parents. They have contracted with Allan Alson, retiring school superintendent from Chicago to work with the teachers. He will lead the action research teams and will contract with EDCO and EDCO members and with the Regional Minority Student Network. Ms. Sterling said they need to understand the range of how students learn. They have a wonderful group of mentors who provide high standards, guidance and are experienced. She said it is very important that they reward the mentor teachers and are committed to high-quality teaching.

Ms. Powers said they will administer a range of assessments for special education students to diagnose and determine their eligibility. Lincoln has been commended by the state on the process they use. They will also have professional development for staff to be able to meet new disabled students' needs; they want students to make gains. They also need to keep up with the ever-changing special education requirements, and she is going to put together a document to make these laws understandable.

Mr. Brandmeyer highlighted Leadership, School Culture, and Communications. They plan to increase community awareness and involvement. They will continue to expand Responsive Classroom training to support social and emotional learning. Mr. Sander asked if he could include a demographics report in the District Goals, and he agreed.

Mr. Creel went over Facilities, Operations, Health and Safety. He will prepare a response to the MA School Building Authority's determination on the Lincoln School's Statement of Interest and will also develop a plan to upgrade the Hanscom school facilities. He will develop a capital project proposal for FY 11. He will monitor projects going forward and review them for the Committee. He said that eight of the goals refer to our uncertain times. They may be eligible for new grants and federal stimulus money for some of these projects. He is not sure that work plans will identify all activities that need to be accomplished this year. Mr. Sander asked him to look at the key budget drivers. Mr. Creel will add that as a work plan item. Ms. Robinson suggested that Mr. Creel talk with her husband, who was involved with a facilities inspection of the Hanscom schools.

Mr. Schmertzler asked about sex education. Ms. Sterling said that will be addressed in the curriculum development piece. Middle school health is something they are going to look at, and it will be in the work plan.

Jason Felsch asked about assessments and how other schools assess their students. He said to look at performance. Ms. Sterling said that they are aligned with state standards. Mr. Creel said that their process of coming up with policies and recommendations, they do look at what other schools do. Mr. Brandmeyer said there are standards for personnel. They all have to be accountable through these goals and work plans.

Ms. Dobrow moved, and Mr. Schmertzler seconded, the motion to accept the District Goals for 2009-2010. The Committee voted unanimously to accept the report.

VI. Superintendent's Report

None.

VII. Curriculum

None.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Mr. Creel presented the payroll warrants totaling \$596,503.27 and the accounts payable warrants totaling \$158,541.53 for a total of \$755,044.80. Mr. Schmertzler reviewed the warrants. Mr. Schmertzler moved to approve the warrants, with Mr. Orgel seconding the motion. The Committee voted unanimously to approve the warrants.

B. Status Report on FY 09 Budget

Mr. Brandmeyer told the Committee that he and Mr. Creel have reviewed the budget, and they project that Lincoln will have a surplus of approximately \$125,000. They recommend that the Committee authorize them to allocate available end of the year funds to pre-pay of special education tuition and collaborative assessments as allowed by Massachusetts General Law. Mr. Orgel asked if in previous years they had used surpluses to pre-purchase goods, why is it different this year? Mr. Brandmeyer said they will hold the funds in a reserve fund that can be used in FY 10. They can reallocate money if they find that the financial situation from the state is better than projected. The Committee can transfer money from one category to another.

Ms. Dobrow moved, and Mr. Sander seconded, the motion to authorize the administration to expend remaining FY 09 funds from the Lincoln budget to pre-pay special education tuition and collaborative assessments as allowable by Massachusetts General Law. The Committee voted unanimously to authorize the pre-payment.

X. Old Business

A. RFP Process

Ms. Dobrow reported that they continue to receive comments about the RFP process for leasing the Hartwell space. This is the last meeting in June. She suggested that they take no action in the summer and that it was not a good idea to act on it during their July meeting. She suggested that they finalize the work on the RFP draft and vote on it at their first meeting in the fall.

Mr. Orgel asked whether that was too late to start the process because if bidders have to look for another site. He understands the reasoning for not voting on it in July, but it seems that the process will not be resolved until the beginning of 2010. Mr. Schmertzler suggested that they have to vote in the summer. Ms. Dobrow said they could, and asked Mr. Creel what the timetable would be to get through the process. Mr. Creel said it would take six weeks. Mr. Brandmeyer said it could be finished by Thanksgiving. Mr. Creel said October would be the earliest they could finish the process. They will discuss it during Executive Session.

XI. New Business

A. School Committee Meeting Dates for 2009-2010

Mr. Brandmeyer presented the School Committee meeting dates for 2009-2010. He checked with Lincoln-Sudbury and their concerts, but our calendar is ready before theirs. Generally, they will meet on the second and fourth Thursdays.

Ms. Dobrow moved, and Mr. Orgel seconded, the motion to establish the School Committee meeting calendar for 2009-10. The Committee voted unanimously to establish the meeting calendar.

Ms. Dobrow mentioned that the Celebrations Committee asked if the School Committee wanted to do a float for the July 4 parade. She also drafted a letter of appreciation for John Ritchie, the retiring superintendent of Lincoln-Sudbury High School. She will give it to him at his party. Mr. Brandmeyer indicated that they ordered a chair for him, and Ms. Dobrow will present it to him. There will be a party for him on June 19 at the Stow Country Club. The Committee praised Ms. Dobrow's letter.

Mr. Sander asked Mr. Brandmeyer to examine why students are leaving the Lincoln Public Schools for private schools and offered to work with Mr. Brandmeyer on this request. Mr. Brandmeyer agreed.

B Enrollment Request

Mr Brandmeyer asked that the Committee approve an enrollment request for two students even though the deadline has passed. The students would go into grade 8 and grade 5. There is no space issue in grade 8 but in grade 5 they will be at their preferred class size or one student over.

Ms Dobrow moved and Ms Glass seconded the motion to approve the enrollment of Jordan Day into grade 8 and Quincee Day into grade 5 at the Lincoln School beginning with the 2009-2010 school year, subject to the continued employment of their parent as required by School Committee policy. The Committee voted unanimously to approve the enrollments.

XII Approval of Minutes

Ms Dobrow moved and Ms Glass seconded the motion to approve the minutes of the April 30, 2009, May 14, 2009, and June 2, 2009 meetings. The Committee voted unanimously to approve the minutes.

XIII Information Enclosures

None

XIV Adjournment

On motion by Ms Dobrow, seconded by Mr Sander, the Committee voted unanimously to go into Executive Session for the purpose of contract negotiations. Ms Dobrow, yes; Mr Sander, yes; Mr Schmertzler, yes; Ms Glass, yes; Mr Orgel, yes; Ms Robinson, yes. The Committee would not be returning to open session. The open session adjourned at 10:35 pm.

Respectfully submitted,

Sarah G. Marcotte, Recording Secretary