

MINUTES OF THE LINCOLN SCHOOL COMMITTEE

Thursday, September 11, 2008
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).

Absent: Sharon Gillespy (Hanscom Representative).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:05 pm.

II. Chairperson's and Members' Reports

Ms. Dobrow welcomed Sarah Marcotte as the Committee's Recording Secretary. She thanked the members for their participation and attendance at the summer meetings; summer meetings are not a regular occurrence. She reported that she, Ms. Glass, and Mr. Brandmeyer met with the Finance Committee last week and had a productive conversation.

Ms. Dobrow spoke at the teacher orientation. She commended Mr. Brandmeyer and Ms. Sterling because the teachers said the orientation was the best they had ever had.

Mr. Brandmeyer and Ms. Sterling gave truly inspirational remarks to the teachers. Ms. Dobrow also thanked Ms. Glass for the bulletin boards that she put up in the Hartwell building.

Ms. Robinson attended the Hanscom orientation, and said that Ms. Davis did a good job. Ms. Glass reported that she attended the K-4 curriculum night. K-4 Principal Steve McKenna demonstrated the use of the interactive white boards and did a great job. She said that 150 to 175 people attended the session. She publicly thanked Steve McKenna for his attendance at the meeting. Ms. Glass also attended the Tuesday morning PTA meeting where communication between the school and parents was discussed.

III. Public Comments

Jillian Darling, PTA liaison to the School Committee, reported that the PTA will have volunteers attending School Committee meetings to let parents know what is happening at the schools. She announced that the PTA is online and has a contract with a link service to the school so that parents can stay informed about the schools. She wants to touch base simply with parents. Ms. Dobrow thanked her for her work.

IV. Consent Agenda

A. Accept Gift from a Lincoln resident to the Music Program

Mr. Brandmeyer recommended that the Committee accept the gift of two new acoustic guitars, their accessories, and a trombone. Ms. Dobrow moved, and Mr. Orgel seconded, the motion to accept the donation. The Committee voted unanimously to accept the donation.

V. Time Scheduled Appointments

A. Opening Day of School and Enrollment Report

Mr. Brandmeyer reported that the first day of school went well. The faculty was at school two full days before the students arrived to prepare for the new year. He said that the atmosphere was very upbeat and positive. He said that some self-congratulation was in order because this year will be one of implementation of the programs chosen last year, not one of many new programs. He said that there would be a few new things, but their focus this year will be on implementation. He said that people are working very hard. He held the first Administrative Council meeting, at which they addressed how to think big on the district's goals. They held a summer planning session. He is pleased with the focus on the goals. They are preparing a work plan that will be shared with the Committee shortly.

Mr. Brandmeyer presented the enrollment report. He explained that the figures must be submitted by October 1 for Lincoln and by September 30 for Hanscom, but the figures are different from the ones in the current report. They are within the class size limits in all grades, but they were over by one student in kindergarten. The Hanscom figures have not been updated yet. Ms. Dobrow asked when the Hanscom figures needed to be reported. Mr. Brandmeyer responded September 30. On pre-school enrollment, as of today, they had 63 students, but six more students are coming in and three are leaving, giving them 66 students. There are still a few students on the pre-school waiting list. Mr. Orgel asked whether there was a target number for the pre-school, and Mr. Brandmeyer said that the pre-school was close to capacity. He added that the balance of special needs students to regular students was good this year. Sharon Gillespy, a Hanscom representative to the School Committee, is a new pre-school teacher this year.

Mr. Schmertzler stated that as he looked at the enrollment numbers in the lower grades, does Mr. Brandmeyer see the ability to have fewer sections of students in 2010? Mr. Brandmeyer responded that it was a reasonable assumption. He does three-year and five-year models of enrollment numbers. He mentioned that on the Lincoln campus, he was not sure about what building projects might happen, but added that it would be premature to close sections. Mr. Sander asked whether we had an incentive to get more Hanscom families to attend the Hanscom school to get a higher number in the Statement of Interest [SOI] band. Mr. Brandmeyer responded yes. Mr. Brandmeyer will update the enrollment report and have better enrollment projections for budgetary purposes.

Ms. Dobrow moved, and Mr. Sander seconded, a motion to accept the reports on the first day of school and enrollment. The Committee voted unanimously to accept the reports.

B. New Faculty Report

Ms. Mary Sterling presented the new faculty report. She said that the 18 new teachers are terrific. The school has a mentor program to help them adjust to the school's culture. Ms. Sterling went through the interviewing process with the new teachers and reported that it is extensive. She's impressed with their range of teaching experiences. She is excited about working with them. She reported that one-third of the new teachers are people of color, showing that the school is working on the district's

goal to hire diverse faculty members. She is checking in with each new teacher, and they seem to be doing well. They have found the new mentoring program a success. Ms. Dobrow, a parent of a 7th grader, said that there are concerns about the 7th-grade team because all of the teachers are new. She reported that there were a few bumps in coordination, and some parents have shared their concerns with Ms. Dobrow. Ms. Dobrow said there needs to be continued discussion to reassure the parents that the year will be a good one for the students.

Ms. Sterling responded that she expected bumps, and Ms. Dobrow concurred, it was tough for new teachers to gauge things because they are in a new situation. She is pleased, however, with the communication about those bumps. The goal is to create an alliance between the teachers and parents. These teachers have exciting fresh ideas, such as websites for each class, and that is terrific.

Mr. Schmertzler noticed that there are two new foreign language teachers. Mr. Brandmeyer said that one Spanish teacher resigned. Ms. Sterling said the French teacher who taught at Hanscom last year is now teaching in Lincoln. She said that the foreign language department is different from last year, but the energy level is great. There are bumps in terms of which teacher is teaching which class, but it will be ironed out. Mr. Orgel asked whether Lincoln was a highly coveted place to teach, and Ms. Sterling responded yes, Lincoln is a desirable assignment for teachers. She acknowledged that it is difficult to find foreign language teachers in every district. The teachers were pleased to be working in Lincoln. Mr. Brandmeyer added that science, special education, and math teaching positions are difficult to fill. One reason is that younger teachers are more mobile than they were in the past. He said that Lincoln's benefits were great. As our faculty ages, more of them retire. He reiterated that jobs on the Lincoln and Hanscom campuses are desirable ones for teachers.

Ms. Sterling asked, what is more important than having quality teachers? She said that they constantly network with other districts, not to poach their good teachers, but to find out when quality faculty members become available. During Lincoln's interview process, which is longer and slower than most, each potential teacher is asked to do a demonstration in front of students because being in front of kids is what counts. Some interviewees who are fluent in talking the talk do not have the spark needed to get kids' attention. Other interviewees do not do well in the interview, but when they get in front of a classroom, they connect with the students. She said that the mentoring program is working well. The technology people did a great job having the new teachers' laptops ready for work, which shows the new teachers that Lincoln does a lot of things online. They show the teachers the communication network.

Ms. Dobrow made a motion to accept the report on new teachers, and it was seconded by Mr. Schmertzler. The Committee voted unanimously to accept the report.

C. Update on Cameras on School Buses

Mr. Brandmeyer presented the update on using cameras on school buses. He reminded the Committee about last year's discussions on using them, and reiterated that they would be viewed as a deterrent to bad behavior, but that people were worried that their use would be an invasion of student privacy. He talked with the PTA, and they were not sure whether they wanted to support using cameras at first. He explained that they want a safe and secure environment for students and said that if there is an incident, they can look at the camera footage to determine what happened. He said that they are not going to be used to monitor student behavior. Once he explained how they would be used, the PTA understood and agreed with their use.

Mr. Brandmeyer discussed the issue with Chief of Police Kevin Mooney, who endorsed their use. Lincoln-Sudbury buses use cameras. They are going to equip all seven buses with cameras, but will have only two recording devices, which will be passed around. Dennis Murphy of Doherty's Garage has agreed to have cameras installed on the buses.

Mr. Brandmeyer explained that they will send a letter to parents about this issue, and then tell the students. Their goal is to have them installed and turned on by October 1. He said that in a year, he will report to the Committee on how the cameras are working. Mr. Orgel asked if it was a partial set-up since only two of seven cameras would be recording at a time. He asked if money was the reason for having only two recording devices. Mr. Creel responded that each camera costs \$300 to \$600. Mr. Brandmeyer said that money was an object. Ms. Robinson asked how long are the students riding the bus? Mr. Creel responded that they make the routes so that the rides are only half an hour maximum for the Lincoln students. Ms. Darling asked if they would use the cameras on field trips. The answer was yes.

Mr. Brandmeyer said the recording devices would not be monitored by someone while the buses were traveling. The bus drivers can still monitor the behavior of the students, and if they notice problems, they report them to the school principals. If there is a problem, the recording device can go on to the bus where there was an incident. He said that students can lose their privileges to ride the bus. Mr. Schmertzler said there have been complaints that the buses are not safe. He hopes that more students will ride the bus or walk by getting parents' cooperation. He would like to decrease the number of cars coming on campus because there are traffic jams every morning because not enough students ride the buses. The Town's Comprehensive Long Range Planning Committee [CLRPC] is concerned about the amount of traffic generated by the school. Mr. Schmertzler is the Committee's liaison to the CLRPC.

Mr. Brandmeyer responded that buses run only 50% full, which is not a good use of resources. Ms. Robinson asked whether the PTA could encourage bus use. Mr. Brandmeyer said that they would like not to have to charge some students who live close to the school to use the bus, but it is expensive. He said that they will proceed to install cameras in the buses. If there are issues with it, he will bring them to the Committee.

Ms. Dobrow moved to accept the report. Mr. Sander seconded the motion. The Committee unanimously accepted the report.

VI. Superintendent's Report

Mr. Brandmeyer told the Committee that the energy was good at the Open Houses, and the turnout was high. Steve McKenna, K-4 principal, did a great presentation with the interactive whiteboards. While new technology was not Mr. McKenna's forte when he came to Lincoln, he has learned it well and does a great job demonstrating it to others and is to be commended. There are 10 or 11 interactive whiteboards on each of the school campuses. He reported that next week, the Hanscom Middle School and Lincoln grades 5 through 8 will hold their Open Houses.

He reported that the classroom assistants issue has been worked out over the summer. Mr. McKenna worked hard to hire good people, and they are staffed with the exception of one person. One assistant has had an accident and can no longer be a classroom assistant. He reported that all classrooms have ten hours of coverage with classroom assistants.

VII. Curriculum

A. Report on Summer Curriculum and Professional Development Activities

Ms. Sterling pointed out to the Committee the extraordinary exhibit of 8th grade art that adorns the walls upstairs in the Hartwell Building. She talked to the art teacher, who said that the drawings are blown up by the teachers, and then the students color them. Ms. Sterling said that she attended a 5th grade math class—all 90 minutes of it! She said the process of learning math in a new way is cumbersome and slow. Getting the routines takes patience on the part of teachers and students, and it takes a lot of preparation to start the new mathematics program. In family math, letters to parents went out. She noticed that kids are talking the new math vocabulary. She's not sure whether they understood the concept of "divisible by," but they will get there.

She played "factor captor," an Everyday Math game. The game helped students to strategize, which builds fluency with the concepts. The students understood prime numbers and could move ahead with strategies. They were figuring out the game in higher levels. Ms. Sterling said that she will attend math classes every week for the next two months. The students are doing a lot of math, she said.

Mr. Schmertzler asked whether there were special programs for advanced learners. Ms. Sterling said that Everyday Math does have levels to do that, but the teachers are working with pre-assessments and should be finished with them in six weeks. If at the end of that time they find that some students need faster lessons, they will use ancillary materials for them. She met this week with the math specialists to discuss the issue of high-achieving students.

Ms. Sterling presented her formal report on their summer work, which focused on how to implement the new plans decided upon last year, including the new mathematics curriculum. The projects are listed in her memorandum, dated September 2, 2008. She wanted to publicly recognize the Lincoln School Foundation for funding the instructional technology program by giving stipends to the 23 teachers who participated. Much preparation went into the program. The Foundation also funded a consultant to assist with the foreign language program [FLES]. The foreign language content specialist developed the overall design of the new FLES program.

Ms. Sterling reported that in K-5 Math and middle school math, 60 teachers and participated in the program on how to teach the new curriculum to students. Content specialists assisted the teachers. The elementary science guides were completed. She said that for the first time, they have curriculum leaders in each of the nine areas. They will focus on common assessments and will bring the results together to look at what students have learned. The school is also on the threshold of having commonality on the Lincoln and Hanscom campuses for the first time. She noticed that the teachers and administrators are thinking vertically about the schools' performance. Later in the year, she will do a presentation on the interactive whiteboard. The curriculum website has been updated for parents too. She noticed that there is a focus on teacher collaboration between the two campuses. Ms. Sterling is excited to have the leaders invested in leading their colleagues to assess what kind of student learning is going on. The first week of October they will have a meeting on the achievement gap. She reported that the projects are going well.

Mr. Sander asked what was being done for high-achieving students. Ms. Sterling responded that they have not had progress yet in folding professional development into developing programs for these students. She said that they have the same amount of money for this goal, and the math specialists are going to develop things with pilot kids in mind. At the next School Committee meeting, it will be on the agenda. Ms. Robinson asked who was the point person on high-achieving students for Hanscom students? Ms. Sterling said the principals.

Ms. Dobrow thanked Ms. Sterling for the work and the report. She is thrilled with the focus on the new items decided upon last year, and said that she's heard the focus has been well received by teachers. Ms. Sterling said that they are busy laying the groundwork. Mr. Sander asked if they are planning to do another model for the grade 6-8 math program next year. Mr. Brandmeyer said that there will be a focus on it because there will be more resources.

Ms. Dobrow again thanked Ms. Sterling. She moved to accept the report. The motion was seconded by Mr. Sander. The Committee voted unanimously to accept the report.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Mr. Creel presented the payroll warrants totaling \$1,062,032.24 and the accounts payable warrants totaling \$205,356.11 for a total of \$1,267,388.35. Mr. Schmertzler reviewed the warrants. Ms. Dobrow moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

B. Establish Budget Guidelines and Timelines for FY10 Budget Process

Mr. Brandmeyer told the Committee that they began the budget process in August. They need the School Committee's input and guidance on the budget. He turned the floor over to Mr. Creel, who said that he would share his observation that the year started smoothly, partly because there was only one new administrator.

Mr. Creel prepared a memo on the budget guidelines, dated August 30. This was the chance for the Committee to ask questions and share their priorities with the administration. He explained that they are starting the process two weeks earlier than last year. He said that they separate the monies spent on teachers' expenses and salaries from the monies spent on facilities and consumables. The site-based money is approved in bulk, and the principals ask the teachers how the money is best spent. That is the best way to allocate those funds.

Mr. Creel said that the budget contained no inherent contingencies. We will look at each element in the budget as they go forward with its' preparation. If they simply moved forward the FY09's program at FY10's prices, it would most likely increase by 7%. The Finance Committee initially allowed an increase of 3% for the base budget in FY09. In absence of the Finance Committee's guidance, they will present the draft budget to the School Committee the end of October.

Mr. Creel explained that the state recently changed how districts could use Circuit Breaker funds. The Circuit Breaker monies smoothed the highs and lows of the funding for special education in the past. This year, Lincoln will receive only \$98,000 in Circuit Breaker funds. Also different is the new rule that districts cannot carry over large balances of Circuit Breaker funds, making it so that they cannot be used as revolving funds. He also said that the Medicaid funding will be budgeted at the same level for FY10. Some federal grants have changed in value. The district is in good shape with the exception of the circuit breaker funds.

Mr. Creel said they plan to keep any fees they have in the budget in the short term, while hoping to eliminate them in future budgets. He asked the Committee to turn to the memo's section on Budget Considerations, page 3. He cited the first core program costs and said that the straightforward strategy works well. He mentioned the second piece is to review programs. He asked the members what they thought about the memo's contents and said that the memo is not an exhaustive list.

Ms. Dobrow asked Ms. Sterling about the projected costs for the change in the Math 6-8 program. Does she anticipate the same scale purchase as they made for Everyday Math? Ms. Sterling responded yes, but it is for three grades instead of six grades. The cost will be similar. Mr. Sander asked whether they expect to be implementing the new math 6-8 program next year at this time, and Ms. Sterling said yes. She said that they should move on it; it will be a big expenditure. Mr. Schmertzler asked whether there are significant costs to maintain the K-5 Everyday Math program. Ms. Sterling said no, the costs are not close to what they were this past year. There is a 3% replacement factor, however. Mr. Creel responded that they did not yet know about the costs of it. In terms of consumables, did the budget have some of them before with older programs? Mr. Brandmeyer responded yes. We will have more consumables with the new programs, but the program will be implemented consistently, which did not happen before. They will need more money for the professional development for teachers. Ms. Sterling responded that the highlights of the consumables for Everyday Math are district site licenses at the Lincoln and Hanscom campuses for a total of \$8,000 per year. Mr. Schmertzler said that we had a significant expense this year, and he wants to go forward with the new math program for grades 6-8. He said it sounds like there will be a similar expense for FY10. He said that by the third year for Everyday Math, they should be able to predict the expenses, which will not be as large. He asked where they found money for assistants. Mr. Brandmeyer responded that there are trade-offs. Mr. Schmertzler is concerned about where to find the money for the budget. Mr. Brandmeyer said that it is an annual challenge.

Ms. Glass asked about the Foreign Language program [FLES]. What money is needed for it? Are there professional development costs? Ms. Sterling said that they want to upgrade the foreign language textbooks. They plan to put those costs into the base budget. They added f, "Materials to support world language program," to 1 under Budget considerations [page 3]. Mr. Brandmeyer said that there's a downstream cost with the foreign language program. If it goes well, it will cost more in the future, but they do not need to worry about those expenses for FY10. Spanish is the only language offered at Hanscom. In 6th grade at the Lincoln School, French and Spanish are offered.

Ms. Robinson asked about housing at the Air Force Base. She reported that people are leaving the Base because American Eagle is leaving. She said the Base is empty. Mr. Creel responded that they are working on getting a picture of what is happening over there, but the school administration is not privy to the negotiations with contractors, and even the wing commander is not privy to them. Mr. Creel admitted that he has little clear information on the issue; it will be worked out in Washington, D.C. They are going to capture as much information about the situation as they can. He said that for this fiscal year (FY09), they budgeted at the lower band of enrollments, but for FY10 the matter is still under consideration. They will have a preliminary budget for the Committee on October 30.

Mr. Sander said that Mr. Creel's memo was a good list. He mentioned that in item three under the Budget Considerations rubric, on page three, he said that unless expenses were high, we should hold off on adding sections. He suggested that the last sentence of the paragraph read, "A review of projected enrollments using the district's cohort survival model will be presented with the Preliminary Budget, along with recommendations for changes in numbers of classrooms as **required**." It was agreed to change the sentence. Mr. Brandmeyer said that he was worried about the first grade, and they need more careful projections for it going forward. Mr. Sander also mentioned number 10C, page four, rental of space to pre-school Magic Garden. He said that the agreement to rent to the space ends in FY10. They will go through the recompetition process with the space in FY11. The rental has no financial implications for FY10. Mr. Sander suggested that the sentence be deleted. They agreed to cut it.

Ms. Dobrow asked the Committee to look at the timetable. Mr. Brandmeyer said that with the Finance Committee, they do not know whether they will get an increase or a decrease, and they hope for no budget gaps. They will collaborate with Hanscom and the issues there. He said that it is an unknown as they prepare the budget. He does not know whether they will exercise next year's option contract. Mr. Brandmeyer asked the Committee whether Mr. Creel's memo captures the priorities that the Committee wants? Do you like the priorities that have been sent?

Mr. Orgel mentioned last year's conversation about the Committee's role in the budget process. Are we supposed to be budget balancers or advocates for the school curriculum? We will have the debate on how to deliver the best possible result at the school. Mr. Brandmeyer explained that the preliminary budget is the highest budget presented. As the process moves along, they will have to make cuts. Mr. Schmertzler said that they have built trust with the Finance Committee, and the process works well.

Ms. Glass asked whether there were going to be discussions about the food program. Mr. Creel said that they were going to do a food service review shortly. He's not sure of the budget impact of that review, but it is not a big line item. Their goal is to make sure that the support functions at the school are done as effectively as possible. Mr. Brandmeyer responded that most of the food service operation is self sustaining. They manage it within a business model instead of a budget initiative. He asked that the Committee use the memo as a draft of their guidelines and asked that they vote on the memo. Ms. Dobrow mentioned the goal of recruiting a more diverse staff and faculty. Mr. Brandmeyer said that goal is reflected in their work plan. The other items are reflected in the district goals and work plans. Mr. Schmertzler asked Mr. Creel to revise the document to reflect the evening's discussion and send the new version.

Mr. Schmertzler moved, and Ms. Glass seconded, the motion to approve the budget guidelines stated in Mr. Creel's August 30 memo, with the changes discussed at the meeting. The Committee voted unanimously to approve the budget guidelines.

C. Capital Planning Proposal: First Reading

Mr. Creel presented the capital planning proposal. His memo is dated September 2, 2008. He said that the exterior painting went well, we are on a three-year cycle of painting. The large ticket item on the list of capital projects is replacing the Field House roof, which still leaks despite some patches. The cost is estimated to be \$230,000. As there are questions as to whether the district will have a larger building project, they are preparing a Statement of Interest [SOI] for the School Building Authority [SBA]. He wants to have work done that would not be affected by a larger building project. They will not propose any work that would waste money. He ranked the projects in the memo in order of priority as he sees them.

Mr. Schmertzler said that there were two things missing. The first one is funds to have a solar display panel on the field house roof. The second one is funds to proceed with a consultant to see what can be done with the existing school facilities if they get results from the SOI. He suggested that the largest big ticket items could be pulled out of the Capital Planning and done as a

bond issue instead. Mr. Schmertzler already discussed the issue with the Capital Planning Committee [CPC]. The CPC has a goal to fill the bond funds dropping off, and they want to fill them with other projects or the Town will lose the monies. Mr. Creel said that it would mean that the following projects would be presented as a bond issue: \$230,000 for the Field House Roof; \$106,100 Brooks Asbestos Abatement; \$225,000 Hartwell Curtain Walls; and \$30,000 Refinish Smith Gym Floor. The bond total would be \$591,100. These projects should not be individual warrant articles for Town Meeting. Mr. Creel said the consultant suggested that the Field House Roof be replaced with PVC. Mr. Schmertzler again asked about the solar array on the roof. Mr. Creel responded that they could not get solar panels through bonding. They will try to get money through the state, but he said potential partners won't consider putting photovoltaic units on an old roof. Mr. Schmertzler asked him to find out more details about it, put together a package, and come to the CPC and the Finance Committee with the package. Mr. Creel said he would be attending a meeting about getting money for solar panels and will report to the Committee on it. Mr. Schmertzler said that the Town's Green Committee was meeting next week.

Mr. Orgel said that we should be mindful that our decisions not look like we're getting away from the business of schooling kids. He was concerned that the Committee was putting non-essential issues forward in its' budget. Mr. Schmertzler said that solar energy benefits kids. Mr. Creel said if they buy solar panels, photovoltaic ones may not be economical yet, but if outside sources of money pay for them, they might be. Mr. Brandmeyer reminded everyone that this was the first reading of the Capital Planning Proposal. He said to present these projects as capital projects. Present alternate projects mentioned above as facilities improvement projects to be bonded. Put the solar concept in the proposal, and make sure that the Field House roof is strong enough to support solar panels.

Ms. Glass liked the two proposals. She asked about the asbestos tiles, did they have to be done no matter what? Mr. Creel said that the tiles in the corridors are old. They cannot be washed, they cannot use stripping compound on them, and they continue to pose a problem. We need to get rid of them. Mr. Brandmeyer said that they will bring two memos back to the Committee: a capital projects memo and a bond projects memo.

X. Old Business

Ms. Dobrow said that the facilities subcommittee met. Ms. Dobrow, Mr. Schmertzler, and Mr. Brandmeyer make up the committee. Their next step is write a letter to the School Building Authority [SBA]. Before the district sends their SOI, they want to convene a meeting with all of the Town Boards on October 1 at 7 pm. The meeting's purpose will not be to come to any solutions, but to ask the Boards where the district should go with the school renovation as the project would be the Town's, not just the school's. The Committee wants to be fiscally responsible, especially given the Town's other priorities.

XI. New Business

A. Proposal for School Committee Communications

Ms. Glass prepared a draft memo for the Committee, entitled, "School Committee Communication Plan." She has been thinking about communication and proposes that the Committee be open to residents and parents. She suggested having the School Committee meetings be podcasts. Ms. Dobrow said that she did a great job on the memo, and is inclusive and comprehensive. She asked that they add to make an extra effort to meet Boston parents. Ms. Glass spoke with Chris Horner, the METCO Director, regarding that effort. The first meeting in October will be held in Boston. The November meeting will be held at Hanscom. Ms. Sterling asked whether Ms. Glass was the point person to circulate meeting dates and getting information on SC News. Ms. Dobrow said that some things are the domain of the School Committee, and others are the domain of the school administration. She said that the Committee can't be too operational when it comes to getting the word out. Ms. Dobrow suggested that Ms. Glass talk to Randy Harrison, a parent who had suggested it, about the podcast idea. She also said not to give up on getting a person to film meetings for the local cable channel. It is an important service to provide, and they need to work with the Cable Committee on it since it isn't really the School Committee's job to drum up volunteers. She suggested that Paul Sarapas at Lincoln Sudbury be contacted to see whether there were any students who could provide a taping service. She said it was probably hard to do.

Mr. Schmertzler moved to accept the memo. Ms. Dobrow seconded it. The Committee voted unanimously to accept the memo.

XII. Approval of Minutes

Ms. Dobrow and Mr. Brandmeyer have the edits of the minutes. She mentioned that she wants to streamline the minutes and will talk with Recording Secretary Sarah Marcotte about it. Mr. Schmertzler moved to approve the minutes of September 20, 2007, May 29, 2008, and August 24, 2008 with the corrections. Ms. Dobrow seconded it. The Committee voted unanimously to approve the minutes with the corrections.

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. Schmertzler, yes; Mr. Sander, yes; Ms. Glass, yes; Mr. Orgel, yes; Ms. Robinson, yes. The Committee would not be returning to open session. The open session adjourned at 9:45 pm.

Respectfully submitted,
Sarah G. Marcotte, Recording Secretary