

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, December 18, 2008  
Hartwell Building, Lincoln, MA  
OPEN SESSION

**Present:** Julie Dobrow (Chair), Tom Sander (Vice Chair), Al Schmertzler, Jennifer Glass, Rob Orgel, Louann Robinson (Hanscom Representative), Cynthia Nunes-Tajerón (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Buckner Creel (Administrator for Business and Finance).

**Absent:** Mary Sterling (Assistant Superintendent).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:07 pm. Ms. Dobrow asked for a moment of silence for Connor Tierney, a Hanscom Primary School student, who died. The Committee's thoughts and prayers are with the family.

II. Chairperson's and Members' Reports

Ms. Dobrow said that she, Mr. Schmertzler, Ms. Glass, and Mr. Brandmeyer attended the Sudbury Selectmen's meeting on Monday night. The Sudbury Budget Reform Task Force [BRTF] was reporting to the Selectmen on their recommendations to save money, and a number of their suggestions directly impact Lincoln. There is one proposal to have one superintendent for Sudbury Schools K-8 and Lincoln-Sudbury. Another suggestion was to further regionalize the school system with Wayland, and yet another was to have a Lincoln-Sudbury K-12 school district. She noted that the Lincoln School Committee had not been contacted about these suggestions at all and said that they let them know that if there are further discussions about these issues, they want a seat at the table. She was not sure whether some of the suggestions were legal.

Mr. Schmertzler said that if they merge Sudbury's K-8 with Lincoln's K-8 schools, it could be detrimental to Lincoln's relationship with the federal government as it receives funding for the Hanscom schools from it. Ms. Glass said that Lincoln needs to be an integral part of any discussion of these suggestions going forward.

Ms. Glass said that she attended Lincoln 5-8 Principal Sharon Hobbs' coffee this morning with parents. She said it was a lovely informal way to listen to parents and that Ms. Hobbs had done this with good grace. She appreciates Ms. Hobbs' efforts. Ms. Robinson said she attended the Hanscom Middle School concert, and the students did a great job; it was a nice program.

III. Public Comments

Ms. Linda Hammett-Ory and Andrew Ory spoke about the importance of teaching assistants and urged that the School Committee fully fund them at 2007-08 levels or allow parents to fundraise for them.

IV. Consent Agenda

A. Accept Gift

Al Bjork donated \$500 and Kristen Bjork donated \$500 for the Betty Bjork Professional Development Fund. Ms. Dobrow moved, and Mr. Sander seconded, the motion to accept the gifts from the Bjorks. The Committee voted unanimously to accept the gifts.

B. Approval to Establish a Fee-Based Club Lacrosse Team at Lincoln School

Ms. Dobrow moved to approve the fee-based lacrosse team, which will start in spring 2009, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the fee-based lacrosse team.

V. Time Scheduled Appointments

A. Report from DeCordova Board Appointee

Ms. Dobrow introduced Katherine Hall Page, the School Committee's appointee to the DeCordova Museum Board. Ms. Page introduced Mr. Dennis Kois, the new Director of the DeCordova Museum. Ms. Page thanked the Committee for her appointment and distributed Museum brochures which listed many programs, including teacher workshops and announcements. She said that they are available to help the teachers integrate art into their programs and said to please call for help. She reminded the Committee that the Museum is free for Lincoln residents, students, teachers, and staff. She said that her primary goal is to increase the ties to the schools. Ms. Page was a high school teacher for 12 years and she reminded the Committee that the Museum is also an educational institution. She mentioned that the 8<sup>th</sup> graders will visit, and the 3<sup>rd</sup> graders are coming to the Face to Face Exhibit, which the teachers can integrate with a writing assignment. The Kindergarteners are going to visit the Sculpture Park. The Lincoln Nursery School uses the Museum too. They have family activity kits at the desk to make the visits more interesting.

Ms. Page said that she was pleased last spring when the Superintendent met with Mr. Kois to discuss how they could work with the schools. Mr. Kois came to the DeCordova from the Grace Museum in Abilene, Texas, and Ms. Page said that he collaborated with the schools there, which jumped out at her. Mr. Kois' energy has brought a new vigor to the DeCordova.

Mr. Kois said that he is happy to attend tonight's meeting because he is not having to discuss his budget. He said that they have a strong education staff that is chomping at the bit to get engaged with the schools. They want to do more with the schools and are looking at increasing their involvement. They are looking at wider initiatives with foundations getting museum funding for art projects and collaboration with schools. He suggested that one show that is coming in the summer is called "The Old Weird America," which integrates history. The DeCordova is the only east coast venue for it.

Ms. Page said that they have extended the summer program by two weeks. The Museum is part of the community. Ms. Dobrow thanked Ms. Page and Mr. Kois for all that they are doing. She said that it is an easy walk for the Lincoln students, but suggested that there be more outreach to the Hanscom students. Ms. Page said they are talking about it and how to get grant money for the transportation. They are exploring with Hanscom to do some fundraising. She mentioned that her son works at the Base for Northrup Grumman and the Hanscom teachers are interested and come to the DeCordova. Paul Montie asked what was needed to facilitate the DeCordova-Hanscom connection; money, parental involvement, or support? Mr. Kois said he will meet with the principals to see what they want because the teachers are pressed for time. Ms. Page said that they will communicate with the Town. Mr. Orgel asked whether there was anything that Mr. Brandmeyer could do to get this going. He would like more rather than less cooperation; he thinks the Museum is great. Mr. Brandmeyer said the DeCordova is a wonderful resource, and they can collaborate on some projects. He has one idea to have a student art exhibition there. Mr. Kois said he looks forward to meeting with everyone. Ms. Dobrow thanked him and Ms. Page for their work.

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

#### B. Report from Library Board Appointee

Ms. Dobrow introduced Marshall Clemens, the School Committee's Representative to the Library Board. Mr. Clemens reported that the physical improvements to the Library are almost finished but are expensive to maintain. They have a terrific staff, especially the children's librarians. They have reached out to students via the Magic Garden, LEAP, and the Lincoln Nursery School and coordinate with the school librarians. He's had anecdotal evidence from residents on the school libraries that is not good, that the school libraries are not providing a hub to promote the love of reading and books. He was appointed in September 2003, and his term ends in September 2009 and would be happy to be reappointed, or if someone else would like to do the position, he is happy to step down.

Mr. Orgel asked whether the Town Library has given feedback about the school libraries, and Mr. Clemens said no. Mr. Schmertzler said that the school library encourages interest in reading and asked whether there was something they could do to get students interested in reading. Mr. Clemens responded he was not sure what exactly was missing from the school libraries. Mr. Schmertzler asked that if he could get detailed information on the subject, to share it with the Committee. Mr. Clemens said he will get more detail on the problem. Paul Montie asked how many librarians there are in Lincoln. There is one assistant librarian and one librarian. Katherine Hall Page said that the library and the school library collaborate on programs; one program brought authors to both school campuses. Mr. Clemens said that strategic planning is needed because they notice that 4<sup>th</sup> to 8<sup>th</sup> graders disappear from the Town Library. How can they make the Library more appealing to these students? He acknowledged that the tutors in the Library make noise. The Town Library has homework center that has received new computers, and Mr. Creel said that things are going well there. Ms. Dobrow thanked Mr. Clemens for his work.

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

#### C. FY 2010 Budget Discussion

Mr. Brandmeyer sent Ms. Sterling's apologies for her absence because her father-in-law died. Mr. Brandmeyer covered his December 11 memo, written after the last meeting's budget discussion. He met again with the school principals, and they reviewed the base budget to close the gap. He updated the committee on the state picture which is not good; the areas they are tracking are Chapter 70 funding, the METCO grant, the Full-Day Kindergarten Grant, and the Special Education Circuit Breaker. For Chapter 70 funds, Lincoln is somewhat insulated, but they expect reductions of at least 10 percent, which is \$75,000. The funding formula gives differential reductions to districts. Lincoln meets state benchmarks, which means that the state will give more Chapter 70 money to those districts that do not meet them. They will continue to monitor the situation. The total state METCO grant is \$20 million, and \$500,000 has been cut. It will affect Lincoln, and Mr. Brandmeyer warned there may be additional cuts for FY 09. The Full-Day Kindergarten grant has been cut, and they anticipate cuts for FY 09, but it is unknown how much money will not be given to the district. The Special Education Circuit Breaker funds have been cut from 75 % to 72% of eligible reimbursements in FY 09, and the state has yet to tell the district what will be cut in FY 10. Mr. Brandmeyer suggested that because of the fluid nature of the discussion and these large unknowns, the Committee vote on the budget at the January 8, 2009 meeting.

Mr. Brandmeyer explained the specifics of the administration's requests. While he acknowledged the Committee's focus and desire to beef up Science and Technology, the administration would like to defer adding new

technology and engineering units for grades K-3 until FY 11. They have not fully developed their plan for Technology and Engineering for grades 6-8, and they would like to defer this initiative until FY 11. For the Foreign Language in Elementary School [FLES] program, they would like to defer the purchase of textbooks, and site-based funds will support the current program. He noted that the program for grades 4 and 5 is going well, and the students think they are speaking Spanish fluently. The athletic program wanted to add girls' soccer and boys' lacrosse. To accomplish this, they are either going to increase the fees and spread the fee increase across all sports, or not add either sport. They cannot add one sport because of Title IX. If they increased the fees, the fee per sport per student would increase from \$150 to \$220. There are no family caps on these fees, but they would give 10 percent of fees for scholarships so that they could support participation for all students.

Ms. Robinson asked whether boys' lacrosse would be extended to Hanscom students? Mr. Brandmeyer said that is not proposed. He thinks there could be a cross-district team, and they will send out a survey to gauge interest. Ms. Dobrow asked whether they looked at the athletic fee schedule for other school districts. Mr. Brandmeyer said they will bring a report on fees to the next meeting, and he said that Lincoln's sports fees came down, but we are relatively high in fees. If they added the two teams, the \$220 per student per sport would be toward the high end of sports fees. Mr. Schmertzler said that Lincoln-Sudbury has booster clubs that have raised enormous amounts of money to support sports. He asked whether they should look into doing that and whether parents would be interested. Mr. Brandmeyer said that they have restored athletics with high fees at the Sudbury schools. He asked whether an athletic program is or should be considered core curriculum. Ms. Dobrow wanted to see where Lincoln stood vis-a-vis other school districts' sports fees. Mr. Brandmeyer said he will get the information for the next meeting.

Mr. Brandmeyer continued that the administration's recommendation for instructional assistants was the same as at the last meeting. He wants to restore \$17,680 to the instructional assistants' proposal. He acknowledged that it was very difficult to decide not to increase the hours of instructional assistants because of the support for them from parents and the Committee, but the administration thinks other proposals are more important to fund. For the Responsive Classroom initiative, the administration would like to restore \$4,500. They looked in the base budget to find places they could cut, and they came up with \$2,700 from Lincoln's and \$2,000 from Hanscom's. Mr. Brandmeyer said there was not much flexibility in the base budget.

Ms. Glass asked what the state picture was on the numbers for the circuit breaker funds. Mr. Brandmeyer said that they had no information on the amount that could be cut. Mr. Orgel asked if they could commit to the base budget now. Mr. Brandmeyer said that if things are different from the way they are now, they could have a preferred budget ready. Mr. Schmertzler asked when the prioritized list could be generated. Mr. Brandmeyer said they could prioritize items at the next meeting. Mr. Sander added there could be additional cuts that they do not yet know about; he thinks the situation is likely to get worse. Mr. Brandmeyer responded that if state funding fluctuates, the Finance Committee could give the school more money and possibly manage any reductions and not make the school cut its budget. Ms. Dobrow said it is scary that they have no clue what the magnitude of the cuts could be. Mr. Brandmeyer said that Sudbury may move its town meeting later in the year because of this situation. Mr. Schmertzler said that the lottery money is not coming through, and the matching state funds for the Community Preservation Act have also decreased from the dollar to dollar match the state used to give towns. Mr. Brandmeyer put some perspective on the situation by saying that we are in a much better position than other communities and he said that we will have a great program in FY 10.

Mr. Orgel thanked Mr. Brandmeyer for the gap closing proposal. He said that he has the same priorities that he had at the last meeting: more money for instructional assistants, and fund the technology and engineering initiatives. He wants to add \$17,000 to \$18,000 to the instructional assistants initiative and proposed the following cuts to do it: 1) Responsive Classroom (\$4,500); 2) after-school library learning center (\$2,160) (fund it through the Lincoln School Foundation); 3) cut \$4,000 from curriculum conferences; and 4) Special Education assessment initiative (\$5,500). Ms. Glass asked about the .4 literacy support and whether it was cut. It was. She also asked about the .2 math specialist for advanced learning. Mr. Brandmeyer responded that they have kept all the math specialists because of the new math program. He explained that they have literacy support. They will also keep the technology instructional assistants; they believe those are more important than the instructional assistants. Ms. Glass asked if they would like \$7,200 to be put into the Responsive Classroom. Mr. Brandmeyer said that if the conference budget was cut and the Responsive Classroom was cut, you are taking monies out of the professional development budget. Ms. Robinson asked about the drama instructor. Mr. Brandmeyer said that the remaining request of \$13,025 covers what they have now, which was funded by grants that are expiring for FY 10. The drama instructor works on both school campuses.

Ms. Dobrow asked about the music ensemble teacher. She said that she has not heard an articulated proposal on it and asked if they thought of having it be a community service project (Lincoln-Sudbury requires students to do community service projects) where the district would not have to spend money. Could we have high school students leading the ensemble? Mr. Brandmeyer said that high school students would need to be supervised, but it is a great idea to involve high school students. They would have to commit to doing it for the year, though. The school has had success with the instrumental music program, and they have one music teacher who is very busy.

They were hoping to create small ensembles built around student interest. The music students meet once a week for an hour, so they are not incurring heavy personnel costs. He asked whether the Committee was comfortable having high school students teach the music classes. Ms. Dobrow said it was an after-school activity. If we are looking for money to reallocate, let's reallocate this and consider doing the same fee for service model that we use for instrumental lessons. Mr. Sander asked what the costs of deferring the special education assessment were. Mr. Brandmeyer said they have reorganized the special education staff; in the past, the school psychologist did all the evaluations of students. Mr. Brandmeyer explained that there are different levels of testing, and now they have the special education teachers doing the educational assessments of these students. Ms. Powers proposed professional training on different tests. Mr. Sander responded, so it's just that the special education teachers aren't knowledgeable about all the different testing and tools. Mr. Brandmeyer said the initiative would build more capacity for teachers to assess these students. If it gets cut, it goes away. Mr. Creel said that one grant that funds special education programs has been drastically cut.

Ms. Glass said that given that instructional assistants are highly valued, can we look into a partnership with a university as a way of building a relationship and have full-time interns. Mr. Brandmeyer said that that is not a no-cost idea, but it is a great one. Given the district's size, it is really challenging, but it should be pursued. He talked to Ms. Sterling about it, but they can't count on the idea coming to fruition. Ms. Nunes-Taijeron asked whether they take any student teachers. Mr. Brandmeyer said that they do take student teachers for 16-week periods, but it is an eclectic relationship because Lincoln does not have the scale to attract many student teachers. Monitoring student teachers also creates more responsibilities for the teachers and staff.

Jillian Darling cited an email she had sent last Friday morning suggesting cuts in the base budget to fund instructional assistants, such as not adding an additional section of kindergarten and first grade, cutting site-based management funds, and cutting 10 percent of the \$147,000 in contracted services which she said pay consultants and maintenance outsourcing not integral to our kids. Andy Ory noted that he doesn't think of instructional assistants as an improvement initiative. He was surprised that Principal Steve McKenna did not argue for instructional assistants. Linda Hammett-Ory asked that they not make cuts equally across the board, but make cuts in the Central Administration budget. She said that the students' experience is the most important; we feel strongly about it, and we are representing students. Mr. Brandmeyer responded that there are many things in the contracted services category that support students. Mr. Creel explained that they went to all Central Office departments and asked what they needed to do their work in FY 10. Contracted services are provided by people who are not on the staff, for example, the people who pump the septic tanks, clean the grease traps, maintain and repair the furnaces, and those who add to the safety of the school, which is important. Contracted services also cover software licenses, computer repair, email charges, and telephone computer support. Contracted services for the Business Office include Medicaid filing and mailing, toner, office equipment rental and other things. The category is not predominately for consultants who do surveys or studies. Mr. Creel said that children are their core business, but contracted services support children, and the contracted services category pays for specialists when they cannot afford to add someone to the staff. Mr. Sander asked what the total for contracted services was for FY 10. Mr. Creel said that it has not been counted yet. He explained that the principals fund service contracts for copy machines and those types of items through the site-based management [SBM] funds. SBM funds are also spent for enrichment activities for students. \$77,000 in support for teachers has to be kept in the budget. Mr. Schmertzler said that that amount was part of the teacher negotiation contract, and it has to be kept. \$17,000 for special education is spent on personnel to do specialized assessments of students, such as those for vision and hearing impaired students that cannot be done by the existing school personnel. Mr. Brandmeyer said that the costs for software licenses and computers can't be cut because they cannot do their work without those resources.

Ms. Glass asked about the SBM funds and asked if they include paper, pencils, glue, trade books, speakers, science kits and if there was some wiggle room in that figure. Mr. Brandmeyer said that the SBM fund amount is based on historical use. The money is given to the teachers to spend as they see fit. Mr. Schmertzler said that he goes through the expenditures when he reviews the warrants, and he said that he does not see strange expenditures there. Ms. Robinson asked why they cut the Hanscom math specialist. Mr. Brandmeyer said they have one on the Hanscom campus, but next year they will not have students taking Algebra 2. The current Algebra 2 teacher will be the math specialist at Hanscom. She asked why there was no need for the Algebra 2 teacher in 7<sup>th</sup> grade. Mr. Brandmeyer said that 7<sup>th</sup> grade has pre-algebra. Ms. Robinson asked about the library assistant and why spend \$17,000 on that when we need resources for advanced learning students. She thought the spending is disproportionate on the students whose needs are greater. She said that high-achieving students need things too and wants to spend money on those. Mr. Schmertzler agreed that high-achieving students were important. Mr. Brandmeyer said that the dollars came out of the budget for the library assistant position, but the position itself was not cut. They do not want to close the Hanscom library at times. Ms. Robinson asked whether there were creative ways to fill the need at the library. Ms. Nunes-Taijeron asked about science and technology at Hanscom. Mr. Brandmeyer said they are doing science every day. They will propose technology and engineering as a separate course, and they need more staff to do it; their original proposal was just for the books and not the staff to teach the new course. She asked how much money do we get per student at Hanscom? Mr. Brandmeyer said each enrollment

band is 50 students and each band represents \$350,000 to \$400,000 from the federal government. Ms. Robinson asked them to reconsider new math and science programs instead of funding the library assistant. Mr. Brandmeyer said that they will talk again.

Ms. Dobrow noted that many things were shifting and she did not feel ready to vote on the base budget because there are too many variables, such as the Chapter 70 funds, the METCO grant, the Full-Day Kindergarten Grant. She moved to defer the vote on the base budget until January, with Mr. Schmertzler seconding the motion. The Committee voted unanimously to defer the vote on the base budget.

Mr. Brandmeyer said he will build an outline of the preferred budget for the next meeting. Mr. Orgel asked him whether he felt he had consensus. Mr. Brandmeyer said that he heard one voice. Ms. Dobrow heard from the Finance Committee that they will have more information after the new year. Mr. Sander asked about the preferred budget given that we don't have a sense of what the Finance Committee will have in terms of money. He asked whether we could afford to do K-6 and 7-8 science and technology and add staff for it next year if the Finance Committee gives the school more money? He asked Mr. Brandmeyer to go down that route for the preferred budget. Mr. Orgel agreed that he wants science and technology. Mr. Brandmeyer said he would put it in the hopper if they get more money. Mr. Sander said that he did not disagree with Mr. Orgel's priorities for funding like instructional assistants, but he thought it was a question of how high various priorities were and what should be in the preferred budget. Mr. Schmertzler said that with the administration change, has anyone heard that we may get more federal money? Ms. Dobrow said that the president-elect was a strong advocate for early childhood education and perhaps some additional funding would support this. Mr. Sander said he heard that there will be money for school construction for districts that really need it and haven't gotten it over the last decade.

Ms. Hammett-Ory said that she agrees that science and technology are important, but questioned whether the school had enough bandwidth to implement the program next year. The teachers are overwhelmed. Mr. Orgel said that Ms. Sterling's suggestion was to hold off because of the teachers doing the new math program this year. Ms. Glass asked if Mr. Brandmeyer had a general sense of where the tipping point is with the staff on certain items. What is the best way to support our teachers? Mr. Brandmeyer said that the teachers are used to having access. Budget cutting is tough, and he was not sure he could poll teachers on that because they have already supplied their priorities through the school principals. When you hear the principals say that the Responsive Classroom is more important than instructional assistants, Mr. Brandmeyer has to trust their judgment. Mr. Ory appealed to Mr. Brandmeyer and the Committee to fund another \$17,000 for instructional assistants. He said that the parents talk to teachers and they tell us that instructional assistants are important. Ms. Darling asked them not to cut instructional assistants' hours from the second grade because it is chaos. She said that parents can buy supplies, snacks, volunteer hours, we just want to help. Mr. Schmertzler said that when you take umbrage with not increasing the instructional assistants' hours, you are a bit extreme. Ms. Dobrow said that they appreciate your involvement and reminded Mr. Ory that they can disagree. The Committee can listen to you, and they will juggle the information they receive from all involved. She said that the Committee heard loud and clear from the Lincoln Teachers Association during their recent negotiations that what teachers valued most was professional development.

Mr. Orgel said that the proposal is about a narrow slice of money. He said that they are within 10 percent more or less on the base budget which is 80 to 90 percent fulfilled. How should we close that gap that is a narrow segment of the overall pie? Mr. and Mrs. Ory said that the instructional assistants have taken a larger cut than is shown on the budget. They would like the number of hours that were in the 07-08 budget to be reinstated. They do not want to poison the well, and we don't ask for a lot, but please recognize that we are a constituency. If we can't get what we want, we don't want to be involved in the process. Mr. John Konvalinka said let the parents pay for the instructional assistants. He said it was important to manage the classrooms. One thing that is not shown is the exponential damage that happens without classroom assistants. He has a friend who knows Everyday Math, and the friend said that teaching it needs lots of support, so why cut the instructional assistants' hours? There is sentiment out there that it's missing. Ms. Dobrow thanked everyone for their comments.

## VI. Superintendent's Report

Mr. Brandmeyer said that more than 85 percent of the Hanscom students participate in their music program. He attended a great music program last night. He showed the Committee the second version of Knightly News, the Lincoln school newspaper. Keith Johnson has worked hard with the students, and they have enjoyed it and also have a folding party to put the paper out. Mr. Brandmeyer said that they will start looking for a Hanscom Middle School principal and will finish the search by March 2009. Mr. Brandmeyer said that they will be releasing the students early tomorrow because of the anticipated snow storm. The telephone call system worked well and made 1,800 calls in three minutes about the early closing.

## VII. Curriculum

None.

## VIII. Policy

### A. Acceptance and Use of Gifts Policy: Second Reading and Vote

Mr. Orgel said that he and Ms. Glass did a faithful rewrite after the last meeting, incorporating the Committee's suggestions. Mr. Brandmeyer said that he will have legal counsel review the supermajority provisions of the policy. The Committee can vote tonight contingent upon the counsel approval of the supermajority provisions in an effort to finish this policy for the Finance Committee during budget season. Mr. Sander asked that they make the term supermajority consistent through the document. They made a few edits in the document, noted by Mr. Brandmeyer. Ms. Dobrow and Mr. Sander thanked Mr. Orgel and Ms. Glass for their work on the policy. Ms. Dobrow moved, and Mr. Sander seconded, the motion to approve the policy on gifts as amended, pending the approval of legal counsel. The Committee voted unanimously to approve the policy on gifts as amended, pending the approval of legal counsel.

## IX. Facilities and Financial

### A. Warrant Approval

Mr. Creel presented the payroll warrants totaling \$1,165,355.60 and the accounts payable warrants totaling \$185,126.90 for a total of \$1,350,482.50. 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. Approval of 403(b) Plan

Mr. Creel explained that school districts and governmental bodies are offering 403(b) retirement plans to their employees. The IRS issued new rules and regulations for 403(b) retirement plans in July 2007 after noticing that these plans were not regulated and managed the same as 401(k) retirement plans were. The new regulations increase the school's oversight and compliance, and the IRS offered a sample model 403(b) plan. Mr. Creel noted that the district has to have a 403(b) retirement plan because it is in the teacher contract. The plan has investments in 16 different companies. They have entered into an agreement with a third-party administrator to discharge the district's responsibilities of management, and the third-party administrator was hired to develop the document that the Committee is asked to vote on tonight. Mr. Creel noted that it is not Town policy to have provisions for after-tax contributions to a Roth IRA, and so the district does not. Mr. Creel recommends that the Committee adopt this 403(b) plan. Mr. Orgel said that the plan makes sense and asked where any costs show up in the budget. Mr. Creel said that they included the costs in the budget, and they are \$2.50 per month per person. He said it was a modest cost and it pays for an online service center and a call center that the contributors can call. Mr. Brandmeyer said to strike any mentions of a Roth 403(b) in the policy. Mr. Creel said he would.

Mr. Sander moved to vote the following RESOLUTION: BE IT RESOLVED, that the Town of Lincoln – Lincoln Public Schools 403(b) Plan set forth in the Plan Agreement, a copy of which is attached hereto, is hereby adopted. RESOLVED FURTHER, that the Julie Dobrow, Chair of the Lincoln School Committee, is hereby authorized and instructed to execute said Plan Agreement for and on behalf of the Lincoln Public Schools. Mr. Orgel seconded it. The Committee voted unanimously for the resolution.

## X. Old Business

None.

## XI. New Business

### A. Review and Approval of Annual Town Report

Ms. Dobrow told the Committee that she and Mr. Brandmeyer will write a draft for the Town Report. The Town asked for a two-page submission. She will forward the draft to the members via email and said that the Committee should email their comments to Mr. Brandmeyer by Tuesday, December 23. Mr. Orgel suggested that the salary increases of the teacher contract be mentioned.

Mr. Schmertzler reported that on the Capital Improvement Plan, he is under the impression from the Finance Committee that they will fund the plan fully for the curtain walls. At the Capital Planning Committee [CPC] meeting last night, they will not consider bonding the entire curtain wall project. They can do the whole asbestos project because doing part of it makes no sense. Mr. Brandmeyer said he talked to Finance Committee Chairman Robert Steinbrook and said that they need all the money on the asbestos project. Mr. Schmertzler said that they voted on the design last night. Mr. Brandmeyer indicated that they will vote for the money in the future. Mr. Schmertzler said there could also be a long-term debt exclusion. Mr. Creel said that Mr. Schmertzler has done a great job with the Capital Improvement Plan. Mr. Schmertzler said that there will probably be a bond for replacing the Field House Roof. Ms. Dobrow thanked him for the updates.

II. Approval of Minutes

Ms. Dobrow moved to approve the minutes of October 30, 2008 and the minutes of November 13, 2008 with the corrections. Mr. Orgel seconded it. The Committee voted unanimously to approve the October 30 and November 13 minutes with the corrections.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Dobrow, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn the meeting. The open session adjourned at 10:05 pm.

Respectfully submitted,  
Sarah G. Marcotte, Recording Secretary