

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, June 23, 2011
Hartwell Building, Lincoln, MA
OPEN SESSION

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

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm.

II. Chairperson's and Members' Reports

Mr. Connell thanked Ruth Montero and Eloise Patterson from the bottom of his heart for the Hanscom School grants made by the Lincoln School Foundation. He's proud to be a part of the Lincoln schools. Hanscom is fortunate to have the District administration, and there is a continuity of teachers unlike at other military base schools. The LSF grants have benefited Hanscom teachers and provide students a better learning experience. Ms. Montero and Ms. Patterson said it is a privilege to know the Hanscom families.

Mr. Schmertzler said it was a pleasure to attend the Hanscom graduation with its enthusiastic graduates and reported that their accomplishments were impressive. He also attended the presentation for a potential new Lincoln preschool; the parent company has a Newton campus and strong programs but they have chosen a difficult site in Lincoln from a traffic perspective. Third, he noted that Sudbury's override was defeated by 50 votes amidst very low voter turnout. He is concerned that Lincoln students are being deprived, and will see what can be done about the Lincoln-Sudbury school partnership.

Mr. Christenfeld reported on the 2nd grade's impressive celebration of writing; students stood and read their poems and summarized what they have learned about writing. The 4th grade celebration, focusing on Egyptian projects, was also impressive and fun. He noted that it was important to read the *Lincoln Journal* for the reactions to the School Building Committee [SBC]. Residents need to understand the amount of work the SBC has done; they have also worked very hard to get public input on the project.

Mr. Sander thanked the teachers for the *Lincoln Review* issue that focused on student writing.

Ms. Glass attended the Lincoln and Hanscom graduations. In both cases, the principals did a wonderful job preparing the students and making the ceremonies run smoothly. There was much youthful exuberance, and the student speakers were terrific. She also noted a letter from the Selectmen in the Committee's packets; she will attend the Board of Selectmen meeting on Monday evening to address their concerns and asked all to attend.

III. Public Comments

None.

IV. Consent Agenda

A. Proposal for Overnight Field Trip—Lincoln School Grade 7 to Sargent Camp

Documents: 1) Late Night and Overnight Field Trip Proposal, File IICA-E2; 2) Sargent Center Health Information and Consent Form for School Program; 3) Sargent Center Health Memorandum; 4) Letter to Parents from Principal Sharon Hobbs, dated September 7, 2011; 5) 2 Timetables for Sargent Center; 6) Grade 7 Field Trip to Sargent Center; 7) Suggested Equipment List; 8) Lincoln School Field Trip Consent Form for Parents, dated September 7, 2011; 9) Lincoln Public Schools, Field Trips Policy, File IJOA

Mr. Brandmeyer asked the Committee to accept a check for \$400 from the Parent Teacher Association [PTA] for the Lincoln Schools to honor retired staff and to be used for materials for the Lincoln School Library.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept \$400 from the PTA to be used for materials for the Lincoln School library and the proposal for the 7th grade's overnight field trip to Sargent Camp. The Committee voted unanimously to accept the money and to approve the Sargent Camp overnight field trip.

Mr. Brandmeyer will send a thank you note to the PTA.

V. Time Scheduled Appointments

A. Acceptable Use Policies: First Reading and Demonstration of Clicker Response System Documents: 1) Draft, Student Use of Information and Communication Technologies, File IJNDC; 2) Draft, Employee Use of Information and Communications Technologies, File GBEE; 3) Student Computer and Internet Use, File IJNDCA, dated June 2005; 4) Employee Computer and Internet Use, File IJNDCB, Voted at October 30, 2000 School Committee Meeting

Mr. Brandmeyer thanked Eloise Patterson and Ruth Montero for attending the meeting to view the demonstration of the Clicker Response System, piloted with a Lincoln School Foundation grant. There will be two sets of the system on each campus.

Mr. Brandmeyer introduced IT teachers Mark McDonough and Cindy Matthes and thanked them for their work on the acceptable use policies for students and employees. They worked with the Instructional Technology Team and Mr. Brandmeyer to draft these policies for this first reading.

Ms. Matthes reviewed the changes for the "Student Use of Information and Communication Technologies" from the policy adopted in June 2005. They added sections on personal devices and the internet. Ms. Matthes noted that in section 3.4 they include any technology used, whether a personally-owned device or school property. Mr. McDonough noted that they took the language from the bullying law and plan. Mr. Schmertzler wanted to ensure that in section 3.2, the "may occur" language was not clear and wanted to make sure that cyberbullying was prohibited.

Mr. Christenfeld mentioned that section 2.4.7 needed clarity on not giving out others' information and saw a three-category bullying typology; 1) any and all cyberbullying done on school or personal equipment; 2) actions that are always prohibited on the district's network; and 3) what students do on their own tech devices. To what extent can the District control cell phone use in the school building? There are limits on what the school can do, and it comes down to parental responsibility.

Ms. Leister asked about section 2.4.13 and has noticed students taking pictures at basketball games and posting them on social media sites. Mr. McDonough noted that students in the pictures need to give their permission, and Mr. Brandmeyer said a student who did not want their picture online can ask to have it taken down.

Mr. Sander was concerned that parents need explicit communication about these issues and said the District could still prohibit something even if they cannot actively monitor it. They are sending a signal to students and parents that it won't be allowed and complaints and allegations of misuse can come to the school's attention from students or teachers.

Mr. Brandmeyer indicated that they would provide a "how to" with strategies for parents and will include information on the web site to point parents to the resources. Ms. Glass pointed out that there needs to be consistency across the District about when it is allowable to have devices out and when they need to be put away. There will be many decisions in the next few years on technology as it continues to evolve. Mr. Brandmeyer noted that now iPads will be used in Bedford and Burlington in place of textbooks.

Ms. Matthes said they will roll out a new version of the internet safety curriculum, given to all students in grades 2-8, and they will include the new acceptable use policy.

Mr. McDonough reviewed the changes for "Employee Use of Information and Communications Technologies" from the policy adopted October 30, 2000. He noted that sections 2.2, 3.1.3, 3.1.14, 5.0-5.3, 9.0, and 10.0 are new. Mr. Brandmeyer asked that in sections 5.2 and 5.3 that they add the phrase "unless required by law" to comply with public records laws.

Mr. Brandmeyer addressed concerns about teachers friending students on their Facebook and other social media sites and said that they can strongly advise against it but cannot prohibit it without treading on teachers' First Amendment rights, but it is an issue of judgment. Mr. Brandmeyer said they will suggest that teachers use their own school web sites instead of Facebook. Mr. McDonough noted that Facebook requires a person to be 13 in order to join. Mr. Sander recommended a blanket policy that school employees should not friend students on Facebook and if they did so, it could be grounds

for dismissal. Mr. Christenfeld suggested that they needed more of a definition for professional conduct. Mr. Sander said that section 3.1.13 was too vague as to what is inappropriate.

Ms. Leister asked whether there is a policy on fraternization. There is not, but Mr. Brandmeyer said they will discuss it and refer the question to counsel.

Mr. Brandmeyer will bring the policies to the July 11 meeting for a second reading.

Clicker System Demonstration

Mr. McDonough demonstrated the Clicker Response System that allows students to choose answers via clickable remote controls. Student answers automatically display on the teacher's screen, and the teacher can see who needs additional help. The results can also go in the grade book, and the system can be used for formative or summative assessments. They can also take paper tests with clickers. Three teachers—Caitlin O'Reilly, Clare Moore, and Keith Johnson—piloted the system and reported that the students loved the system because they answered anonymously, saving them the embarrassment of uttering incorrect answers. Teachers do not need to project the answers onto a screen.

The drawbacks to the system are that there is a learning curve for the content creation software. Teachers tend to ask recall questions, and it is better to ask higher order questions to integrate them into learning.

Mr. Brandmeyer said they have purchased 100 clickers that come with the software.

PowerPoint, .pdf files, and even iPads can integrate with the system.

Ms. Glass thanked them for their work and for the fun demonstration.

B. Video of Lincoln Preschool Graduation

Document: None.

Mr. Brandmeyer wanted to remind the Committee of the spectrum of learning that they are involved with and showed a slideshow of the Lincoln Preschool Graduation. They received parental permission to show the photos, and he thanked Cathy Long for creating the video retrospective of the preschool's year.

Ms. Glass thanked them all for the reminder.

C. Update on Enrollment for 2011-2012 School Year

Documents: 1) Table entitled, Lincoln School Enrollment as of June 20, 2011, dated June 21, 2011; 2) Table entitled, Lincoln School Enrollment as of March 1, 2011, dated June 20, 2011

Mr. Brandmeyer said overall, the enrollment is 611 students and has increased. All class sizes are within their class-size policy.

Of the unknown 19 potential kindergarteners in March, more have enrolled, but there are still eight unknowns. Steve McKenna, K-4 Principal, has spoken with the parents of five of those eight students, and they may enroll at the Lincoln School. Mr. Brandmeyer wants to hold the number of METCO kindergarten students at 9, but they want to enroll a total of 91 METCO students. In grades 2 and 3, he would like to give five additional seats to METCO students. Fewer students have chosen to leave than anticipated.

Mr. Brandmeyer said the number of kindergarteners at Hanscom is increasing, and there is a significant population with special needs. They would like to open another Hanscom kindergarten section and need to hire another teacher. There is sufficient money.

He asked that the Committee vote to change the METCO enrollment to 10 additional students and to add another section of kindergarten at Hanscom. He noted that the METCO grant money is based on the enrollment as of October 1, 2011 and said that they receive about \$3,000 per student.

Mr. Sander moved to add two METCO students to the 3rd grade and to authorize up to 7 additional METCO students in the 2nd and 3rd grades. Mr. Schmertzler seconded the motion. The Committee voted unanimously to increase the METCO enrollment. Ms. Glass moved, and Mr. Sander seconded, the motion to add a section of kindergarten at the Hanscom Primary School and to take the necessary steps to open another classroom. The Committee voted unanimously to add a section of kindergarten at Hanscom.

D. Update on Personnel for 2011-2012 School Year

Document: Table entitled, New Faculty for 2011-2012, undated

Ms. Sterling, Mr. Brandmeyer, and Ms. Powers (in the case of preschool teachers), have interviewed the new faculty members for 2011-12 and are pleased with the new hires. Mr. McKenna, Dr. Sharon Hobbs, and a committee are looking at applications for the .5 METCO Director and .5 Academic Advisor positions, and interviews for that position began today. Mr. Brandmeyer stated that their goal is to hire the best people for all positions. They have hired one person of color. Mr. Brandmeyer noted that the new teachers hired have a greater sensitivity toward cultural competence, and Ms. Sterling said they screened for this during their interviews.

Ms. Glass thanked them for the report.

VI. Superintendent's Report

Document: None.

Mr. Brandmeyer noted that Colleen Pearce's 3rd grade art class sold their artwork for \$1,000. The students voted to donate \$100 to the DeCordova Museum, \$100 to the World Wildlife Fund to adopt a blue whale, and \$180 to a children's home. They incurred \$20 to hang the artwork, and they used the remaining \$600 for a silkscreen press for the art room for future projects. He said it was a great learning process for them.

VII. Curriculum

Document: None.

Ms. Sterling expressed appreciation for teacher leadership across all subject areas. Specifically in science, Maxine Rosenberg has been excellent; they will have in-house science leadership for grades K-5. The District is fortunate that Terry Green will serve as the leader for grades K-5 science on both campuses.

Ms. Glass thanked her and the teachers for their work.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$629,194.12 and the accounts payable warrants totaling \$172,264.94 for a total of \$801,459.06. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Christenfeld seconding the motion. The Committee voted unanimously to approve the warrants.

B. Report on Implementation on Financial Assistance Policy

Documents: 1) Memorandum from Buckner Creel to School Committee and Mickey Brandmeyer, dated June 20, 2011, Subject: FY11 Financial Assistance Update; 2) Student Financial Assistance, File JLB, Voted at October 14, 2010 School Committee Meeting

Mr. Creel presented his memorandum about the Financial Assistance Policy's implementation. He noted that their new process is working as intended. The Legacy Fund, created with the 8th grade's gift a few years ago, will have enough money to support the curriculum-based field trips in the current year but suggested that fundraisers for these academic field trips start earlier. He expects additional Legacy Fund requests this year as parents learn of the option. He was disappointed that the 3rd graders in Ms. Pearce's art class did not choose to put monies in the Legacy Fund, but hopes that the 8th graders this year will decide to contribute to it. Transportation and athletic fee assistance does not come out of the Legacy Fund proceeds. The financial records are locked up and will be shredded once they are no longer needed.

Mr. Christenfeld asked that parents be solicited to contribute to the Fund. Ms. Glass suggested that they talk to the PTA about donating funds to the Legacy Fund.

Ms. Glass thanked Mr. Creel for his work.

X. Old Business

None.

XI. New Business

None.

XII. Approval of Minutes

Document: Draft of School Committee Minutes for April 14, 2011

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the minutes for the meetings of April 14, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

XIII. Information Enclosures

Documents: 1) Memorandum from Sara Mattes, Chair, Lincoln Board of Selectmen to Al Schmertzler and Gary Taylor, dated June 19, 2011; 2) Letter from Scott Carpenter, Superintendent and Principal, Lincoln-Sudbury Regional School District, and Susan Shields, Peer Leader Coordinator, dated June 8, 2011

These items are included for the Committee's information. There was no discussion on them.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Christenfeld, the Committee voted unanimously to adjourn at 9:29 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary