

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 5, 2012
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Tim Christenfeld, Jen James, Carol Perkins (Boston Representative). Also present: Mickey Brandmeyer (Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance). Absent: Mary Sterling (Assistant Superintendent), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:07 pm.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gifts

Documents: 1) Copy of Check from Albion Bjork, dated December 11, 2011; 2) Letter to Mr. Michael Brandmeyer from Michael Lueders, President, Lueders Environmental, Inc., dated December 9, 2011; 3) Copy of Check from Lincoln School Graduation 2007, dated October 26, 2011

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$300.00 from Albion Bjork to the Lincoln School for the Betty Bjork Technology Professional Development Fund, a donation of \$50.00 from Lueders Environmental, Inc. to the Lincoln Public Schools for the Legacy Fund, and a donation of \$1,317.22 from the Class of 2007 to the Lincoln School for the Legacy Fund. The Committee voted unanimously to accept the donations for the stated purposes. Mr. Brandmeyer will send thank-you letters.

V. Time Scheduled Appointments

A. Update on Superintendent Search Process

Documents: 1) "Timeline: Lincoln Search," dated January 4, 2012; 2) Draft of Superintendent Search Committee Composition, dated January 4, 2012; 3) Draft, Letter to Parents and Guardians from The Lincoln School Committee, dated January 5, 2012

Ms. Glass thanked all who attended and participated in the focus groups for the superintendent search. The job advertisement is running in the *Boston Globe*, and there is an electronic survey of 10 questions for community members to fill out online at www.lincnet.org/supersurvey. The Search Committee orientation will be held January 24, 2012 from 4-6 pm. She asked the School Committee for now to hold open the dates of February 27-29 to meet with FMS for two to three hours and to hold open the dates of March 5-8 to meet and to interview the finalists.

The Committee discussed the draft of the superintendent search committee's composition. Ms. Glass stated that they will get the word out in the community soliciting letters from those who would like to serve on the Search Committee, and she will be their point of contact. Mr. Sander liked the composition but asked that it be kept to 12. They will discuss a recommended slate of people chosen to serve on the Search Committee at the School Committee's January 19 meeting.

The Committee discussed the draft letter soliciting community members to serve on the Search Committee, with Mr. Sander suggesting the letter specify the total amount of time needed to serve and that members need to commit to attend all Search Committee meeting dates, and Mr. Christenfeld suggesting the letter be addressed to the entire Lincoln community and not just to parents and guardians. Ms. Glass agreed to edit the letter and also add that they are trying to strike a balance with all stakeholders, and all who apply to be on the Screening Committee will receive responses.

B. Discussion of Finance Committee Request for Performance Report

Documents: 1) Memorandum to Lincoln Budgeting Departments from Lincoln Finance Committee, dated May 5, 2010, RE: Annual Reports Initiative; 2) Lincoln Agency Annual Report, undated; 3) Report of the Weston Public Schools to the Weston Community, undated

John Koenig of the Lincoln Finance Committee presented the Finance Committee's memo of May 5, 2010 regarding annual reports, noting that the concept is to go deeper into the budget by looking at the budget drivers and comparing with other towns, answering the question, what do we get for our money? To start this new initiative, which has been tried unsuccessfully before in Lincoln, the Finance Committee [Fin Com] is targeting the Library, Public Safety, and School Departments. The Fin Com has a more detailed outline for the report, and they are happy to receive something at any time. The State of the Town meeting would be good timing to receive a report, but the Finance Committee wants to get this started. Mr. Koenig said they are not looking for a Weston-type report. The report should be data-driven but easy to compile, and the comparisons with other towns might mirror what the Committee did for the class-size policy.

Ms. Glass said they would take a holistic look at all the reports that are produced during the year, and make the new report something that is valuable to read for all. Eric Harris of the Finance Committee said it is a chance to produce a narrative about the schools, why we spend what we spend, and why it is important that we spend this money in this manner. Mr. Christenfeld suggested that Carlisle's report was a good model to use.

Ellen Meyer Shorb of the Finance Committee suggested that they choose a few key cost drivers and explain how Lincoln is similar to some communities and different from others, the challenges Lincoln faces, and how things are better or worse in Lincoln.

Mr. Creel noted that they can produce this report by the State of the Town meeting in the fall if they want the prior year's data. Mr. Koenig and Mr. Schmertzler said the currency of data was less important than providing a context for the School budget drivers. Mr. Brandmeyer stated the May 2010 Fin Com memo asked for a prospective report that could be used to help Fin Com prepare the next year's budget, but Mr. Koenig's presentation tonight leads them to think they want a reactive report with an analysis.

Mr. Brandmeyer noted that while the endeavor is worthwhile, per pupil expenditures listed in isolation are unhelpful, and the question is what value the Lincoln Public Schools bring to its students with the program? The school's largest budget driver is personnel, which is a relatively fixed cost. He suggested that there be a joint planning session with other Town departments to set an outline of a model for the report so that data points and comparisons with other departments and towns are the same. They are happy to give information about the Lincoln Public Schools, but it takes time to research and get stories from other towns.

Ms. Shorb indicated that they did not want data from other districts. She suggested that the class size, foreign language teaching in younger grades, and telling the larger story is what they want the report to do.

Mr. Koenig will put the item on the next Fin Com meeting agenda and will work on fleshing out their ideas. Mr. Sander and Mr. Christenfeld will be the liaisons with the Finance Committee. Mr. Christenfeld noted that they will not do anything on this report until after the search for a superintendent is completed, and the responsibility for the report is the School Committee's, not the School Administration's.

VI. Superintendent's Report

Document: None.

Mr. Brandmeyer wished Ms. Sterling well as she is suffering from the flu. He said they will hold Institute Day on January 13, and it has been well organized. There is no theme this year, but teachers and staff will be grouped around tasks requiring additional learning, such as standards-based reporting and technology. They will bring the brochure to the next meeting.

They have received the solicitation from the Department of Defense to continue to educate students at Hanscom, and it is due the end of January. It will be 100 pages with another 100 pages for the cost proposal. He will share additional details at the next meeting. He noted they may have to schedule another meeting for it.

Governor Patrick is sponsoring the Project 351 Day of Service, which will be held on January 14, 2012. Guy Katz from Lincoln and Katelyn Miller from Hanscom will attend for the district.

Ms. Glass thanked him for his work.

VII. Curriculum

None.

VIII. Policy

A. Policy on Head Injuries and Concussions in Extracurricular Athletic Activities: Second Reading and Vote

Documents: 1) File JJIF, Head Injuries and Concussions in Extracurricular Athletic Activities; 2) Letter to Commissioner John Auerbach, Department of Public Health from Stephanie Powers, dated December 22, 2011

Ms. Powers noted the policy complies with Massachusetts General Law. She sent a letter of assurance to Commissioner John Auerbach, and the district is meeting the March 2012 deadline. They have already trained some coaches and other staff members involved.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the policy on Head Injuries and Concussions in Extracurricular Athletic Activities, File JJIF. The Committee voted unanimously to approve the policy.

Ms. Glass thanked all of them for their work.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$639,972.89 and the accounts payable warrants totaling \$274,275.14 for a total of \$914,248.03. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Schmertzler seconding the motion. The Committee voted unanimously to approve the warrants.

B. Formation of Budget Review Subcommittee

Document: Memorandum to School Committee from Mickey Brandmeyer, RE: Formation of Budget Review Subcommittee, dated January 3, 2012

Mr. Brandmeyer appreciated the Committee's support and noted the great relationship they have with the Lincoln Finance Committee that allows them to use reserve funds if needed. He reviewed his memo for a subcommittee to establish expectations for the budget review subcommittee, and the composition would be two School Committee members, Mr. Brandmeyer, Mr. Creel, Lincoln Finance Director Colleen Wilkins, and one Principal. If the Committee approves the subcommittee, the subcommittee would bring a proposal in April for oversight that would start on July 1.

Mr. Sander, Ms. James, and Mr. Schmertzler indicated their interest in serving on the subcommittee. It would take two to three meetings for them to study and write a review.

Ms. Glass moved, and Mr. Sander seconded, the motion to form a subcommittee as outlined in Mr. Brandmeyer's memo of January 3, 2012 but increasing the number of School Committee members to serve to three. The Committee voted unanimously to form the subcommittee.

X. Old Business

A. Lincoln School Building Committee Update

Documents: 1) Letter to Katie DeCristofaro, Field Coordinator of the Massachusetts School Building Authority from Michael F. Brandmeyer, dated December 20, 2011; 2) Draft, Revised Floor Plan, Lincoln K-8 Public Schools, OMR Architects, dated December 20, 2011; 3) Draft, Spatial Relationship Diagram, FAS/PSR Meeting, OMR Architects, Lincoln Public Schools, dated December 19, 2011

Ms. Glass said they are awaiting the Massachusetts School Building Authority [MSBA]'s written response to their December 22, 2011 conference call. Mr. Brandmeyer said the call concerned whether the floor plan could be adjusted during schematic design as long as the same elements of the floor plan were present. Mr. Brandmeyer termed the call productive. Mr. Brandmeyer's letter listed the seven areas they would like to tweak.

Mr. Brandmeyer said the Selectmen will need to sign two documents—the capital budget plan and the testament—at the January 9, 2012 meeting. He requested that Committee members attend the Selectmen's meeting. The Selectmen will propose amended language to the capital budget plan. The School Building Committee [SBC] will need to approve these documents before the January 25 MSBA Board of Directors meeting.

B. Additional Business: Race to the Top Grant Withdrawal
Document: None.

Mr. Brandmeyer reviewed the district's participation in the federal Race to the Top [RTTT] Grant. Lincoln applied in October 2010 and received \$12,000 spread over 5 years. In order to continue to participate in RTTT, the district would need to complete three additional projects, and the district is at its capacity to take on additional projects. He asked that the Committee vote to withdraw from the RTTT as it would give them more time to develop teacher evaluation plans.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to authorize Mr. Brandmeyer to write a letter withdrawing the district from the Race to the Top grant. The Committee voted unanimously to withdraw. Mr. Brandmeyer will send a letter signed by him, Ms. Glass, and Ms. Terry Green, president of the Lincoln Teachers' Association.

XI. New Business

A. NAEYC Accreditation for Lincoln Preschool

Document: Memorandum to School Committee from Lynn Fagan, RE: NAEYC Accreditation Awarded, dated December 19, 2011

Ms. Powers noted that the Lincoln Preschool received approval in October 2011 from the National Association for the Education of Young Children [NAEYC] for reaccreditation, good for five years. She thanked Lynn Fagan, the Preschool Coordinator, and her staff for all of their work.

Ms. Glass congratulated them for their hard work.

XII. Approval of Minutes

None.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Mr. Schmertzler, the Committee voted unanimously to adjourn at 9:13 pm.

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary