

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, January 19, 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), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance), Lisa Pizarro (Hanscom Civilian School Liaison Officer).
Absent: None.

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. Christenfeld noted that he and Ms. Glass met with parents desiring to open a new private school in Lincoln, which requires Committee approval. They offered to guide these parents through the required process.

Mr. Christenfeld said the state Senate legislation on the Educational Collaborative [EDCO] reflects Lincoln's concerns to a great extent. The bill will go to the House, and he will update the Committee.

Ms. Glass thanked Guy Katz from Lincoln and Katelyn Miller from Hanscom for attending the Governor's Project 351 Day of Service, which was held on January 14, 2012 and covered by the *Boston Globe*. She said the Committee would like to have them attend a future meeting. Mr. Sander noted there was also a story in the *Lincoln Journal*.

Ms. Glass mentioned the webinar that Mr. Brandmeyer and the Principals watched about teacher evaluations—a big topic for all to consider. There will be more training on Monday afternoon.

Ms. Glass thanked Dr. Sharon Hobbs for her coffee; the discussion included technology and homework.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift

Document: Letter to Superintendent of the Lincoln Public Schools from Hauwa Ibrahim, dated January 4, 2012

Mr. Brandmeyer noted that the donation is from a family that moved out of the district who really appreciated their children's experience in the Lincoln schools.

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$2,000.00 from Hauwa Ibrahim to the Lincoln School for the Legacy Fund. The Committee voted unanimously to accept the donation.

Mr. Brandmeyer will send a thank-you letter.

V. Time Scheduled Appointments

A. Recognition of Teachers Receiving Professional Status

Document: Memorandum from Mickey Brandmeyer to School Committee, RE: Professional Status Awards, dated January 12, 2012

Mr. Brandmeyer discussed the district's rigorous hiring and sophisticated evaluation process for all staff members and was proud to announce that professional status was awarded to the following personnel:

Nancy Encalada, Foreign Language Teacher, Hanscom Middle School
Rosemary Heffernan, Classroom Teacher, Lincoln School 5-8
Jennifer Martinez, Classroom Teacher, Hanscom Middle School
James McCarthy, Social Worker, Hanscom Middle School
Judy Merra, ELA Content Specialist, Lincoln and Hanscom Campuses
Ellen Metzger, Math and Content Specialist, Lincoln Campus

Ariel Nierenberg, Classroom Teacher, Hanscom Primary School
Kerrilynn Rawding, Classroom Teacher, Lincoln School 5-8
LaToya Rivers, Academic Advisor, Lincoln School
Matthew Reed, Classroom Teacher, Lincoln School
Karen Sheppard, Music Teacher, Lincoln School 5-8

Each has received a letter notifying them of the award. They have contributed in a vibrant way to the district, and he is happy they have attained professional status.

Ms. Glass congratulated them and asked that Mr. Brandmeyer pass the Committee's best wishes to them.

B. Report on Institute Day

Document: "A Day of Collaborative Work and Professional Learning," Institute Day Flyer, January 13, 2012

Ms. Sterling reported on Institute Day, the full day of professional development for teachers, which focused on customized learning. Workshops were led by the District's own teachers and staff, and it was a great success, according to administrators and teachers. She thanked the cafeteria staff who served breakfast and lunch to 175 adults. Ms. Sterling shared two highlights: 1) having the K-6 grade level teams meet together to address the needs of diverse learners, and 2) Ms. Powers offering a well-received session on building capacity in mental health services.

Mr. Schmertzler asked whether the numbers of students with specific needs and behavior problems have increased. Administrators noted that the district uses positive approaches to behavior problems, and they collaborate with consultants proactively to try to address these behaviors before they become more serious.

Ms. Glass thanked all of them for their work. Ms. Sterling will send thank you letters to each workshop presenter.

C. School Year Calendar 2012-2013: Review and Vote

Document: Draft, Lincoln Public Schools 2012-2013, dated January 19, 2012

Mr. Brandmeyer asked that they defer the vote on the proposed school calendar as the Lincoln Teachers' Association has not yet voted on it. The Committee deferred the discussion and vote. Ms. Glass asked whether they would have school on Election Day; Mr. Brandmeyer, after consulting with Town Clerk Susan Brooks, decided to hold school that day since it is good for students to see voting.

D. Update on Superintendent Search Process

Document: Proposed Screening Committee Slate

Ms. Glass reported that they received over 250 survey responses regarding the superintendent search. They also held a public forum and a focus group on January 10.

Ms. Glass reviewed the Screening Committee, whose members will work intensively to review confidential applications of interested candidates for the Superintendency and then winnow this list to a few finalists. She formed a diverse list of 12 to serve on the Committee, and noted that the pool of interested individuals was deep and talented. She noted her regret that she did not find Hanscom or Boston parents who had the time to serve. She thanked those who indicated their interest in serving. Ms. Glass chose applicants for their experience and diverse views and to balance on the Screening Committee.

Ms. Glass noted that there will be many opportunities for others to provide feedback and input into the search. Mr. Garr from FMS has offered to run another focus group if useful.

Mr. Schmertzler moved, and Mr. Sander seconded, the motion to approve the proposed Screening Committee slate as presented, but if anyone on the slate is unavailable for all the selected dates, Ms. Glass is authorized to appoint a substitute. The Committee voted unanimously to approve the Screening Committee slate.

Ms. Glass will notify all applicants to the Screening Committee.

Ms. Glass said that Mr. Garr from FMS compiled the leadership profile, and she asked all to read it. The Screening Committee will use the profile when screening applications. She thanked FMS and all who have shared their input. The Screening Committee will start with their orientation on Monday, and the timeline has been updated on the web site.

The Committee thanked Ms. Glass for her work.

VI. Superintendent's Report

Document: None.

Mr. Brandmeyer thanked Ms. Sterling for making Institute Day happen and making it great.

Apple Computer will present a session on teaching and learning with technology for parents on February 10 from 9 am -12 pm in the Hartwell Multipurpose Room. He invited all to come for the all or part of it. The PTA will get the word out. The *Lincoln Journal* will attend.

Ms. Glass thanked him for his work.

VII. Curriculum

Document: None.

Ms. Sterling has not attended any classes but recommended that all view the Smith School bulletin board for the 3rd graders' work on the history of early Massachusetts, especially in economics, trade, and barter. Students have created advertisements for broom-making and other colonial activities.

Ms. Sterling mentioned the Hanscom Middle School's "Bridging the Culture Gap" conference, which will be held next Wednesday, January 25 in the morning. The Freestyle soccer group will present on antibullying, and there will be 11 workshops for 5th and 6th graders provided by the district's teachers.

Ms. Glass thanked her for her work, saying she liked that students can choose which workshops to attend.

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$568,396.26 and the accounts payable warrants totaling \$146,099.24 for a total of \$714,495.50. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Sander moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

B. FY 2012 Fiscal Report: Second Quarter

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Buckner Creel, RE: FY12 Second Quarter Report, dated January 10, 2012; 2) Lincoln Campus, FY2012 Operating Budget—Status Report, 2nd Quarter, as of December 31, 2011; 3) Hanscom Campus, FY2012 Operating Budget—Status Report, 2nd Quarter, as of December 31, 2011

Mr. Creel presented the FY 2012 Fiscal Report. The district is in a healthy financial position and similar to last year, with adequate funds remaining. The expenditures represent 40% of the school year elapsed and 50% of the fiscal year elapsed.

Mr. Creel noted that the Legacy Fund that provides financial assistance to Lincoln students for overnight trips and music and athletic fees could be exhausted easily by year's end. They have disbursed \$3,056.26 to 13 students this year.

Mr. Brandmeyer recommended that no action be taken yet to move any funds into the transportation fund as it is not lacking right now, and the Legacy Fund now has received an additional \$2,000, approved earlier in this meeting. The issue can be revisited closer to the end of the year if monies are running out. Mr. Brandmeyer hopes that the Legacy Fund will be replenished before year's end. He does not want to increase bus and athletic fees for some students as it seems like a regressive tax. If the Legacy Fund is not replenished, they will use money from the budget.

Mr. Creel noted that they will discuss the possibility of increasing fees later in the year.

Ms. Glass thanked him for his work.

X. Old Business

A. Lincoln School Building Committee Update

Documents: None.

Ms. Glass said that School Building Committee [SBC] members David Bau and Laura Regrut held informal coffees for parents to discuss the school building project, where attendees asked great questions. She noted that there will be more coffees to discuss the project in the next few months.

Mr. Brandmeyer said they will go to the Massachusetts School Building Authority [MSBA] on Wednesday, January 25. The MSBA Board of Directors will take a formal action on Lincoln's PDP, which they hope will be approved. If approved, Lincoln will go into the schematic design phase, where there will be additional testing of current conditions and more accurate cost estimates for the potential funding agreement with the MSBA. The SBC will meet with the Finance Committee in late February, and the SBC will continue discussion with the Town's Historic Commission, Recreation Department, and Disabilities Commission. Mr. Brandmeyer noted that meetings will not conflict with the Superintendent Screening Committee meetings, and all meetings will be held in the Hartwell Multipurpose Room.

XI. New Business

None.

XII. Approval of Minutes

None.

XIII. Information Enclosures

None.

XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the Committee voted unanimously to go into Executive Session for the purpose of contract negotiations with the secretaries and for the Hanscom contract. Ms. Glass, yes; Mr. Sander, yes; Mr. Schmertzler, yes; Mr. Christenfeld, yes; Ms. James, yes; Ms. Perkins, yes. The Committee would not be returning to open session. The open session adjourned at 8:17 pm.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary