

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, April 26, 2012  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Al Schmertzler, Tim Christenfeld. Also present: Mickey Brandmeyer (Superintendent), Mary Sterling (Assistant Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Tom Sander (Vice Chair), Jen James, Carol Perkins (Boston Representative), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:00 pm.

II. Chairperson's and Members' Reports

Ms. Glass mentioned that Mr. Sander and Ms. James were attending the Lego Robotics competition with the Lincoln Blue Gear Ticks in St. Louis, Missouri.

Ms. Glass attended the 6<sup>th</sup> grade hunger brunch to raise awareness about world poverty and hunger. Each attendee drew a ticket to determine what type of lunch they would receive: 55% sat on the floor and ate rice; 30% sat on the floor and ate rice and beans; and the remaining 15% ate a full lunch with dessert and all the trimmings to illustrate the differences in the world. She thanked the 6<sup>th</sup> grade team for their work.

Ms. Glass thanked Dr. Sharon Hobbs for hosting her coffee this morning; they discussed celebrations and educator evaluations.

Ms. Glass noted that author Ralph Fletcher visited grades 5-7 this week and that she had attended his very interesting session.

Ms. Glass thanked Becca Fasciano for the planting at the Lincoln School this week.

III. Public Comments

None.

IV. Consent Agenda

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Sharon Hobbs, RE: Legacy Fund donation, dated April 26, 2012 with copy of check; 2) Lincoln Public Schools 2012-2013 School Calendar with suggested School Committee meeting dates

Ms. Glass thanked the donor.

Mr. Brandmeyer explained that past practice in Lincoln has been to have a shift to a four-day work week in the summer for full-year employees. This year, he recommends that the School Department make the shift starting June 29 and ending August 10. Office hours will be from 7:00 am to 5:00 pm Monday through Thursday.

Mr. Brandmeyer proposed the School Committee meeting dates for the 2012-2013 school year. Ms. Glass added that on July 25, there will be a joint School Committee and School Building Committee meeting at 7:00 pm to review that day's meeting with the Massachusetts School Building Authority [MSBA]. There is a tentative School Committee meeting on August 23 if needed.

Mr. Schmertzler moved, and Mr. Christenfeld seconded, the motion to accept a donation of \$100 for the Lincoln School Legacy Fund, to approve the shift to summer hours, and to approve the proposed School Committee Meeting Schedule for 2012-2013 as presented. The Committee voted unanimously for the consent agenda.

V. Time Scheduled Appointments

A. Recognition of Month of the Military Child

Document: The Children of the Heroes, music and lyrics by Catherine McSwain, Copyright 2012

Ms. Glass introduced the Hanscom Middle School Select Choir, Hanscom Parent Representative Catherine McSwain, Lieutenant Colonel Matthew McSwain, Hanscom Middle School Music Director Howard Worona, and Hanscom Middle School Principal Erich Ledebuhr. The group performed the song, "The Children of the Heroes."

Mr. Ledebuhr said they have had an exceptional month celebrating the month of the military child. April 19 was Purple Day, where all wore purple to show support for military children. The celebration at Hanscom included the Band of Liberty, and Colonel Yike signed a proclamation. He noted that there are 1.7 million children with parents serving in the military. At least one person in 50 families who live at Hanscom are currently deployed. He thanked the students and Mr. Worona, and read a letter from Senator Scott Brown, who thanked the students for their courage and support and said that he watched their performance on YouTube.

The Choir is comprised of students Desiree Adams, Eva Alpar, Keila Bobro, Julianna Byington, Chad Call, Rachel D'Amour, Ellie Ferguson, Emily Gazell, Rett Genatempo, Cassidee Grunwald, Caleigh Hall, Sabrina Harvill, Kyndall Henderson, Alicia Kalinowsky, Daelene LaPlante, Cynthia and Ethan Lauricella, Hailee Lykins, Arianna and Vannessa Martinez, Rebecca McIllece, Allison and Emily McSwain, Katelyn Miller, Angela Paraino, Haylee Parent, Maeve Rogers, Caden Skurka, and Kaylie Sprissler.

Ms. Glass thanked the Choir for their marvelous performance, which was the first concert ever performed at a School Committee meeting. The district is very proud of the students. The performance will be posted in the website, and she predicted that it would go viral.

#### B. Proposal to Build Temporary Re-therm Kitchen at Hanscom Primary School

Documents: 1) Memorandum to School Committee from Cathleen Higgins and Michael Haines, Subject: Hanscom Building Project Temporary Kitchen, dated April 11, 2012; 2) Plan of Project Description and Cost, Hanscom Primary School Gymnasium

Mr. Brandmeyer explained that when the Department of Defense demolishes the Hanscom Middle School, they will still need to feed students attending the Hanscom Primary and Middle Schools. They propose to feed students from both schools in a small temporary re-therm kitchen set up in the Hanscom Primary School gym.

Ms. Cathleen Higgins reported that they have had lots of input from the principals in forming their plan. It makes efficient use of space and gives easy access to students from both schools and is similar to what they do now. They will use existing equipment. She noted they considered many options over many months and decided that it was better to prepare food themselves. The work will start in July 2012 and the solution presented tonight is the most cost effective. She noted that Mr. Brandmeyer and Mr. Creel support this project. Mr. Haines noted that they will make some gas and water changes. There will be no dishwashing, and he estimates the project will take five weeks to complete. They will also retrofit the steam tables. The cost is \$40,000.

Mr. Brandmeyer said the Department of Defense will pay for the project, and the administration will submit a formal plan to them in the next few weeks. The project is a great example of cooperation of all stakeholders.

Mr. Schmertzler moved, and Mr. Christenfeld seconded, the motion to authorize the project as presented and to allow the school administration to apply for funds from the Department of Defense and cover any contingencies needed to construct a re-therm kitchen in the Hanscom Primary School gymnasium.

Ms. Higgins noted that they are on step 1 of their second Healthy US Schools Challenge [HUSSC] process and have applied for the Silver Medal as they have a 64-65% participation rate at the Hanscom Schools. The Department of Elementary and Secondary Education [DESE] has their application.

Ms. Glass thanked them for their work.

#### VI. Superintendent's Report

Document: None.

Mr. Brandmeyer said the principals have started the hiring process and have appointed two 5<sup>th</sup> grade teachers. They are pleased with the experience the two have. They are working on appointments for two school psychologists as one is moving out of the country and one is working on a doctorate. He noted they have a great pool of applicants. The Hanscom Primary School was looking for a 2<sup>nd</sup> grade teacher but has put that on hold, and Mr. Ledebuhr is looking for a 6<sup>th</sup> grade English Language Arts [ELA] teacher but has also put that on hold. They are waiting for enrollment to increase. Ms. Fagan is looking for a preschool teacher. Ms. Sterling is looking for a math specialist and a content specialist; both need certification. They are also looking for a part-time technology specialist at Hanscom. Mr. Brandmeyer is confident that they will select the best candidates.

Mr. Brandmeyer updated the Lincoln Teachers' Association request on retirement and reported that they agreed to the parameters. He thanked the Committee for its support.  
Ms. Glass thanked him for his work.

## VII. Curriculum

Document: None.

Ms. Sterling attended the 6<sup>th</sup> grade Hunger Banquet and brought two posters. All 6<sup>th</sup> graders made fact posters about hunger. There were several presentations about what the hunger problem is. Students were asked why there are people who are hungry. They raised awareness, encouraged donations, and received over \$300. Students were engaged in the project. Ms. Sterling had the privilege of sitting at the table with the 15% who received the full lunch. She said it was wonderful to have so many parents in attendance, many of whom sat with students on the floor to represent the 55% of the world's population who are undernourished. There are many ways to make the point.

Ms. Glass thanked her for her work.

## VIII. Policy

None.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$639,410.39 and the accounts payable warrants totaling \$157,088.08 for a total of \$796,498.47. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Christenfeld moved to approve the warrants, with Ms. Glass seconding the motion. The Committee voted unanimously to approve the warrants.

### B. FY12 Budget Quarterly Update

Documents: 1) Memorandum to School Committee and Michael F. Brandmeyer from Buckner Creel, Subject: FY12 Third Quarter Report, dated April 11, 2012; 2) Lincoln Campus: FY 2012 Operating Budget—Status Report, 3<sup>rd</sup> Quarter, as of April 3, 2012; 3) Hanscom Campus: FY 2012 Operating Budget—Status Report, 3<sup>rd</sup> Quarter, as of April 3, 2012; 4) FY 2011 [sic], Operating Budget—Key Budget Line Tracking, 3<sup>rd</sup> Quarter, as of April 3, 2012

Mr. Creel reviewed his report and is guardedly optimistic that the district will continue in this good position. The mild winter enabled them to save money on heating costs. At Hanscom, they have deferred project work because the Middle School will be demolished, giving them a balance. Those monies are available to support the temporary kitchen project approved earlier in the meeting.

The Committee discussed the transitional costs of the Hanscom Middle School building project. Mr. Brandmeyer noted that the plan for moving out of the current building is changing as the design drawings have been delayed. He said they have one contract adjustment per year for the life of the contract. He is confident that the Department of Defense will fund the transitional costs appropriately. Mr. Brandmeyer also mentioned that the Department of Defense cannot give the district furniture as the district is a contractor of the federal government.

Ms. Glass thanked them for their work.

## X. Old Business

### A. School Building Committee [SBC] Update

Document: None.

Mr. Brandmeyer said the SBC will meet Tuesday evening, May 1. The SBC will discuss the Construction Manager at Risk versus the typical Design Bid Build delivery method; the MSBA would increase the project reimbursement by 1% if the SBC chooses the Construction Manager at Risk delivery method, and the SBC will decide on May 1. Outreach to the community continues with coffees and meetings at the Library, Council on Aging, Battle Road Farm, and other residences. They will start with questions and present information on the school building project. He hopes they will have interesting and informative conversations, especially as there is some bad information out there.

Mr. Christenfeld mentioned the fine line between providing information and being advocates for the project, using public resources to influence votes. Mr. Brandmeyer noted that they cannot use public funds or staff time to influence a vote. He offered to have a workshop on the appropriate

actions for the School Committee and School Building Committee. Mr. Christenfeld said a separate organization with its own funding could advocate openly for the project.

Mr. Brandmeyer said there will be a joint meeting with the School Committee and School Building Committee on Tuesday, June 5 to finalize the Schematic Design Report to be submitted to the Massachusetts School Building Authority [MSBA]. OMR has to submit the Schematic Design Report on June 6.

Mr. Schmertzler mentioned the new effort and group from the Finance Committee and CapCom, tasked with pricing a repair analysis, will present their findings in the fall. They have released an RFP for a consultant at a price of \$75,000. Mr. Schmertzler is concerned about the negative attitude toward the project.

XI. New Business

None.

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 the meeting. The open session adjourned at 8:05 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary