

DRAFT  
MINUTES OF THE LINCOLN SCHOOL COMMITTEE MEETING  
Monday, August 13, 2012  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair); Tom Sander (Vice Chair); Al Schmertzler, Member; Jen James, Member; Becky McFall, Superintendent, Buckner Creel, Administrator for Business and Finance; Stephanie Powers, Administrator for Student Services  
Absent: Tim Christenfeld (Member)

I. Greetings and Call to Order

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

II. Chairperson's and Member's Reports

Al Schmertzler reported that the McGuire Group has presented an almost final report on their investigation of a repair approach to addressing building needs. The presented amount for this approach would cost \$34-45 million and does not include a cafeteria. Improvements to the cafeteria have been deemed necessary by the School Building Committee and the McGuire Group consultants. This is a more expensive approach than the plan to build a new school with a contribution from the MSBA of 44.8% of \$49 million (\$21 million) to the Town for a new building.

III. Public Comments

Bowen Holden Martin of Lincoln Road requested information regarding the timeline for construction of a new school building. Mr. Creel and Mr. Schmertzler advised that the construction may begin in early summer.

IV. Kindergarten Discussion

Document: None

Lincoln Kindergarten Enrollment

Becky McFall reported that on the Lincoln Campus we have 56 students enrolled and placed in 3 sections (of 18, 19, and 19 students). We may have enrollment of 3 more students bringing the total to 59 (20, 20, 19). If enrollment was to raise registration totals to 61 students then a new fourth section would be needed. Dr. McFall assured the Committee that the classes are now appropriately staffed to meet the needs of the enrolled students, but action may be necessary if the numbers reach 61 students. This would include hiring a teacher and an assistant to teach in a fourth section.

Mr. Schmertzler raised concern about the number of houses on the real estate market currently and suggested that consultation with real estate agents in the area may provide useful information.

Ms. James asked for an estimate of when the decision will be made regarding the Kindergarten enrollment, placement and teacher assignments. She reports that many parents are interested in learning this information. Dr. McFall reported that the school needed more time but that parents would know at least a week before school begins.

Dr. McFall reported that there is a plan in place for hiring an available candidate who would be able to teach a fourth section of Kindergarten.

Mr. Sander asked if the School Committee needs to approach the Lincoln Financial Committee for funds to staff the additional classroom. Mr. Schmertzler advised informing the Lincoln Financial Committee that funds may be needed but the School Committee would use funds from the Control Account to meet this need and will approach the Lincoln Financial Committee at a time later in the year if additional funds are needed due to unexpected funds. Discussion included the potential of unforeseen expenses that may impact financial management such as special education placements, winter heating needs, etc. The final decision was to request a transfer from the Lincoln Financial Committee in the event that an additional section of kindergarten is added.

Tom Sander moved, and Jen James seconded the motion to approve the opening of a fourth section of the Kindergarten if enrollment reaches 61 or more students for this coming school year and approves asking the Lincoln Financial Committee for an emergency transfer to the Lincoln School Budget for the purpose of hiring a Kindergarten teacher and the School Committee authorizes the enrollment of 2 Boston kindergarten students.

Bowen Holden Martin of Lincoln Road inquired about the hiring of the new teacher and the effect on student placement and moving classrooms. Dr. McFall assured her that plans are in place to optimize the experience for faculty and students.

Julie Brogan of Old Sudbury Road inquired as to the discretion to appoint a 4<sup>th</sup> teacher if there are fewer than 61 students. She encouraged the Committee to consider opening a fourth section if 56 or more students are enrolled. Discussion of the ideal class size was discussed and the class size policy took place.

Bowen Holden Martin of Lincoln Road inquired about the District's plan for students that may move into Lincoln at a date later in the fall and the class size is over the maximum size. Discussion of past practice and timing took place. Ms. Martin was assured that the School Committee would convene and discuss the best approach for complying with the class size policy and meeting the needs of students.

The School Committee voted unanimously to approve the motion.

#### Hanscom Kindergarten Enrollment

Hanscom has a projected enrollment of 85 (21, 21, 21, 22) Kindergarten students. Recommending a fifth section to bring the average down to 17.3. A teacher has been identified and is ready to be moved into a teaching position. Specials have been examined and wellness classroom for 2 sections a week will be comprised of 2 classes of students in the gymnasium at one time. Appropriate staffing for this larger group has been planned. The addition of another classroom will require a move in the Primary School of the Resource Room into the Teacher's Lunch room. The existing Resource Room would become a Kindergarten classroom. The funding of another teacher would come from the Hanscom Reserve account.

Al Schmertzler moved, and Tom Sander seconded a motion to authorize the fifth K section including a transfer a \$100,505 from the Reserve Account for the purpose of the cost and facilities for the additional Kindergarten classroom for the Hanscom Primary School.

The School Committee voted unanimously to approve the motion.

Ms. Ludwig thanked the School Committee and the Lincoln Administrators for assisting in making this happen for the students in her school. She acknowledged the work of the faculty and staff in being flexible and creative in adjusting to this need.

#### V. Superintendent's Report Document: None

Dr. McFall informed the School Committee about the recent Professional Learning Community meetings regarding the new Teacher Evaluation tool. Dr. Sterling discussed the content and participation in this effort. A timeline for implementing the new tool in the 2013-14 school year was described. Ms. Glass reported that she attended a meeting and felt that positive, reflective work was taking place.

#### VI. Adjournment

On motion by Al Schmertzler seconded by Jennifer Glass the Committee voted unanimously to adjourn at 7:55 p.m.

Respectfully submitted,  
Stephanie Powers  
Administrator for Student Services