

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, September 1, 2011  
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), Buckner Creel (Administrator for Business and Finance), Stephanie Powers (Administrator for Student Services).

Absent: Joe Connell (Hanscom Representative), Deb Leister (Hanscom 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

Ms. Glass welcomed everyone back from summer vacation. She noted several changes to the representation on the School Committee. Debbie John, the Boston Representative, has stepped down as her daughter graduated in June. Ms. Glass thanked her for her service.

Carol Perkins was nominated by the METCO Parent Group to serve as the Boston Representative. She has two children enrolled in the Lincoln Public Schools who started here in kindergarten. Ms. Perkins worked at the Hanscom Schools for three years and taught in Boston.

In accordance with Policy BBB, to officially approve Ms. Perkins as the Boston Representative, Ms. Glass moved, and Mr. Sander seconded, the motion to approve Carol Perkins as the School Committee's Boston Representative. The Committee voted unanimously to approve Ms. Perkins as the Boston Representative.

Ms. Glass welcomed Ms. Lisa Pizarro as the Hanscom Schools' Civilian School Liaison Officer. The Air Force has changed how representatives work with the School Committee. Ms. Glass thanked Joe Connell and Deb Leister for their work and insight while they served on the School Committee.

Ms. Glass, Mr. Schmertzler, and Mr. Brandmeyer met with the Massachusetts School Building Authority today. There will be more information on the meeting later tonight.

Ms. Glass noted that they greeted the faculty on Monday without electricity. The teachers were still excited and able to set up their classrooms despite the temporary setback.

Ms. Glass said the PTA will hold the new family breakfast at the Lincoln School from 7:45 to 8:30 on September 16 in the field.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift from Lincoln Land Conservation Trust

Document: Letter to School Committee from Lincoln Land Conservation Trust, dated July 20, 2011, RE: Proposal to Support Ecology Education in the Lincoln Public Schools

Ms. Sterling explained that it is the third year of the LLCT's offer to fund projects. The school has forged a stronger connection with Drumlin Farm, for which they are grateful and fortunate.

Mr. Schmertzler moved, and Ms. James seconded, the motion to accept a donation up to \$3,000 from the Lincoln Land Conservation Trust to support ecology education for students in grades 1-5 to enhance the existing science curriculum. The Committee voted unanimously to accept the donation.

Ms. Sterling will send a thank-you note to the LLCT.

V. Time Scheduled Appointments

A. Annual Report on Summer Curriculum and Professional Development

Document: Memorandum to School Committee from Mary Sterling, dated August 25, 2011, RE: Report on Summer Curriculum and Professional Development, with list of 2011 Summer Projects

Ms. Sterling reported on the summer curriculum and professional development, which had federal and local funding supporting over 175 teacher contracts to participate in projects. She noted that federal funding will not be available every year. One highlight was the session on standards-based reporting, which 56 teachers attended. Ms. Sterling acknowledged the number of teachers who

attended these courses. In line with the goal of developing more cultural competency, three teachers and three administrators took empowering multicultural initiatives. She noted that courses on using iPads during instruction were well received. One teacher is using an iPad to help a Swedish-only student learn English.

Ms. Glass thanked her for the wonderful depth of courses and her work. Ms. Glass also thanked the teachers for attending.

#### B. Annual Report on New Faculty

Document: New Faculty and Administrative Appointments—September 2011

Ms. Sterling reported on the new faculty and administrators. There is a wide range of experience with these new people. She is pleased that teacher mentors are ready to help each of them.

Mr. Brandmeyer said they are fully staffed, and they opened a new classroom at Hanscom with a late hire. He noted that these new teachers will complement the existing teachers. Five of the new hires attended professional development sessions in June.

Ms. Glass thanked the teachers who will mentor the new teachers and welcomed the new colleagues.

#### C. Annual Report on Facilities Projects

Documents: 1) Report to School Committee and Mickey Brandmeyer from Buckner Creel, dated August 23, 2011, Subject: Status report—FY12 CPC-approved capital projects with photographs; 2) Lincoln Public Schools, Summer Projects 2011, Lincoln Campus, dated August 19, 2011; 3) Lincoln Public Schools, Summer Projects 2011, Hanscom Campus, dated August 19, 2011

Mr. Creel reviewed his report on the summer work projects, noting that they spent monies on items that would not be supplanted by a potential school building project. Special larger-scale projects were funded through capital planning warrants, and other normal maintenance projects were funded through operations budgets on both campuses. One capital planning project was to replace the asbestos tile in the Hartwell building. He thanked Magic Garden for its cooperation in moving to the Smith Building while the floors were renovated. Another capital planning project was to repair the Hartwell skylight flashing, which started today because of Hurricane Irene.

The Hanscom buildings needed to be cleaned up and fixed, especially after the amount of snow last winter. The gymnasium floor has been restored and looks great.

Mr. Creel noted that they have hired a new person who has a broad understanding of HVAC and carpentry. He also noted that Michael Haines is now the facilities coordinator for the entire Town.

Ms. Glass thanked Mr. Creel, Mr. Haines, and the team for their great work.

#### D. Enrollment Update

Documents: 1) Table entitled, Lincoln Monthly Enrollment 2011-2012, undated; Table entitled, Hanscom Monthly Enrollment 2011-2012, undated

Mr. Brandmeyer noted that they welcomed 1,156 students in preschool to grade 8 to school: 631 in Lincoln and 525 at Hanscom. All classrooms are within the class-size policy. They opened a new classroom of 1<sup>st</sup> graders at Hanscom and had enough money to do so. While they do not expect any changes in enrollment, they are watching the 6<sup>th</sup> grade at Hanscom. Hanscom enrollment is higher than last year's, and Lincoln's is lower. There are two more seats in the Lincoln 1<sup>st</sup> grade if needed.

They will submit the official enrollment number on September 30 for Hanscom and on October 1 for Lincoln. Mr. Brandmeyer noted that enrollment is above the 600 student target number for the Massachusetts School Building Authority [MSBA] for the Lincoln School Building project and justifies the successful efforts to get the MSBA to raise their student enrollment projections for the project.

Ms. Glass thanked him for the report.

#### VI. Superintendent's Report

Document: None.

Mr. Brandmeyer thanked the faculty for their wonderful job opening school, and said the Lincoln faculty did an especially great job teaching with neither copy machines nor whiteboards due to the power outage. He talked with faculty about dealing with change. They are all energized and ready to work and have put forth good effort.

Ms. Glass thanked them all for their work.

## VII. Curriculum

Document: None.

Ms. Sterling noted a great attitude on both campuses. She sent her e-newsletter to the faculty and staff and intends to attend a class each week.

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

## VIII. Policy

### A. Work Plan Proposal for Policy Review

Document: None.

Ms. Glass indicated that they want to incorporate their work on reviewing district policies into the District Work Plans at the next meeting. The Committee has to drive this review, not the administration. Mr. Christenfeld mentioned areas to address: 1) the role of the superintendent and school committee, last updated in the 1980s; 2) bidding requirements; 3) annual school committee goals; 4) the role of the Hanscom representatives; 5) budget policies; and 6) gifts to school personnel. He will meet with Mr. Brandmeyer to discuss. Ms. Glass mentioned that they are working with the policy matrix presented at a May 2011 meeting.

Ms. Glass thanked Mr. Christenfeld for his work.

## IX. Facilities and Financial

### A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$725,889.10 and the accounts payable warrants totaling \$338,893.37 for a total of \$1,064,782.47. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Mr. Schmertzler moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

### B. Sanitation Report

Document: "Sanitation Audit Report: Lincoln Public Schools," July 2011, prepared by Sanitation Systems Incorporated [SSI]

Mr. Creel presented SSI's sanitation report. SSI talked with the custodial staff and followed them in their jobs for two weeks and used comparable metrics to compile the report. They noted that *appearance* is different from *quality of effort*, and old and tired facilities are hard to clean and to make look clean. The good news is that the areas that are important to the health and safety of students—the classrooms—are good, but the bathrooms are not as clean. SSI would like custodians to change their work patterns and recommended that they increase the staffing by 30% to reach 100% cleanliness using the current janitorial methods. Mr. Creel noted they could invest in staff training and different cleaning equipment without increasing staff. Given the potential building project, it would be best to start a new cleaning program and protocols now. Mr. Creel was not prepared to make a recommendation to the Committee, but he would look for funds for equipment and training. Mr. Creel noted that SSI's recommendations would be a significant sea change in how they conduct custodial services.

Mr. Sander asked Mr. Creel to talk to other towns that have worked with SSI's ideas before doing anything with the report. He asked if the custodial contract would prevent them from making any changes. He asked whether SSI would guarantee that adopting their recommendations would achieve results with the 30% increase. Mr. Christenfeld noted that Lincoln has an excellent relationship with their custodians. Mr. Creel said they have shared the report with the custodians and told them that the report is not a criticism of the custodians but an opportunity to help them do better. Mr. Creel will bring an implementation plan to the Committee, noting that the appropriate time to discuss custodial staffing was during the budget process.

Ms. Glass thanked Mr. Creel and looks forward to the next stage.

## X. Old Business

### A. School Building Committee Update

Document: Approach 5E: Major Addition, Major Renovation, dated September 1, 2011, designed by OMR Architects

Ms. Glass reviewed the progress with the MSBA and the school building project. The MSBA is willing to extend the time for the feasibility study to fall 2012, but extending the feasibility study costs

more money. There is a meeting with the Finance Committee on September 12 to explore additional funding. On August 15, OMR Architects presented the current plan, Approach 5E, which took out the preschool classrooms and substituted a swing classroom for two dedicated classroom spaces. They cut the classroom sizes from 950 square feet to 900 square feet, made further use of the media center and looked at additional ways to use library space. The reductions cut the total square footage of the project to 139,000 and change the project ratio to more renovated space instead of new construction, which drives the cost down.

Today, Ms. Glass, Mr. Schmertzler, Mr. Brandmeyer, and OMR met with the MSBA and showed them Approach 5E. They had a good discussion, and the MSBA recognized that they decreased the amount of space and also tweaked the design. The MSBA asked whether the cafeteria space was sufficient. They also are impressed with the amount of community outreach on the potential project.

Mr. Schmertzler said that Mr. Brandmeyer did an incredibly good job of presenting the District's position. The MSBA needs an enrollment report, information on scheduling physical education, and a cost estimate of Approach 5E. They will not ask OMR to create more designs as it costs more money. Mr. Brandmeyer is preparing a letter about today's meeting.

Ms. Glass said they would encourage the School Building Committee [SBC] to think of the feasibility study as done and as moving into the schematic design to submit the PSR to the MSBA. The repair inquiry with Marshall Clemens and Selectman Noah Eckhouse, while not part of the MSBA process, should be available in the next few weeks.

Ms. Glass urged all to remain involved in the process.

## XI. New Business

### A. Discussion of State of the Town Report and Proposal for Joint School Committee and School Building Committee Planning Committee

Document: School Committee portion of State of the Town Report 2010 as a draft

Ms. Glass said they need to choose a date for a community forum to hold before the Saturday, October 29 State of the Town meeting. Ms. Glass asked the SBC Steering Committee to prepare for a proposed October 2 forum.

For the State of the Town meeting, they need to write a new executive summary with goals and challenges for the coming year. Mr. Schmertzler, Ms. Glass, and Mr. Sander will work on the draft. They will have a 10-minute presentation and discussion at the State of the Town meeting. They will present in bullet form. They will vote on the draft at the next meeting and submit it by the end of September.

### B. Designate School Committee Representative to EDCO Board of Directors

Document: None.

Mr. Brandmeyer said the Department of Elementary and Secondary Education [DESE] is reviewing educational collaboratives in the wake of the misappropriation of funds in the MEC Collaborative. He explained that the EDCO collaborative has a public side and a private side, and many collaboratives, including EDCO, operate as nonprofits even though they are public entities that receive public funding. Superintendents and school committee members serve on the Board of Directors of the public side of EDCO. There are typically four meetings per year, but this year there may be more as the collaboratives want to make sure they are governed appropriately. He noted that the CASE collaborative has only a public side.

Mr. Schmertzler moved, and Mr. Sander seconded, the motion that Mr. Christenfeld represent Lincoln on the EDCO Board of Directors and to give Mr. Brandmeyer the right to vote on the district's behalf on the EDCO Board of Directors. The Committee voted unanimously for Mr. Christenfeld and Mr. Brandmeyer.

### C. Communication with Finance Committee regarding Annual Performance Report

Document: None.

Ms. Glass said the Finance Committee would like to have a draft of the new annual performance report by their budget presentation for Town Meeting in March. This new report is a work plan item. Mr. Brandmeyer said they would like to do the best job possible, noting that they have much on their plate. They will discuss the report and its contents with the Finance Committee on Monday night.

#### D. Hanscom Representatives to School Committee

Documents: 1) Memorandum to School Committee from Stacy Yike, Colonel USAF and Commander, Received August 24, 2011, Subject: Hanscom AFB Representatives; 2) School Board Election, File BBB, Adopted at School Committee Meeting of September 8, 1980; 3) Role of the Hanscom Representatives, File BDC-R, Approved at School Committee Meeting of December 4, 1989

Mr. Brandmeyer reviewed the letter from Colonel Stacy Yike, the Hanscom Air Force Base Commander. She immediately replaced the current Hanscom Representatives to the School Committee, Joe Connell and Deb Leister. Colonel Yike is the Military Liaison Officer and Lisa Pizarro is the Civilian School Liaison Officer. Ms. Pizarro is the central point of contact. The Air Force changes have been the impetus for these liaison officer positions.

Ms. Pizarro said that there was feeling that there needed to be a more formalized process and noted that she cannot be a member of the School Committee, whether or not that person is entitled to vote on the Committee. She also raised the issue of as Hanscom voters can vote in Lincoln, would they be eligible to run for the Committee as elected members of it?

Mr. Brandmeyer noted that this may require changes in School Committee policy, but they certainly want to continue the relationship. Ms. Glass asked that Mr. Brandmeyer obtain more information on what has happened and how it changes the role of the Hanscom Representatives. He will find out more from counsel on all these questions and draft policy for a future meeting. Ms. Pizarro said Colonel Yike will attend meetings at the School Committee's request. The Committee sought to ensure that a Hanscom representative who worked for the Colonel would not be in a conflict of interest as it related to certain executive session matters.

#### XII. Approval of Minutes

Document: Draft of School Committee Minutes for April 28, 2011

Ms. Glass moved, and Mr. Christenfeld seconded, the motion to approve the minutes for the meeting of April 28, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

#### XIII. Information Enclosures

Documents: 1) Thank You Note from Annette Lee for her Retirement Chair; 2) Letter to Faculty and Staff of the Lincoln Public Schools from Mickey Brandmeyer, dated August 18, 2011; 3) Letter to Middle School Families from Sharon Hobbs, Principal, dated August 23, 2011; 4) Letter to Middle School Colleagues from Sharon Hobbs, Principal, dated August 25, 2011; 5) Letter to Primary School Families from Steve McKenna, Principal, dated August 22, 2011; 6) Letter to Primary School Colleagues from Steve McKenna, Principal, dated August 23, 2011; 7) Letter to Hanscom Primary School Families from Beth Ludwig, Principal, dated August 23, 2011; 8) Letter to Hanscom Primary School Faculty and Staff from Beth Ludwig, Principal, dated August 23, 2011; 9) "Back to School Times," Hanscom Primary School, August 2011; 10) Letter to Hanscom Middle School Faculty and Staff from Erich Ledebuhr, Principal, dated August 22, 2011; 11) Letter to Hanscom Middle School Students and Parents from Erich Ledebuhr, Principal, dated August 15, 2011; 12) Letter to Parents and Guardians from Erich Ledebuhr, Principal, dated August 29, 2011; 13) Letter to Lincoln Preschool Faculty and Staff from Lynn Fagan, dated August 20, 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