

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Thursday, September 15, 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), Lisa Pizarro (Hanscom Civilian School Liaison Officer).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:03 pm and noted that they were taping and streaming live "On Demand."

II. Chairperson's and Members' Reports

Ms. Perkins attended the METCO Parent meeting and met the new METCO Director, Lateefah Franck. The session was well attended. The METCO Parents' group will have its first official meeting in Boston on October 20.

Ms. Glass attended the Middle School's curriculum night. Parents experienced what it was like to get to class on time, which gave a good flavor for school. She thanked Principal Sharon Hobbs and her staff for their preparation.

Mr. Sander announced that the Elementary School's curriculum night would be held Thursday night.

Mr. Brandmeyer said the Hanscom Middle School held their back to school activities with a picnic.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Class of 2011 Gift

Document: Letter to School Committee from Allan Royal and the Graduating Class of 2011, dated September 8, 2011

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to accept the donations of a new basketball hoop to be installed on an existing pole between the school and the Brooks Gym and two sport benches to be placed in the center field to be used for team sporting events from the graduating class of 2011. The Committee voted unanimously to accept the donations.

Mr. Brandmeyer will send a thank-you note.

V. Time Scheduled Appointments

A. Recognition of Service to Lincoln School Committee: Joseph Connell and Deb Leister

Document: None.

Ms. Glass noted that they are sad that Joe Connell and Deb Leister, who have served on the School Committee as Hanscom Representatives since October 2009, will no longer be the representatives as the Air Force established a more formal role for a civilian school liaison officer to serve on the School Committee. Ms. Glass said that Mr. Connell and Ms. Leister's perspectives have been invaluable, especially their experience with other school systems and their thoughts about how school works for military families. The Committee is pleased to have had their service, but each of them will be missed in their role as cheerleader and advocates for the schools.

In their honor, the Committee worked with the Hanscom librarian to choose books to donate to the two Hanscom libraries. For Mr. Connell, they chose the National Geographic *Children's Atlas* and a book about dolphins to be donated to the Hanscom Primary School Library. Ms. Glass noted that many have watched Mr. Connell reading with children. For Ms. Leister, they chose the National Geographic *Young Reader's Atlas* and the *Heart of the Samurai* to be donated to the Hanscom Middle School Library. Ms. Glass noted that Ms. Leister's high standards and encouragement of good writing skills will be remembered.

Mr. Connell said he was honored to be associated with the Committee and the school administration. While disappointed at not being able to serve in this capacity, he will volunteer in any way he can. He noted that Hanscom is his last assignment. He considers Mr. Brandmeyer, Mr. Ledebuhr, Ms. Ludwig, Ms. Leister, and the Committee members great friends. When he left Afghanistan, it was a “no-brainer” about where to be placed as he knew the schools would be great for his young children.

Ms. Leister thanked the Committee for the opportunity to serve. It was a lifeline for her, since she characterized herself as an overachiever. It has been a wonderful learning experience that she has enjoyed and will miss. She also thanked the members for opening their arms to her.

Ms. Glass thanked them with a round of applause.

B. Proposal for Eagle Scout Project

Document: Harrison Elder Eagle Scout Service Project, dated August 24, 2011

Mr. Creel introduced Harrison Elder, a graduate of the Lincoln Schools, a Boy Scout, and a senior at Lincoln-Sudbury Regional High School. To become an Eagle Scout, he must lead and design a project to benefit the community. He proposed constructing two baseball scoreboards on the Lincoln School campus and noted he was working with Mr. Creel and the Recreation Department on the best design, which will be smaller than indicated on the drawings. The Sudbury Little League will fund the scoreboards.

Mr. Creel noted that the Recreation Department has approved it, and he recommended that the Committee approve it. The design is portable, and Mr. Creel recommended that maintenance costs be set aside in an individual account to pay for such costs.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve Mr. Elder’s Eagle Scout service project, subject to the concurrence of the Recreation Commission. The Committee voted unanimously to approve the project.

C. Healthy U.S. School Challenge [HUSSC]

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Buckner Creel, dated September 8, 2011, Subject: Healthier US Schools Challenge (HUSSC); 2) Printed material from United States Department of Agriculture, Food and Nutrition Service, Healthier US School Challenge web site, Massachusetts Award Winners, printed August 31, 2011

Mr. Creel expressed delight that the Lincoln School’s Lunch Program received a Bronze status/medal in the Healthy U.S. School Challenge, becoming one of seven schools in Massachusetts to win since 2009 and one of only three districts to win. The school will receive a check for \$500, a plaque, and a visit from senior official from the United States Department of Agriculture. Mr. Creel said Ms. Higgins has done a great job.

Cathleen Higgins, Food Service Director, thanked Mr. Creel, Mr. Brandmeyer, her staff, and the Committee for their support. Ms. Higgins said it was a community achievement with many people, including the Parent-Teacher Organization, and policies such as the wellness policy and physical education helping the effort. The program begins for five years, and they plan to extend it to Hanscom. They want to increase participation in the lunch program, as attaining Silver status requires a participation of 60% of the school’s official enrollment figure.

Ms. Glass congratulated Ms. Higgins, Mr. Creel, and the team for their great work, noting what success they might achieve if they had a cafeteria!

D. Hanscom Middle School Building Update

Document: None.

Mr. Brandmeyer and Erich Ledebuhr, Hanscom Middle School Principal, showed a PowerPoint presentation of the Middle School’s schematic design. They are at the 15% design stage. The new school will be built to house 310 students and will be a two-story building with 85,000 square feet. The cost is \$30 million and will be financed by the federal government. Congress is in the middle of the funding process for this and other military schools.

The building is one of the first to be designed using 21st century design principles and will have many energy-efficient features, including photovoltaics, gray water collection, and light sensors. The project is sited to use maximum daylight and will be built of glass. They will reduce their current energy needs by 40%, even though it will have air conditioning and be fully wireless.

Designer Ewing-Cole is meeting with the faculty, administration, and Base representatives, and they are actively looking for the users' input. The building will have common areas for each grade. The 4th and 5th grades will be on the second story, and the school will connect to the new Hanscom Primary School once built. By the end of November, they will be at the 35% design stage, and community input will cease. By January and February, they will be at the 65% design stage, where the value engineering will be done. This school year and next, the Middle School will be in the current building. They expect to occupy the new building in spring 2015.

Mr. Brandmeyer mentioned that the timeline for building the new Hanscom Primary School may be moved up, and they may have a charrette for it in the fall. He noted that the HMS furniture, fittings, and equipment may be contracted to the District to choose and may be part of the contract award. There may be a separate solicitation for these items.

Mr. Brandmeyer thanked Mr. Ledebuhr for his leadership and encouraging HMS teachers to take innovative steps around teaching and building design.

Ms. Glass thanked them for the exciting update.

E. Report on 2011 Extended Year Programs

Document: Report to School Committee and Mickey Brandmeyer from Stephanie Powers, dated September 9, 2011, RE: Report on Summer Programs

Ms. Powers presented her report on summer programs (the special education extended school year programs, Title 1 Hanscom Middle School Program and the Title 1 Hanscom Primary School Program) which ran from July 6 to August 28. They offered the special education extended school year programs to more eligible students, with 41 enrolled. Students received one-on-one tutoring and therapies when needed. They also partnered with the Recreation Department on social and behavioral skills. Hanscom students were bused to Lincoln. One student, who arrived in jeans and a long-sleeved shirt and was afraid of swimming, overcame that fear and swam on August 12.

Ms. Powers noted the Title 1 programs are at Hanscom only as Title 1 grants are based on the percentage of low-income families at a school. The eligibility for the programs is based on students with academic needs. The programs were a success, but next year they hope to have 10 additional students. It is a challenge for families to balance summer vacation and academics.

Mr. Stephen McKenna, Lincoln K-4 Principal, presented information about the Lincoln School Math Camp and Achievement Camp. The free Math Camp, taught by Scot Dexter and Caitlin O'Reilly, was for students entering grades 3 and 4. The students showed marked progress in a program evaluation.

The Achievement Camp, targeted at students in kindergarten through 2nd grade who need extra support, enrolled Boston and Lincoln students by invitation based on their academic needs. Families reported good outreach. The assessment data was mixed, but student engagement was high. They would like to expand the number of seats available in this program next summer.

Mr. Brandmeyer noted that these programs will no longer be improvement initiatives and will be in the base budget proposed for FY13.

Ms. Glass thanked them for providing these opportunities.

F. District Work Plans 2011-2012

Documents: 1) Lincoln Public Schools, District Goals: 2011-2012, approved by School Committee June 16, 2011; 2) Lincoln Public Schools, District Goals: 2011-2012, Work Plan, undated

Mr. Brandmeyer presented the drafts of the work plans, asked for input, and noted that they are ambitious. He asked that the Committee take into account that if they add major items, please be aware that other items would need to be juggled. He asked to finalize these plans tonight and will publish them after the vote.

Ms. Sterling reviewed the Curriculum, Instruction, and Assessment plans. For narrowing the achievement gap, Ms. Powers explained that they have already started with one-page intervention plans, developed with parents, which address specific short-term goals and evaluate progress made. These plans will be available in the District's data warehouse. Ms. Sterling reviewed the Teacher Excellence and Professional Development plans. Mr. Brandmeyer noted that they are keeping the goal of hiring a more diverse faculty and staff. One of the questions they ask all interviewees is "How do you work with a student who has a different background than you do?" Ms. Sterling noted that they are attacking this goal differently through professional development.

Mr. Brandmeyer reviewed the Supervision and Evaluation area, noting that they are starting to analyze student performance to build the components to use in the new teacher evaluation process. Ms. Sterling said they will work with a consultant and the Walker School in Needham, a therapeutic school for students with social, emotional, and behavioral needs, to develop workshops to train teachers to work with such students.

Under the Leadership and School Culture goal, Ms. Powers reviewed the Peer Mediation Program, implemented at the Lincoln School and being investigated for use at the Hanscom Middle School. They are meeting tomorrow to decide whether to recruit peer mediators in 7th grade. Ms. Sterling noted that the Town Offices move to the Lincoln campus will help engage students in town government. The Committee will continue its policy review, and the Administration will help as necessary. Mr. Brandmeyer indicated that they will add a report to the Long-Term Agenda on how the revised Middle School schedule is working. They are exploring a grades 6-8 writing course.

Under the Communications heading, Ms. Glass noted that they plan to have the Finance Committee report ready by Town Meeting in March. Mr. Brandmeyer, Mr. Sander, and Mr. Christenfeld will work on it, and Mr. Brandmeyer thanked the Finance Committee for their flexibility. They have made great progress with streaming and cablecasting the meetings on Comcast Channel 8 and Verizon Channel 33. Mr. Brandmeyer thanked David Trant and Jim Cunningham for their work.

Mr. Creel addressed the Facilities, Operations, Health, and Safety goals, which are largely driven by external deadlines. Ongoing information technology issues will increase with the Town when Town Offices move to the Hartwell Building and Pods. He will report to the Committee on custodial cleaning recommendations at the next meeting. He will also report on the pilot breakfast at Hanscom for the Healthy U.S. Schools Challenge in the January-March timeframe.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the District Work Plans 2011-2012. The Committee voted unanimously to approve the work plans.

VI. Superintendent's Report

Document: None.

Mr. Brandmeyer recognized the efforts of the faculty and principals with the start of school. Students and teachers have started learning right away, and all have done a great job.

Ms. Glass thanked him for his work.

VII. Curriculum

Document: None.

Ms. Sterling said it is a pleasure to work with the teachers. She oversaw an English Language Learners [ELL] class; she attended a 5th grade Spanish class where students counted backwards from 50. Students hear Spanish 90% of the time and do lots of dialogue. Foreign language [FLES] has taken deep root in the District.

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

VIII. Policy

None.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$564,924.61 and the accounts payable warrants totaling \$264,391.24 for a total of \$829,315.85. 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. FY13 Capital Projects Proposal

Document: Letter to all Town Departments from Assistant Town Administrator Anita Scheipers, dated August 15, 2011, RE: Capital Planning Committee, with the following attachments: Calendar, Definitions, FY12 Summary, Updated Project Request Forms, and Mandate of the Community Preservation Committee

Mr. Creel recommended that they not submit a work plan to the Capital Planning Committee because of the ongoing Feasibility Study, but he will update the 5-year plan. There is value in

submitting the annual maintenance warrant article of \$50,000. Mr. Creel said that the repair project list, which OPM Dan Tavares, Marshall Clemens, and Selectman Noah Eckhouse are working on, is the list of capital projects.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to request FY13 funding for the annual classroom maintenance warrant in the amount of \$50,000. The Committee voted unanimously to approve the funding request.

Mr. Creel shared an unsolicited testimonial of Michael Haines' efforts. The Lincoln Public Schools have worked hard to adhere to the constantly changing requirements on asbestos removal. In 1994, schools were required to have plans in place that listed all asbestos on their premises and their plans for removal. In 1999, the EPA oversaw that the regulations were being implemented in Massachusetts. Today, many schools have still not accomplished this report. In contrast to many schools, Lincoln has reported every three years, and the responsible state agency has stated that the Lincoln Public Schools have no deficiencies, and, they list the Lincoln Schools' reports as the model for other schools to use. He congratulated Michael Haines for his work.

Ms. Glass thanked them for their work.

X. Old Business

A. School Building Committee Update

Document: None

Ms. Glass reported that they met with the Selectmen and the Finance Committee regarding the need for more time and additional funding for the feasibility study. Mr. Brandmeyer and Mr. Creel negotiated a time and materials contract with OMR Architects to complete the feasibility study and found funds in the school personnel budget from personnel changes so that they did not need to ask the Finance Committee to make a reserve fund transfer. The Finance Committee said they could consider reserve fund transfers if needed in the event of extra funds needed for special education, snow removal, or the like. Mr. Brandmeyer asked that the Committee vote to authorize the available funds to use for the feasibility study.

Mr. Schmertzler asked that Mr. Brandmeyer and Ms. Glass write a letter to thank the Finance Committee and to state that they decided not to ask for a reserve fund transfer from the Finance Committee for the extended time for the feasibility study, and that the School Committee would vote to take money from available personnel funds.

Mr. Brandmeyer noted that the extended contract with OMR Architects requires that the School Building Committee [SBC] authorize the meetings with OMR, and the contract has a cost-containment clause.

Ms. Glass moved, and Mr. Sander seconded, the motion to authorize the use of the personnel control account in the amount of \$60,000 to the feasibility study, and to send a memorandum to the Finance Committee about their authorization. The Committee voted unanimously to authorize the use of the account and to send the memorandum.

Ms. Glass noted that the SBC will meet on September 20 and 27 to prepare for the October 16 community forum. School tours will start at noon, and the forum will start at 1:30 pm. Mr. Christenfeld asked that the role of the SBC be spelled out and that the Town is required to take a 50-year look at the capital projects. Mr. Brandmeyer indicated that the SBC will look at the repair approach at its meeting on September 27. Mr. Schmertzler asked that at the forum, they show the Town a comparison of the repair approach and option 5E.

B. Review Draft of State of the Town Report

Documents: 1) Draft, Lincoln School Committee, Executive Summary, October 2011; 2) Draft, Lincoln School Committee, State of the Town Report, October 2011

Ms. Glass thanked all for their comments on the draft. If there are others, please send them to her via email in time to submit it by the end of September.

XI. New Business

A. Review School Committee Long Term Agenda for 2011-2012

Document: Draft, Lincoln Public Schools, School Committee, Long Term Agenda, 2011-2012, dated September 12, 2011

Mr. Brandmeyer said they are starting in good shape and asked that they accept the draft of the long-term agenda. Ms. Glass asked that he include revisiting their participation in the federal Race to

the Top grant. Ms. James asked that they include a report about METCO at the end of the year. Mr. Christenfeld said they will need to address the role of the Hanscom Representatives shortly.

Mr. Brandmeyer will bring it back for a vote at the next meeting.

B. School Committee Subcommittee Assignments

Document: Memorandum from Jennifer Glass to School Committee, dated April 14, 2011, RE: Proposed Subcommittee Assignments

Ms. Glass said that in addition to the subcommittee assignments listed in her April 14 memo, she would like Mr. Schmertzler to continue as the Committee's representative to the Capital Planning Committee [either CPC or now CapCom] and to be the chair of the CPC and he is willing to do so. She said Mr. Christenfeld was voted at the last meeting to serve on the EDCO Board.

Ms. Glass mentioned that there are three sets of negotiations to be conducted this school year: the custodians, the secretaries, and the Lincoln Teachers' Association. Mr. Creel and Mr. Christenfeld will serve as negotiators with the custodians, Mr. Creel and Ms. James will serve as negotiators with the secretaries, and Mr. Brandmeyer, Ms. Glass, and Mr. Sander will serve as negotiators with the Lincoln Teachers' Association.

Ms. Glass thanked each member and administration member for their willingness to serve.

XII. Approval of Minutes

Documents: 1) Draft of School Committee Minutes for May 26, 2011; 2) Draft of School Committee Minutes for June 16, 2011

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to approve the minutes for the meetings of May 26 and June 16, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

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. 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 10:20 pm.

XV. Executive Session

Respectfully submitted,
Sarah G. Marcotte
Recording Secretary