

MINUTES OF THE LINCOLN SCHOOL COMMITTEE AND LINCOLN SCHOOL BUILDING  
COMMITTEE

Thursday, December 1, 2011  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), 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: Al Schmertzler.

School Building Committee [SBC] Present: Gary Taylor (Co-Chair), David Bau, Owen Beenhouwer, Andrew Glass, Laura Regrut, John Snell, Sheila Webber, Stephen McKenna, Mickey Brandmeyer, Buckner Creel, Michael Haines.

SBC Absent: Al Schmertzler (Co-Chair), Peter Braun, Eric Harris.

Other Attendees:

Office of Michael Rosenfeld, Inc. [OMR]—Jeanne Roberts, Chuck Koehler, Jeremy Hauch.

Skanska, Inc. [Owner's Project Manager]—Dan Tavares.

Ia. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:09 pm. She welcomed all and turned the meeting over to Gary Taylor, Co-Chair of the SBC, who called the SBC meeting to order at 7:09.

Ib. Joint Meeting with the School Building Committee

Documents: PowerPoint presentation dated December 1, 2011

Mr. Taylor said they would review the preferred option, now called 5E.1, with OMR tonight. The SBC is reviewing the preferred schematic report [PSR], which will be submitted to the Massachusetts School Building Authority [MSBA] so that they can move forward with the schematic design phase of the school building project. The School Committee will be asked tonight to approve the preferred option for submittal to the MSBA.

They received recent feedback from the MSBA regarding flexibilities and budgetary concerns. The MSBA's Facilities Assessment Subcommittee will most likely meet on December 14; Mr. Tavares said that meeting date is 90% set, and he will confirm it. Mr. Tavares reviewed the future timeline and said that once the MSBA board votes in January 2012, the project will go into the schematic design phase where changes can be made. The project has been scaled back.

Mr. Taylor indicated that the MSBA expressed concern about demolishing certain portions of the school that were renovated in 1994, and OMR now uses more of the building in option 5E.1; the kindergarten classrooms built in 1994 are now the only ones slated for demolition. The project is now more of a renovation than new construction. Mr. Taylor noted that the MSBA may not reimburse that part of the project. Mr. Tavares indicated that he thought the project would qualify for a 44-45% reimbursement rate, but they will know more once they go in depth with details. Mr. Taylor noted that once they ask the Town to support the project, they will know the reimbursement rate.

Mr. Taylor introduced Ms. Roberts from OMR to present the changes. They have widened the kindergarten play areas and made changes to kindergarten and grade 5 classrooms. Based on the September meeting with the MSBA, the café and kitchen have been changed to accommodate 660 students instead of 600, giving a difference of 360 in the net square footage. The concern is that the Hanscom privatization may increase enrollment in the schools. The space summary is 140,329 gross square feet, and OMR has designed for 140,000 gross square feet, with a total project budget of \$49 million. The MSBA's guidelines for submittal changed in the last week, and OMR plans to have the document ready to submit on Tuesday, December 6. The deadline is Friday, December 9.

Mr. Taylor moved, and Mr. Glass seconded, the motion to approve the preferred schematic report [PSR] and to recommend it to the School Committee for submission to the MSBA. The School Building Committee voted unanimously to approve the PSR as its recommendation to the School Committee.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve option 5E.1 as the preferred option. The School Committee voted unanimously to approve option 5E.1 as the preferred option.

Ms. Glass moved, and Mr. Sander seconded, the motion to authorize the submission of the PSR to the MSBA. The School Committee voted unanimously to authorize the submission of the PSR to the MSBA.

Mr. Taylor moved, and Mr. Haines seconded, the motion to adjourn the SBC meeting at 7:43 pm. The School Building Committee voted unanimously to adjourn the SBC meeting. The School Committee remained in the open meeting.

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Absent: Al Schmertzler.

## II. Chairperson's and Members' Reports

Ms. Perkins reported that Ms. Sterling will come to Boston on December 8. She asked for support at the State House for METCO Lobby Day on March 14, 2012.

Ms. Glass and Mr. Brandmeyer will attend Friday's PTA meeting.

Mr. Sander reported that the Lincoln Recreation Department's Robotics Team has qualified two teams from Lincoln to go to the state championships in Worcester in December.

## III. Public Comments

None.

## IV. Consent Agenda

None.

## V. Time Scheduled Appointments

### A. FY13 Budget Discussion

Document: "FY2013 Preliminary Budget," Lincoln Public Schools, to Lincoln School Committee, dated November 10, 2011, known as the Budget Book

Mr. Brandmeyer noted the Lincoln Finance Committee has given the schools a 2% increase over the FY12 budget, and they can advance this year's program to next year and the Lincoln Public Schools are in good shape with the FY13 budget. They included modest program improvements consistent with their strategic goals, and the principals and program directors will present these improvement initiatives tonight. Mr. Brandmeyer reminded the Committee that previous successful budget initiatives become part of the base budget.

The improvement initiatives and details are listed at the end of each section in the Budget Book. Lincoln K-4 Principal Steve McKenna presented two initiatives: a 0.2 FTE math specialist for remedial support in grades K-4, and NXT Mindstorm Lego kits for grades 3 and 4. They will check to ensure that the NXT technology is not outdated. Lincoln 5-8 Principal Sharon Hobbs, METCO Director and Academic Advisor Lateefah Franck, and Coordinator of Student Services Ginny Flaherty presented four initiatives: Aim for Algebra materials, Achievement Camp for grades 5 and 6, FM/Sound Field System with dual modality for students with hearing deficits, and TV Studio Equipment. Dr. Hobbs and Ms. Franck decided not to include a proposal for a METCO late bus. David Trant said that refurbished TV equipment is a great way to get equipment inexpensively.

Hanscom Primary School Principal Beth Ludwig and Coordinator of Student Services Karen Kanter presented four initiatives: 1) a 0.6 FTE speech and language pathologist for both Hanscom schools to work on goal-focused intervention plans before students need to be on IEPs; 2) document cameras and LCD projectors; 3) NXT Mindstorm Lego kits for grade 3; and 4) portable sound field systems for grades 1-3. The sound systems provide crisp sound from the teacher and helps English Language Learners [ELL] and students who are hard of hearing.

Hanscom Middle School Principal Erich Ledebuhr presented six initiatives: a 0.5 FTE technology integration specialist, a transition specialist and academic coach, Developmental Design

training, Operation Eagle Eye Summer Program, math text books and supplemental materials, and two portable sound field systems. The sound systems are different from the others requested at the other schools and are based on the student needs. The academic coach provides support for all subjects, where the specialists provide assistance with one subject.

Lynn Fagan, Preschool Director, presented the preschool initiative for more support to answer questions about their program for both campuses.

Mr. Brandmeyer said they will come back to the Committee with a refined proposal at the next meeting. They have not yet heard whether they will be awarded the contract to operate the Hanscom schools. There will be changes in special education needs.

Ms. Glass thanked them for all their thought and work.

#### B. Parent Satisfaction Survey: IEP Process

Document: Memorandum to School Committee and Mickey Brandmeyer from Stephanie Powers, dated November 21, 2011, RE: Report on Parent Surveys

Ms. Powers presented her report on the 2010-2011 Special Education Individualized Education Program [IEP] team meeting process, which is based on surveys provided to parents and guardians after meeting with the Student Services Department. The Department held over 175 meetings, and 120 parents returned the surveys. The survey showed a high level of satisfaction, and she was very proud to present the report and congratulated her teams and the faculty.

Ms. Powers explained that they use a team approach to help all students, whether the student is on an IEP or not. The Department writes and implements goal-focused intervention plans for students, which help them before the student needs an IEP.

Ms. Glass thanked her for her work.

#### C. Discussion of 2012-2013 School Year Calendar

Documents: 1) Working Draft A, Lincoln Public Schools, 2012-2013, undated; 2) Working Draft B, Lincoln Public Schools, 2012-2013, undated

Mr. Brandmeyer noted that the school calendars for 2012-2013 need to have 185 school days scheduled, with a five-day cushion for snow days beyond the 180-day school year required by law. Working Draft A shows a start before Labor Day, and Working Draft B shows a start after Labor Day. At this time, Mr. Brandmeyer recommended draft A, but he would like feedback. He will bring the calendar for a final decision in January 2012.

Mr. Brandmeyer noted that religious holidays are days of low student attendance, and February and April vacations are traditional in Massachusetts. Some districts tried a March vacation and switched back because teachers need to care for their families during vacation times. He offered to develop a calendar with a March vacation instead. Ms. Glass, Ms. James, and Mr. Sander indicated they and other parents would like students to return after Labor Day.

Mr. Brandmeyer will ask the Lincoln Teachers' Association [LTA] if they would support a before Labor Day return to school for teachers.

#### VI. Superintendent's Report

Document: None.

Mr. Brandmeyer congratulated the Food Services for their Bronze Award win in the Healthier U.S. School Challenge. The U.S. Department of Agriculture is sending a representative to present a \$500 check on Monday. He invited all to the assembly, which starts at 8:15.

Mr. Brandmeyer noted the graffiti was cleaned up and is under investigation.

He discussed the visit by two Apple Computer representatives a couple weeks ago. They looked at how students were using iPads and thought the Lincoln schools were making some of the most innovative uses of the iPad that they have seen in schools. Next Wednesday, Apple will host a workshop in Lincoln for 10 additional districts to share information and tips. Mr. Brandmeyer is proud of the teachers for their creativity and for using the iPad for assessing student work. At the Hanscom Middle School, 6<sup>th</sup> graders wrote a stock market game based on their research. One teacher is using the iPad to connect with a student who does not engage face to face. While the event is hosted by Apple, they will try to have press there and take video to put online.

Ms. Glass thanked him for his work.

## VII. Curriculum

Document: None.

Ms. Sterling attended a kindergarten class that welcomed the Food Project to talk about gardens. Students learned how a corn stalk grows and how corn kernels become popcorn. Students were eager to ask questions.

She attended a morning meeting for 4<sup>th</sup> graders and looked at student work. The morning meeting involved a lesson in civics, and the 5<sup>th</sup> grade invited the 4<sup>th</sup> grade to be on the advisory student council. Students discussed the responsibilities of being a council representative.

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 \$624,484.20 and the accounts payable warrants totaling \$109,840.00 for a total of \$734,324.20. Ms. Glass reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

## X. Old Business

### A. Hanscom Middle School Building Update

Document: None.

Mr. Brandmeyer noted that they have held a value engineering meeting with designer Ewing-Cole and DDESS over the last three days for the Hanscom Middle School building project. They are at the 35% design phase, and it is going smoothly. Mr. Brandmeyer and Erich Ledebuhr showed a PowerPoint presentation on the drawings. Each stated how easy it has been to work with Ewing-Cole.

Specifics include changes on the stage and performance place. At this point, they are showing options; not all items will be in the plan. Learning centers where students can collaborate are part of 21<sup>st</sup> century design. Ewing-Cole said they would bring samples next time but Ewing-Cole spent an entire day on the interior design (finishes, floors, colors, with different colors to differentiate the grades). The exterior will have brick finishes. They shrunk the footprint and may need to combine some of the outdoor learning areas. Storm water management will filter the water.

Mr. Brandmeyer noted that the Department of Defense [DOD] has stopped all other projects except for the Hanscom Middle School. Ewing-Cole is using the project as a pilot for 21<sup>st</sup> century design. The firm has the contract to procure furniture for DOD schools. The 65% design will be completed in February 2012.

## XI. New Business

None.

## XII. Approval of Minutes

None.

## XIII. Information Enclosures

Documents: 1) Letter to Hank Gmitro, Hazard, Young, Attea and Associates from Jennifer Glass, dated November 21, 2011; 2) Letter to Arthur Bettencourt, New England School Development Council from Jennifer Glass, dated November 21, 2011

There was no discussion of these items.

## XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the Committee voted unanimously to go into Executive Session for the purpose of collective bargaining preparation. Ms. Glass, yes; Mr. Sander, yes; Mr. Christenfeld, yes; Ms. James, yes; Ms. Perkins, yes. The Committee would not be returning to open session. The open session adjourned at 10:22 pm.

## XV. Executive Session

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary