

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Thursday, December 15, 2011  
Hartwell Building, Lincoln, MA  
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Tim Christenfeld, Jen James. Also present: Mickey Brandmeyer (Superintendent), Mary Sterling (Assistant Superintendent), Stephanie Powers (Administrator for Student Services), Buckner Creel (Administrator for Business and Finance).  
Absent: Al Schmertzler, 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 7:04 pm. She welcomed Town Offices to the Lincoln campus and said they look forward to sharing the Hartwell facilities for the next two years.

II. Chairperson's and Members' Reports

Mr. Christenfeld and Mr. Brandmeyer attended the EDCO Board meeting, where governance and legislation were the topics of discussion. Professional development for math teachers and a workshop on best practices is available if teachers are interested. EDCO issues awards for teachers and staff for exceptional performance, and the nomination deadline is January 2012. Please let Mr. Christenfeld know if there are candidates to be nominated.

Ms. Glass, Mr. Brandmeyer, and Mr. Creel made a brief presentation at last night's Finance Committee budget meeting. The next Fin Com meeting will be January 10 or 17, 2012.

Mr. Sander attended the assembly at the Smith School at which the Food Services received the U.S. Department of Agriculture's Healthy US Schools Challenge Bronze Award. He thanked Ms. Cathleen Higgins and her staff for their exceptional work. Mr. Brandmeyer said the assembly was a community meeting led by the 4<sup>th</sup> graders. It was a great morning.

Ms. Sterling reported that the 1<sup>st</sup> grade went on a nature walk with Drumlin Farm.

III. Public Comments

Jonathan Hoch, Tower Road, parent of a 1<sup>st</sup> grade student, commented on the school calendar and said it is important for students to have time in the summer. The two months are special and he asked that they not be truncated. He thanked everyone for their great work.

Ms. Glass said they would consider a post-Labor day start to school and there will be a 2<sup>nd</sup> reading of the proposed calendar. Mr. Sander noted that he shared Mr. Hoch's concerns, but he noted the legal requirement that public schools be open 180 days.

IV. Consent Agenda

A. Accept Gift from Bentley Systems, Inc.

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Sharon Hobbs, dated December 15, 2011, with copy of check; 2) Memorandum to Brooks Middle School and David Trant from Carol Rieg, Corporate Foundation Officer, Bentley Systems, Inc., RE: STEM Scholarship Grant, dated November 18, 2011

Mr. Brandmeyer noted that Selectman Noah Eckhouse and his colleagues, employed by Bentley Systems, Inc., have donated for the second year in a row. David Trant has received money for the Science, Technology, Engineering, and Math [STEM] grant, and it has been a great contribution to the district.

Ms. Glass moved, and Mr. Sander seconded, the motion to accept a donation of \$5,000 from Bentley Systems, Inc. to the Lincoln School to support Science, Technology, Engineering, and Math skills for students. The Committee voted unanimously to accept the donation. Mr. Brandmeyer will send a thank-you letter.

V. Time Scheduled Appointments

A. Draft Policy on Head Injuries and Concussions in Extracurricular Athletic Activities: First Reading

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Stephanie Powers, RE: Recommended Policy on the Prevention and Management of Sports-Related Head Injuries,

dated December 8, 2011; 2) Lincoln Public Schools, Head Injuries and Concussions in Extracurricular Athletic Activities Policy; 3) Lincoln Public Schools, Extracurricular Activities, Medical Questionnaire; 4) Pre-participation Head Injury / Concussion Reporting Form; 5) "Heads Up: Concussion in High School Sports: A Fact Sheet for Parents," U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, dated June 2010; 6) State Law Regarding Sports-Related Head Injury and Concussions Form; 7) Post Sports-Related Head Injury Medical Clearance and Authorization Form; 8) Report of Head Injury During Sports Season; 9) Sports-Related Concussions: Components of the Law, Key Provisions of the Regulations, 10) 105 CMR 201.000, Head Injuries and Concussions in Extracurricular Athletic Activities, Proposed Final Regulations

Ms. Powers explained that the district needs to comply with 105 CMR 201.00 "Head Injuries and Concussions in Extracurricular Athletic Activities." The district needs a policy by January 1, 2012 or needs to anticipate having a policy enacted by March 12, 2012, and the policy needs to set forth procedures governing the prevention and management of sports-related and extracurricular head injuries within the district. The policy covers all athletes and extracurricular activities that have a physical focus, but the mandate does not include gym classes. The district will need to train staff, students, and parents. Ms. Powers thanked Ryan Cassidy, PE/Wellness Teacher and Athletic Director, and Ms. Maureen Richichi, Lincoln School Nurse, for their hard work on this issue.

Mr. Cassidy said they have a number of the required items already in place. Students must have physical examinations before they try out for an activity or sport, and the policy goes into effect when they try out. Coaches have taken training online. Ms. Richichi noted the new requirement on mouth guards to prevent the severity of concussions. Parents are required to inform the school of any head injuries students have sustained, even if it was not on school property, and students will need to obtain a physician's note to participate after suffering a concussion.

Ms. Richichi noted that HIPAA may prevent the sharing of medical information with extracurricular activities that are unrelated to the school, such as with the Lincoln Recreation Department. Mr. Sander asked about baseline testing for students, and Ms. Richichi noted some high schools do cognitive testing. It could cost \$500-\$600 a year, and they could look into it.

Ms. Glass asked them to tell the state they are not on track to submit a policy for the January 1 deadline. She thanked them for their thorough work. Mr. Brandmeyer noted they will schedule a 2<sup>nd</sup> reading for the next meeting, and Ms. Powers noted they are on track and will submit the plan to the state.

#### B. Update on Standards-based Assessment and Reporting

Documents: 1) Memorandum to School Committee from Mary Sterling, dated December 6, 2011, RE: Update on Standards-based Assessment and Reporting; 2) Brochure, "Standards-based Assessment and Reporting: Parent Guide to Standards-based Report Cards," 2011-2012; 3) Grades 3-5 Open Response Rubric, 2011-2012

Ms. Sterling presented a PowerPoint presentation, noting that they will release K-8 report cards tomorrow, and reviewed her memorandum on standards-based assessment and reporting and the progress in the last few years. Teachers have worked hard to align assessments with standards, to refine scoring with a 4-point scale, to agree on grade-level expectations, and to develop kid-friendly learning targets and formative assessments. She has held many meetings, including one with 30 Boston parents, to inform parents of the new standards and report cards. She asked the Committee to tell parents that she would be happy to meet and talk if some parents still have concerns.

Ms. Sterling provided a sample of student writing and the members assessed the writing with the rubric, and Mr. Brandmeyer noted that student writing improves over the year and the expectations get higher too.

This school year, standards-based report cards have been implemented and need to be reviewed for grades K-5. Grade 6 has a pilot report card ready for review, and they are developing the report card for grades 7 and 8.

With the National Common Core Standards for English Language Arts [ELA], they will have to revise the Lincoln learning expectations, but the larger work has been accomplished. Mr. Christenfeld talked with teachers, who said it is more work, but it makes them better teachers because the specificity of the standards allows them to identify areas where students need help or have mastered and can move on.

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

### C. Discussion of FY 2013 Budget

Document: Memorandum to School Committee from Mickey Brandmeyer, dated December 11, 2011, RE: FY 2013 Budget

Mr. Brandmeyer met with the Finance Committee last night and noted that they are lucky that the budget will not need to be cut. The Finance Committee asked them not to hold contingencies in the budget. They have been able to advance this year's program to next year and will have some improvement initiatives. He reviewed his memorandum, which mentioned some changes to the budget presented in November. He recommended that the \$27,247 in uncommitted funds go into the personnel control account to possibly fund the 0.5 FTE custodian without committing to the position yet and revisit the issue later. He also recommended that some funds be available for unanticipated expenditures, such as snow removal or other things. He will present the Lincoln budget for a vote in January.

Mr. Brandmeyer has not yet heard from the federal government on the Hanscom school contract. For now, he will leave the Hanscom budget as is and try to get more information. Mr. Brandmeyer suggested that it could be helpful to form a subcommittee on mechanisms for managing the budget: giving the administration enough latitude so that the School Committee is comfortable but money is spent transparently and safeguards are in place. At the next meeting they could decide how to approach the issue and work on it the next few months. Mr. Brandmeyer suggested that the guidelines be ready by mid-April.

Ms. Glass moved, and Mr. Sander seconded, the motion to create a budget review subcommittee with the scope of its work to be determined later. The Committee voted unanimously to create the budget review subcommittee. They will discuss details in January. Mr. Sander offered to serve.

### D. Review Superintendent Search Timeline and Materials

Documents: 1) Advertisement and Posting for Lincoln, Massachusetts, Superintendent Search; 2) Online Survey for Framingham Superintendent Search draft; 3) Proposed Timeline: Lincoln Search V2, Future Management Systems—Executive Search

Ms. Glass reviewed the progress on the superintendent search. They met with Bill Garr of Future Management Systems, Inc. [FMS] on December 5 and 12 reviewing the initial outreach plan and the advertising copy. Community focus groups and an open forum will be held in January. Mr. Garr met with Lincoln and Hanscom parents and with the Hanscom Primary School faculty, the Lincoln faculty, custodians, and central office staff. There were spirited discussions that were helpful, and Ms. Glass thanked all who participated.

Ms. Glass presented a revised search timeline, a revised advertisement for the position, and the online survey. The Committee revised the online survey that the community can fill out. Ms. James asked that the survey be available for students to fill out. The Committee noted that applications must be kept confidential, but discussed whether applications should be paper or electronic. Mr. Brandmeyer indicated that steps can be taken to reduce the risk of a data breach in the case of viewing them electronically, and the district does employment searches electronically. Ms. Glass indicated they would like to be able to view applications electronically if they have confidence that it maintains applicant confidentiality.

The Committee edited the advertisement for the superintendent search, which they will submit tomorrow for the *Boston Sunday Globe* for December 18. The advertisement will also run in the January 11, 2012 edition of *Education Week*. They moved the date for application submissions to January 30, 2012. The Committee also moved up the timeline. The Committee will discuss the proposal for the composition of the Search Committee on January 5 and choose the Search Committee on January 19. They asked interested individuals to submit a letter of interest by January 16.

### VI. Superintendent's Report

Document: None.

Mr. Brandmeyer said they have distributed the Google Chromebook browser to all students. It is a cloud-based system, meaning that documents and searches are stored electronically. There was so much interest in using the Chromebooks that the district's network crashed twice. The 7<sup>th</sup> and 8<sup>th</sup> graders at Hanscom used them today without crashing, and Mr. Ledebuhr reported student engagement and excitement were high. Teachers tabulate students' knowledge and can adjust their

instruction. He will demonstrate the uses of Google Chromebook at a future meeting. Each briefcase costs \$429 with \$10 for each backpack, including support and warranties.

Ms. Glass thanked him for his work.

## VII. Curriculum

Document: None.

Ms. Sterling attended two classes with English Language Learners [ELL], and mentioned the work of a kindergarten student working with sentence construction and rhyming, and a 3<sup>rd</sup> grader learning homophones (plane, plain). She also attended an enthusiastically received Hanscom Middle School concert, where Principal Erich Ledebuhr played the trumpet and the orchestra and chorus performed with adults. The packed concert was filmed with Chromebook and featured impressive art displays.

Ms. Sterling regretted that she could not attend the Lincoln School Foundation- sponsored Spanish language, food, and culture event.

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 \$643,180.45 and the accounts payable warrants totaling \$132,202.80 for a total of \$775,383.25. 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. Lincoln School Building Committee Update

Document: None.

Ms. Glass, Mr. Taylor, Mr. Brandmeyer, Mr. Creel, OMR's representatives, and Dan Tavares of Skanska went to the Massachusetts School Building Authority [MSBA] to discuss and to present the schematic report. They met with some MSBA board members, and OMR presented the latest design. The MSBA wanted to ensure that the building layout would work for the educational program. Mr. Brandmeyer noted that next week they will talk with the MSBA and see the adjusted drawings with the school layout. Mr. Brandmeyer reported that Dan Tavares, Owner's Project Manager, noted they are on track for the January 25 MSBA Board meeting, when the district hopes for a positive vote on the schematic design. The goal is to receive the MSBA's approval for the project scope and budget conference on July 25, 2012.

Mr. Brandmeyer asked the Committee to sign the page that states to the best of their knowledge, the Preferred Schematic Report [PSR] represents the conditions of the school campus. The document will be presented to the Selectmen for their signatures at their January 9, 2012 meeting. He needs Committee members to attend the Selectmen's meeting.

### B. Update on Legislation Affecting Collaboratives

Document: Draft of Letter about EDCO by Timothy Christenfeld

Mr. Christenfeld reported that the state legislature is on the verge of passing a law to change the governance of educational collaboratives, and two of the clauses would be disruptive. The timing is to have it pass in January. He drafted a letter from the Committee to send to Representative Thomas Conroy and Senator Susan Fargo asking them to pay attention to the two clauses. While the new legislation will affect EDCO's structure, it will not effect Lincoln's participation in EDCO. Mr. Sander suggested that the letter include Lincoln's preferred policy solution. Mr. Christenfeld agreed to also send the letter to Representative Alice Peisch.

Mr. Christenfeld said there may be other legislation as a commission on educational collaboratives may recommend other changes in the laws, such as limiting school districts to one collaborative membership. As Lincoln is a member of EDCO and the Concord Area Special Education

Collaborative [CASE], limiting membership could hurt the district. Mr. Christenfeld noted that they may need to become more active in this issue.

Ms. Glass thanked Mr. Christenfeld for his work.

#### XI. New Business

##### A. 2011 Annual Town Report

Documents: 1) "2011 Annual Town Report: Typing Instructions," from Anita Scheipers, Assistant Town Administrator; 2) 2010 Annual Town Report, Lincoln School Committee section with comments

Ms. Glass asked for someone to write the School Committee's section in the Annual Town Report. It is due on January 4, 2012 and needs to include the calendar year of 2011. She suggested that they include the School Building Committee's completed feasibility study, the search for a new superintendent, and the natural gas contract. Mr. Christenfeld will revise last year's report.

#### XII. Approval of Minutes

Document: Draft of Minutes for December 1, 2011 from the Joint Meeting with the School Building Committee

Ms. Glass said the minutes of the joint meeting of the School Building Committee [SBC] and the School Committee for section 1b on the December 1, 2011 meeting agenda are included. The SBC has already approved the minutes.

Ms. Glass moved, and Mr. Sander seconded, the minutes of the December 1, 2011 joint meeting with the School Building Committee. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

#### XIII. Information Enclosures

Documents: 1) Letter To Whom It May Concern from Catherine Martus, Student Council Advisor, dated December 1, 2011; 2) Copy of Check from Hanscom Middle School to Susan G. Komen for the Cure, dated December 1, 2011

There was no discussion of these items.

#### XIV. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the Committee voted unanimously to adjourn at 10:15 pm.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary