

**MINUTES OF THE
LINCOLN SCHOOL COMMITTEE
Thursday, June 1, 2006**

Present: Julie Dobrow (Chair), Sandy Hessler (Vice Chair), Sharon Antia, Laurie Manos, Al Schmertzler, Leta Allen (METCO Representative). Also present: Mickey Brandmeyer (Superintendent), Paul Naso (Assistant Superintendent), Susan Bottan (Administrator for Business and Finance).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:03 P.M.

II. Chairperson's and Members' Comments

Ms. Dobrow said she attended the Lincoln Middle School Workshop and that it was terrific. She congratulated Judith Glassman and the entire team which worked on the event and said that she looks forward to future work. Ms. Dobrow said she also attended the fifth, sixth, seventh and eighth grade Lincoln concert. She congratulated the teachers, Laurel Reckert, Susan Gottschalk, Pam Roberts and Ron Chibaro, and the students on the progress the program has made.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gift for Hanscom HOPA Memorial Fund

Documentation of Gift to the HOPA Memorial Fund

The School Committee was asked to accept a gift of \$649.00 to the HOPA Memorial Fund to purchase a bench and plaque in memory of Mrs. Moynihan, mother of Physical Education teacher Barbara Moynihan, and to purchase books for the Hanscom Middle School library.

B. Accept Gift from Hanscom PTO to Middle School

Documentation of Gifts from the Hanscom PTO

The School Committee was asked to accept \$1000 from the Hanscom PTO to offset the cost of new soccer uniforms and for the Principal's discretionary fund.

C. Field Trip Proposal: Lincoln School Grade 7 to Sargent Camp

Documentation Regarding Sargent Camp Trip

The School Committee was asked to approve an overnight trip for the Lincoln seventh grade to the Sargent Center for Outdoor Education in Hancock, New Hampshire.

Ms. Dobrow moved that the School Committee accept the consent agenda. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Allen concurring.

V. Time Scheduled Appointments

A. Technology Plan

Documents: Lincoln Public Schools Technology Plan 2006-2011, May 21, 2006; Massachusetts Instructional Technology Standards; Lincoln Public Schools Acceptable Use Policy; The Bench Group, Inc., Information Technology Assessment--Findings and Recommendations for Lincoln Public Schools, Final; FreshPond Education, Report on Focus Groups and Surveys, Lincoln Public Schools, January-February 2006, FreshPond Education.

Mr. Naso introduced Rob Ramsdell and Renee Chandonnet of FreshPond Education. Mr. Naso said that the technology plan is organized around the six benchmark categories from the Department of Education instructional technology standards. The report was the result of interactions between FreshPond, administrators, faculty, IT staff, the Bench Group, and the especially the Technology Steering Committee.

Mr. Ramsdell said he is pleased that FreshPond has been asked to assist Lincoln at the beginning of its attempt to reconsider its use of technology in the District as it is easier to help the District in the early phases of its work rather than after it has already made significant purchases. Ms. Chandonnet said that FreshPond spent time with Mr. Brandmeyer and Mr. Naso, in each school building, with each principal, with IT personnel, and with each technology integration specialist. She said that the survey was answered by 75 to 85 percent of the staff in the schools.

Mr. Brandmeyer said this work has two components: technology infrastructure and the use of technology in teaching students, asking what we want students to learn and how can we use technology to make learning more powerful. Mr. Brandmeyer said Frank Murphy of The Bench Group has helped the District to look at how to create an infrastructure to support the District's business and to support teaching and learning. Four factors were identified: flexibility, longevity, upgradeability, and scalability. The Bench Group also looked at the security issues regarding technology use.

Mr. Brandmeyer said The Bench Group made a series of recommendations. They said that the District is understaffed. The District needs better documentation of the network structure, protocols, and procedure. The District's IT staff is working with less than current tools. Firewalls filters, hubs, and switches are needed. Password protection and password authentication are needed. Content filtering is important to the District so that students do not access inappropriate material.

Mr. Brandmeyer said short-term infrastructure improvements of \$70,000 are budgeted via FY06 technical warrants, FY07 technical warrants, and cost sharing with Hanscom and will be implemented over the next several months. The District also contemplates seeking additional funding from Capital Planning for more comprehensive technology improvements at a future date, when the technology planning is completed.

Mr. Schmertzler suggested that, to the extent that hard wiring is involved in these improvements, the District consult Robert Zakarian who does this type of work. Mr. Brandmeyer said wiring upgrades are needed at Hanscom where some areas cannot handle today's traffic.

Mr. Naso talked about curriculum and learning implications. Mr. Naso said the faculty does not have a common understanding of how technology can make it easier for students to learn concepts and skills. He said it is important to actively involve faculty in decisions.

Mr. Naso said the District will begin with technology pilot projects which will demonstrate what is possible. It is contemplated that these projects will be exhibited to a larger group of faculty and to the community at large giving the community images of how we want to use technology. Planning of staffing for the pilot projects has begun. The demonstration projects will be in math and science because more work has been done on the learning expectations in these subjects. Work on math pilot projects was begun this week. There will be ongoing work with the faculty on curriculum and technology integration to expose teachers to the possibilities for the use of technology at particular grades and in various subject areas.

Mr. Schmertzler asked how long it will take for teachers and students to get up to speed and how long it will take to really see benefits. Mr. Ramsdell said there is no definitive response for systems as complex as schools. He said technology can have impact on student learning in many ways, some more measureable than others. He also said technology is ubiquitous and that it is necessary for students to access information through technology and to communicate their understanding with technology. The District will start by looking at what is hard for students to learn in math and science and whether there is technology that can help.

Ms. Antia observed that the District should not be just starting now to use technology in learning. She said she is also concerned that many teachers said they would use technology more if the equipment were more reliable. She also said the District will need to upgrade every five or six years and wondered how this can be funded.

Mr. Brandmeyer said that there have been efforts to use technology in learning in different ways, but that up until this point there has not been an organized plan about how to do this district-wide. Ten years ago the District's use of technology was cutting edge. He said a lot of equipment from ten years ago is still in place and some purchases have been made over the last five years. Mr. Brandmeyer said if the technology is not reliable teachers will avoid planning to use it because a lot of planning goes in putting together a lesson that uses technology and if that technology is not available as planned it is hard to regroup. Mr. Brandmeyer said some teachers also do not use technology because the District has not had the expectation that they use it. The District is seeking greater consistency in the use of technology and access to the same levels of technological learning for all students. There needs to be sufficient equipment and training so that all teachers can use technology. He said the District does have equipment that works but it needs a more coordinated approach to using it.

Mr. Brandmeyer said the District will need funds for equipment, professional development, curriculum planning and integration, and resources to support all end users including human infrastructure. Ms. Hessler said that the Capital Planning Committee has pushed their timing forward and will be meeting in September. She said the District should organize its request for capital over the summer. Ms. Dobrow said if the District will be planning a significant capital investment, community outreach will need to be done.

Ms. Manos thanked the administration for resisting the temptation to just buy things in favor of developing a comprehensive plan. Mr. Schmertzler asked whether the District will be ready by the fall to show the town that it knows what it needs to know to intelligently buy hardware and software. Mr. Ramsdell said that the pilot projects will identify places in the curriculum where learning is challenging and where technology can add value. The math pilot projects will be developed by the fall and the science pilot project planning will be underway. These will not be in all areas of the curriculum or all grade levels but there will be information about why investment is needed. Mr. Schmertzler asked whether making a presentation for Capital Planning or the Finance Committee is contemplated. Mr. Naso said it is.

Ms. Hessler asked whether there will be professional development regarding technology next year. Mr. Naso said professional development is contemplated for the ten teachers involved in the math project to review the project with their peers. He said there could also be planning for a new project involving the use of technology in English language arts.

Ms. Dobrow asked whether there is any specific guidance regarding the implications of the technology plan for facilities. Mr. Brandmeyer said a RFQ is being prepared on facilities. Ms. Bottan said technological needs could be added to the list for the RFQ if this makes sense. Mr. Brandmeyer said The Bench Group could help with this. He said from the facilities perspective decisions will need to be made on whether the District wants computer labs, satellite labs, in class use of computers or a combination of these options.

Ms. Manos asked what grades will be part of the pilot projects. Mr. Naso said that the math team covers grades K-7. He said there is a kindergarten cluster, a grades 1-2 team, a grades 4-5 team, and a grades 6-7 team. Ms. Manos asked whether technology is equally important for all grade levels. Mr. Ramsdell said the technology project is attempting to evaluate where the most powerful uses of technology for learning are in the Lincoln District. He said the answer to which grade levels need more exposure to

technology learning will depend on the community served and on the learning expectations. Ms. Antia said the District will need to be mindful of the expectations of Lincoln Sudbury, Bedford High School, and other high schools that students may attend.

Ms. Dobrow asked, in light of the uncertainty regarding planning for Hanscom facility improvement, how the District can avoid inequity between the two campuses. Mr. Brandmeyer said he does not think the buildings will drive how the district uses technology. The pilot projects are cross-campus undertakings. Mr. Brandmeyer said while Lincoln can ask for Proposition 2 1/2 overrides and capital funding, there are other means to procure funding needs at Hanscom. Funding for technology needs can be built into the proposal for another contract to run the Hanscom schools.

Mr. Schmertzler asked whether any hardware that the District would buy would be able to tolerate software that the District will want to use. Mr. Ramsdell said often new software will run on older hardware but not as fast as on new equipment. He said that with current computer prices you can purchase a lot of computer for not that much money.

Ms. Antia asked about FreshPond's experience using the pilot project model in other districts. Mr. Ramsdell said the pilot project model has been used in other districts and that success has depended on whether the district continues with the work.

Ms. Manos asked about instructional material and whether textbooks would be replaced by software. Mr. Naso said textbook publishers currently offer software for teacher productivity and for student access in conjunction with textbooks.

Ms. Dobrow thanked Mr. Ramsdell and Ms. Chandonnet for their report.

B. Lincoln School Improvement Plan: End-of-Year Review

Documents: Lincoln School Improvement Plan 2005-2006, End of Year Report, May 4, 2006; Role of Reading Specialist; Samples of newsletter; Samples of weekly staff memo; middle school newsletter; Lincoln School Student Handbook Grades K-4; Lincoln School Improvement Plan, Goals for 2006-2007 School Year

Judith Glassman, Donica Hadley, Gian Criscitiello, and Nancy Wilcox presented the Lincoln School Improvement Plan year end report. Ms. Glassman thanked the other members of the Lincoln School Advisory Council who were not present, for their work throughout the year.

Ms. Glassman presented the Middle School Initiative. She said a program for the community was held on May 31 with a talk by Paul Jablon of Lesley University followed by breakout sessions facilitated by members of the Core Team. The program considered the question of what an effective balanced program for middle school is and how it reflects the developmental needs of middle school students. She said the next step is to synthesize data from this day and to use it to inform recommendations for the new principal. The two areas that remain for consideration are engagement of students and how to foster a collaborative relationship between faculty and parents. Ms. Glassman said the Core Team has been collaborative and has focused on the needs of the students.

Mr. Criscitiello reported on the goal regarding science and technology/engineering. He said in the budget for the 2006-2007 school year additional FTE hours have been added for sixth grade instruction in technology/engineering. He said there is also funding for the development of fourth grade science units so that instruction in the classroom will support teaching in the separate science specialist class.

Ms. Hadley reported on the goal to improve reading performance of K-3 students. She said a current plan of assessments has been developed, there is now more coordinated use of assessments, and the school is piloting a new Degrees of Reading Power assessment. A database is being developed to track student data for grades K-8 that will include assessments, MCAS scores, and well as interventions used. Text Talk, a vocabulary development program, will be used in grades K-2.

Ms. Glassman addressed progress on the goal to increase the frequency and quality of communication. She reported on the many endeavors to improve communication.

Ms. Antia asked how data will be entered into the database tracking student performance. Ms. Hadley said the reading specialist will be entering data on an unpaid basis this summer. It will be maintained by tutors and specialists.

Ms. Dobrow said she liked the bullying section in the K-4 student handbook. She asked whether there will be discussions with the faculty to make sure that they are using consistent language across K-8, and parent education so that parents can use the same language with children at home. Mr. Criscitiello said work on school climate is a goal for next year and that communication with parents can be part of this.

Ms. Antia asked whether there were transcripts of the Middle School Initiative. Ms. Glassman said there are no transcripts. There is data which needs to be synthesized. The substance of the work will be made public and the range of responses shared on May 31 will be shared. The core team will make recommendations and check with the community to see if these recommendations resonate.

Ms. Manos said parents would love to know more about the types of reading assessments that are administered in the early grades. Mr. Naso said communicating with parents about the network of ways we monitor and keep track of student work will be part of a school goal at Hanscom Primary School next year and will be related to a District goal.

Mr. Criscitiello addressed the goals for next year. He said goals have been developed but there is also room for the new principals to flesh out the goals. Five goals were identified: reading (grades 4-8), math grades K-8), science (grades K-8), Middle School renewal, and school climate.

Ms. Hessler asked whether it would be possible to create a requirement for students to do some math work at home each night similar to the required reading at home. Kathy O'Connell, Math Specialist Lincoln School, said she has developed a compilation of web sites that support the school's math program. There will be a workshop on June 12 from 10:30 to 11:30 A.M. and the listing of web sites will be made available to parents at this time. Mr. Naso said in the redesign of the web page within each curricular area three types of information will be made available: (1) curriculum information, (2) information for parents, and (3) useful internet links for parents and students. Ms. Hessler said it is great to add to tools but it would be helpful to make some work on math, such as rote

learning of multiplication tables, required work at home. Mr. Naso said actions are contemplated for next year on automaticity and math facts. Ms. Dobrow asked that in the reading goal language be added about differentiation of instruction.

Mr. Brandmeyer thanked the leadership team for their report and, noting that none of them would be returning next year, for their service. He said they did a great job when the school needed strong leadership, their work is evident, and the school is a better place for their work. Ms. Dobrow thanked the leadership team on behalf of the School Committee.

C. District Project Plans: End-of-Year Review

Document: Lincoln Public Schools District Goals 2005-2006 Project Plan with mid-year report annotations in blue and year end report annotations in green

Mr. Brandmeyer said that the purpose of the project plans is to make the goals operational. He said this was the first year of multi-year planning.

Mr. Naso reported on the goal to establish K-8 learning expectations in selected areas, to develop processes to measure student achievement, and to implement curriculum changes. He said the intricacies of scheduling and faculty availability required a large amount of choreography to get the right teachers together on Wednesday afternoons to do curriculum work.

Mr. Naso reported on the goal regarding compliance and operations. He said the school report cards are close to completion and the district report card is completed. Mr. Brandmeyer said the district report card will be posted by the end of the school year.

Mr. Naso reported on the goal regarding educational technology. He said the technology report presented this evening shows that there is good momentum.

Mr. Naso reported on the goal regarding teacher excellence and professional development. He said that professional development funds have been spent wisely. There has been a good response to the tuition reimbursement program and the District has been able to fund all requests that met the required conditions. Technology integration is a possible topic for next year's Institute Day but a topic has not yet been selected. Paraprofessional training will address eleven or twelve areas. Some will be addressed at the school level and others at the district level.

Mr. Brandmeyer reported on the goal regarding governance. He said he thinks the multi-year plans are the right model for the District. He noted that the District web site will be redesigned with funds from the Codman Foundation. The new web site will be rolled out in phases with the first phase anticipated to be up and running in September or October. Ms. Manos said many responses to the Communications Survey indicated that the internet and email are preferred means of receiving information.

Teresa Watts reported on the Special Education goal. She credited the coordinators and the building administrators with helping to make sure that all the benchmark events were on target. Next year the District will have its Coordinated Program Review by the Massachusetts Department of Education. The federal IDEIA regulations will be issued, state regulations will follow and the District will need to make adjustments to follow the regulations. The District also plans to apply for NAEYC accreditation for the preschool.

Ms. Bontan reported on the goal to develop FY07 preliminary operating and capital budgets stating that all benchmarks have been met. She also reported on the goal regarding facilities. She said that a Request for Qualification for Master Plan Study is being prepared for presentation to Town Meeting in October. A request for qualification is being prepared rather than at request for proposals because of advice from legal counsel. Ms. Antia requested information on the facilities needs reported by various community groups. She felt this might be useful in her work on the Master Planning Committee. Ms. Bontan reported on the goal regarding operational issues and said that all areas are on track.

Ms. Bontan reported on the goal regarding food services. This year 86,000 meals have been served. Participation is about 40% in Lincoln and 75% at Hanscom. Good programs aim for 85 to 90% participation. Ms. Bontan said that she has surveyed students, parents and the faculty and that there is desire for more healthy offerings and for more variety. Middle school students would like larger portions.

Ms. Bontan recommends that the District consider outsourcing the management of its food service program. This would be a means of improving product quality, improving financial management, and making the overall food service operation more efficient. She said that in 2007 a committee should be formed to develop a RFP. If the RFP is well designed, it will not cost the District money because the program would operate on a breakeven basis. If funds are left over the District could get them and if there were a loss the contractor would absorb it. She said there are short-term improvements that can be made for next year.

Ms. Bontan said she visited a school kitchen in her community that has an 80% participation rate for 500 kids. They produce a wonderful product without a lot of fancy equipment and use about the same space as Lincoln has. She said with a contractor the school could have the services of a dietician. They should attempt to contract with someone who specializes in making great lunches for students. Ms. Bontan said she was going to visit a state of the art facility but determined that it was more useful to visit a school that was doing a great job with a kitchen similar to ours. Ms. Bontan said she has a report on the work on food services which she will pass on.

D. School Committee Self-Assessment

Document: Goals for Lincoln School Committee 2005-2006 School Year

Ms. Dobrow said she incorporated the suggestions made by members of the School Committee at the last meeting. Ms. Hessler moved that the School Committee vote to approve its self-assessment of its work in 2005-2006. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

E. 2006-2007 Goals: Initial Discussion

Documents: Memorandum, Initial Goals Discussion, from Mickey Brandmeyer to Lincoln School Committee, May 25, 2006; Lincoln Public Schools District Goals 2006 and Beyond, draft for review with School Committee, June 1, 2006.

Mr. Brandmeyer began the goals discussion, stating that there are four goals in draft form with strands of the work under each goal set forth. The School Committee will be asked to vote on the goals at the next meeting.

Mr. Naso addressed the first goal pertaining to curriculum, instruction and assessment. There are four strands of this work: (1) continued work on learning expectations, (2) monitoring proficiency using standards-based assessments, (3) technology, and (4) middle school improvement and other areas.

Mr. Naso said systematic tracking of proficiency and growth, which has been a minor theme this year, will be a greater emphasis for 2006-2007 with a plan being developed to monitor proficiency. He noted that a specifically articulated part of this goal is to "with targeted, standards-based instruction and improved understanding of achievement gap, improve the performance of subgroups not making AYP." The multi-year plan also contemplates standards-based assessment reporting to parents in 2007-2008.

Ms. Manos said she would like to see more specificity in the portion on using data to improve performance. She suggested that the wording be changed to "monitoring proficiency and demonstrating proficiency." She also had some language alternatives which she passed on to Mr. Naso for the section on the achievement gap. Ms. Manos also asked whether there should be something in this goal regarding special education. Ms. Watts said there could be aspects of special education under each goal but she would not recommend a separate Special Education goal. She said that Special Education will be getting adequate attention with the CPR review taking place.

Mr. Schmertzler asked whether there is any way that the schools can teach children about how government works and their responsibilities. Mr. Naso said next year a part of the curriculum work will be devoted to social studies/history. The emphasis will be on covering the material in the state standards. Grades five and eight consider United States history, forms of government, and the branches of government. He said not that much is covered which is specific to Lincoln but that there are places in the third and fourth grade that this could be covered. Mr. Schmertzler asked Mr. Naso to find a place for this in the curriculum. He suggested that members of the Finance Committee or Selectmen could talk with the students about what they do.

Ms. Antia said she wants to make sure that Lincoln develops a plan to address the achievement gap, particularly the black/white achievement gap. She said that she would like to see the District close the gap within three or four years when students come in less well prepared in Kindergarten and first grade. Mr. Brandmeyer said this is being addressed in the goals because it is a key challenge. He said the School Committee will see more specific plans for this next year.

Ms. Antia commented that there is not a specific goal regarding improving performance in math. She said she is concerned that 50% of fourth graders were not up to standard on the MCAS and she expected to see something to address this in the plan. Mr. Naso said the NCLB targets are goals that the District is driven by and that they must meet improvement targets on a yearly basis. He said the math program is being ramped up in many ways. He said next year will be the second year of the assessing math concepts project. He said that next year the FASTT Math, a math facts fluency program will also be introduced.

Ms. Antia said she would like in five years to see all students being prepared and able to take algebra in eighth grade instead of some students taking two years of pre-algebra. Mr. Brandmeyer said the District will have a two year pre-algebra program as long as there are students who need it and it is important to have an instructional program that needs students' needs based on learning standards.

Ms. Dobrow suggested that Mr. Brandmeyer and Mr. Naso continue to work on the language for the goal and that if School Committee members have specific suggestions for language they could pass them on to Mr. Brandmeyer and Mr. Naso for the goals and for the project plans which will be developed over the summer.

Mr. Naso described the goal regarding teacher excellence and professional development. In teacher evaluation, the emphasis will be on achieving consistent use of evaluation instruments and inter-rater reliability. Paraprofessional training will be an emphasis in professional development. Implementation and expansion of the technology integration pilot projects will be undertaken.

Mr. Brandmeyer presented the goal on leadership and school culture which has the following strands: (1) multi-year planning, (2) social emotional learning, and (3) webpage redesign. Ms. Hessler asked whether a goal of mentoring new leadership is needed and said she does not want the importance of a good transition to be minimized. Mr. Brandmeyer said the District has a mentorship program for all new employees. Mr. Brandmeyer said supervising the new principals will be important piece of his work for next year but a separate goal for this is not needed. Ms. Manos said the School Committee also has the goal of retaining a strong administrative team. She suggested language regarding continuing to attract, retain, develop, and maintain a strong administrative team in the District.

Mr. Brandmeyer reported on the goal on facilities, operations and health and safety which has the following strands: (1) develop budget and negotiation of teachers' contract (2007-2008), (2) facilities improvement, (3) preparing response to federal solicitation for operation of schools at Hanscom, (4) more general operations activities. Mr. Brandmeyer said emergency preparedness will include preparation for pandemic flu. He said that it will be necessary to prepare for crises which he hopes never come to pass. Mr. Schmertzler suggested that seeking, approval, and funding for recommendations of facilities committee may be able to take place in the 2006-2007 school year. Mr. Brandmeyer said he will make this change.

Ms. Manos asked whether there is any work regarding the teachers' contract to be done in 2006-2007. Mr. Brandmeyer said the contract expires in August 2008, most of the work will be in 2008, and not much preparation can be done early because the information gathered would cease to be current. Ms. Manos asked whether it makes sense to do five year financial projections. Mr. Schmertzler said that the Capital Planning Committee and the Finance Committee look at five year data. Mr. Brandmeyer said that it will be necessary to look forward for the Hanscom contract.

VI. Superintendent's Report

Mr. Brandmeyer said that students won six gold medals at the Great East Festival with three going to Hanscom groups and three to Lincoln groups. He congratulated Howard Worona, Lauren Reckert, Susan Gottschalk and the students. Mr. Brandmeyer also said the Lincoln concert was great and that he is impressed with the numbers of students in ensembles, especially compared with two years ago.

VII. Curriculum

A. Personnel Update

Document: Memorandum, Administrative and Faculty Appointments and Changes in Faculty Assignments from Paul Naso to School Committee, May 24, 2006.

Mr. Naso presented the report on faculty assignments. He said some additional changes can be expected. Ms. Manos asked about staffing for fourth grade science. Mr. Naso said that the budget provides for increased time for technology/engineering in the sixth grade and time for other grades. There will be additional science in class in grade 4.

VIII. Policy

A. Proposed Wellness Policy: Second Reading and Vote

Documents: Wellness; Additional Edits to Wellness Policy—Based on Consultation with LPS Legal Counsel, June 1, 2006.

Mr. Naso said he made the edits suggested at the last School Committee meeting. He said additional changes have been recommended by legal counsel. Mr. Schmertzler moved that the School Committee vote to approve the policy as amended. Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

IX. Budget and Financial

A. Warrant Approval

Ms. Manos said she has reviewed the warrants and they appear to be in order. She moved that the School Committee vote to approve warrants in the amount of \$709,660.23. Ms. Hessler seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

B. Articulation Agreement Regarding Methodology to Calculate Municipal Expenditures for the School Department

Documents: Memorandum, School End of Year Report--General Methodology for Expenditures by Town from Susan Bottan to Lincoln School Committee and Michael Brandmeyer, June 1, 2006; Lincoln Public Schools End of Year Report-- General Methodology for Expenditures by Town of Lincoln

Ms. Bottan said the Department of Education requires a written agreement between the town and the school department which documents expenditure methodology for the end-of-year report. Mr. Schmertzler moved that the School Committee vote to approve the methodologies set forth in the documentation. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

C. FY'06 End of Fiscal Year Spending Plan

Documents: Memorandum, End of Year Expenditure Plan from Susan Bottan to Lincoln School Committee and Michael Brandmeyer, June 1, 2006; FY2006 End Year Expenditure Plan: Lincoln Campus; FY2006 End Year Expenditure Plan: Hanscom Campus.

Ms. Bottan said through cost savings, good fortune, and hard work, there are remaining funds of approximately \$100,000 for Lincoln and approximately \$130,000 for Hanscom. Plans for expenditure are detailed in the accompanying documents.

D. FY'07 Personnel Proposal

Document: Memorandum, Personnel Proposal to Restore Social Worker at Lincoln School to 1.0 FTE from Michael Brandmeyer to School Committee, May 23, 2006.

Mr. Brandmeyer said during the budget deliberations 0.5 FTE was cut of the Lincoln social worker position. The District is able to pay out of district Special Education tuition of \$27,500 out of remaining funds. Funds will then be available to restore the Lincoln social worker position to 1.0 FTE and Mr. Brandmeyer is recommending this. Ms. Manos moved that the School Committee vote to restore the Lincoln social worker position to 1.0 FTE. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

X. Old Business

A. METCO Funding

Ms. Dobrow said \$2 million additional funding for METCO could be available under legislation passed by the Massachusetts Senate and she asked for the School Committee's authorization for her to write a letter to the Governor on their behalf supporting this increased funding. Mr. Brandmeyer said this legislation will need to go to the Compromise Committee and then to the Governor for

his signature. He said some of these funds will go for transportation and it could result in an additional ten to fifteen thousand dollars for the Lincoln METCO program. The School Committee authorized Ms. Dobrow to send a letter supporting the increased funding.

B. Communications Subcommittee Update

Document: School Committee Communications Survey Preliminary Report to the SC on June 1, 2006

The School Committee decided they will discuss a letter from Ms. Dobrow for the summer mailing at the next meeting. Anyone with suggestions for the letter should email them to Ms. Dobrow.

Ms. Manos presented the survey results. She said that the Subcommittee was disappointed with the number of responses and it is difficult to draw conclusions from so few responses. She said the open-ended responses were helpful. She said, because there were too few responses, the Subcommittee is not making any recommendations for changes.

With these caveats, Ms. Manos said overall the quality of the information is well received and that there was good feedback about the roundtables and coffees. She said respondents said that the Lincoln Journal was their first preference for receiving information, email was second, and the web site was third.

Ms. Manos said the town meeting report is important and it might help to get an earlier start on it next year. She said some respondents wanted more information, more interaction, more opportunity for open discussion, and more discussion of key educational issues but it was emphasized that there were too few responses to reach any conclusions. She suggested the possibility of adding an agenda or information about items on the agenda to the School Committee News.

Ms. Manos said there will be a final report on the survey which will include information on responses from Lincoln parents, Hanscom parents, and Lincoln community members. Ms. Hessler suggested that the survey results be made available through the Superintendent's office but not sent out because the response was so low.

Ms. Hessler thanked Ms. Manos and the Subcommittee. She said that she has heard from many people that they watch School Committee meetings on cable and that she would like to see the Committee attempt to arrange more consistent TV coverage. Ms. Dobrow said the Selectmen will be discussing this and are considering whether resources should be allocated for improving coverage. Ms. Manos said that if School Committee meetings were held at Town Hall filming would be easier because of the equipment in place.

Ms. Antia asked what members thought of a School Committee web blog. Ms. Dobrow said some months ago there was an article in the Boston Globe about a School Committee member who had a blog and regretted it. It was also suggested that the School Committee needs to be careful not to violate the open meeting law by effectively convening an electronic meeting. Mr. Brandmeyer pointed out that people can always write to the School Committee in care of the Superintendent's office.

There will be a follow-up conversation on communications on June 22. School Committee members were asked to consider whether the Communications Subcommittee should continue and whether they have any suggestions for communications for next year.

Ms. Manos said a School Committee roundtable is scheduled and the planned discussion is of School Committee goals. Ms. Manos will send information on this to the superintendent's office so that it can be posted. A discussion ensued about the possibility that a conversation about School Committee goals in the roundtable would violate the open meeting law. Ms. Manos said she is trying to find a way to supplement a meeting venue that does not work for members of the community because there is limited opportunity for discussion. Ms. Hessler will ask counsel to advise the School Committee on how to go about conducting such a discussion without violating the law.

XI. New Business

None.

XII. Approval of Minutes

Ms. Dobrow moved that the minutes of April 27, 2006 as amended be approved. Ms. Hessler seconded the motion. All elected members voted in favor, with Ms. Allen concurring. Ms. Dobrow moved that the minutes of May 18, 2006 as amended be approved. Ms. Hessler seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

XIII. Information Enclosures

XIV. Adjournment

Ms. Dobrow moved that the School Committee adjourn to executive session not to return to open session for the purpose of discussing contract negotiations. Ms. Hessler seconded the motion. The motion was approved by the following roll call:

Ms. Dobrow – yes

Ms. Hessler – yes

Ms. Antia – yes

Ms. Manos – yes

Mr. Schmertzler – yes

Ms. Allen – concur

The Committee adjourned to executive session at 10:50 P.M.

Respectfully submitted,

Sara Rolley, School Committee Recording Secretary