

**M INUTES OF THE
LINCOLN SCHOOL COMMITTEE
June 22, 2006**

Present: Julie Dobrow (Chair), Laurie Manos, Al Schmertzler, Sharon Antia, Leta Allen (METCO Representative). Also present: Mickey Brandmeyer (Superintendent), Paul Naso (Assistant Superintendent), Susan Bottan (Administrator for Business and Finance), Teresa Watts (Administrator for Student Services and Special Education).

Absent: Sandy Hessler (Vice Chair).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:00 P.M.

II. Chairperson's and Members Reports

Ms. Dobrow reported that she attended the Kindergarten Sing Along, the fourth grade Japanese lunch, and the seventh and eighth grade awards ceremony. She congratulated all who participated in these activities. She said that the School Committee attended Hanscom Middle School graduation and the Lincoln Middle School graduation and that both events were well attended and well executed. She congratulated the Class of 2006. She congratulated Ms. Antia and Ms. Allen on their children's graduations.

Ms. Dobrow mentioned administrative team members who were leaving and thanked them for their service to the District. She said the School Committee had already acknowledged the departure of the Lincoln School principals, Judith Glassman, Gian Criscitiello, and Donica Hadley. She said Barry Hopping has accepted another position after twelve years as the Principal of Hanscom Middle School. She also said that Susan Bottan was leaving after one year as Business Administrator. She said in one short year Ms. Bottan has accomplished amazing things and has been a pleasure to work with. She presented Ms. Bottan with a gift as a token of the School Committee's and school administratin's appreciation.

Ms. Manos said that she attended the second grade International Food Festival. She said that it was handled very well and that the staff developed a method for dealing with food allergies that worked for the large event. She congratulated Maureen Richichi, Laurel DiMatteo, Jennifer Mastrullo, Mary Keane, and Debbie Carpenito.

III. Public Comments

None.

IV. Consent Agenda

A. Summer Hours

Beginning June 30th and continuing through August 18th (a correction from the August 16th date in the School Committee's packet), the School Department will shift to a four-day work week with office hours from 7:00 A.M. to 5:00 P.M. Monday through Thursday.

B. Accept Gifts

Documentation of: two \$100 donations to the Friends of Lincoln Music; \$160 from the Lincoln PTA; and \$4,500 from the Lincoln PTA to support the Nikki Hu Fourth Grade performance.

The School Committee was asked to accept the following donations: (1) two \$100 donations to the Friends of Lincoln Music, (2) donation of \$160 from the Lincoln PTA to be used as financial assistance for middle school students to participate in the Great East Music Festival, and (3) donation of \$4,500 from the Lincoln PTA to support the Fourth Grade Nikki Hu performance.

C. Approve METCO Support Letter

Document: Letter to the Honorable Mitt Romney from Julie Dobrow.

The School Committee was asked to approve a letter from the Committee to Governor Romney in support of the METCO program.

D. Set July Meeting Date

Ms. Dobrow asked that this item be taken out of the consent agenda for discussion.

Ms. Dobrow moved that the remaining three items on the consent agenda (all except setting the July meeting date) be accepted.

Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

V. Time Scheduled Appointments

A. Preschool Discussion

a. Magic Garden

Documents: Memorandum of Understanding from Terry Perlmutter, Chairperson, Lincoln School Committee, and Andrew Sheff, President, Magic Garden Executive Board, to The Executive Board of

Magic Garden, Inc. and The Lincoln Public School Committee, June 23, 2000; Partnership Information

Tim Christenfeld, President of the Magic Garden Executive Board, and Gail Eddy, Director of Magic Garden, appeared before the School Committee to explain the history and partnership between the Lincoln School District and the Magic Garden and to provide a context for any decisions which might need to be made. Mr. Christenfeld said that the Magic Garden is a private not-for-profit preschool which has a partnership with the Lincoln School District to provide services to preschool students with special needs who reside in Lincoln and who would benefit from preschool attendance. Mr. Christenfeld said two documents were included in the School Committee's packet that explain the relationship: a 2002 history of the relationship entitled "Partnership Information" and the June 2000 Memorandum of Understanding.

Magic Garden accepts Lincoln pre-kindergarten students with special needs tuition free. In exchange for Magic Garden providing tuition-free education for special needs students, Lincoln has agreed to structure its rental fees to be roughly equivalent to the cost of cleaning and maintaining the classroom spaces occupied by Magic Garden. Additionally, Lincoln teachers, specialists, and staff are regularly assigned to work with and collaborate with the Magic Garden staff. 1.6 FTE were provided last year. This partnership began after a task force considered how best to provide services for special needs preschoolers. It has been in operation for fourteen years. Ms. Eddy said she is proud to provide a high quality integrated preschool program and that many people from other communities visit to see how the program works. Mr. Christenfeld invited School Committee members who are not familiar with Magic Garden to visit and see first hand the work they do.

Ms. Manos asked whether the District has looked at the financial cost of this relationship to determine whether it still makes sense financially. Mr. Brandmeyer said this is not been looked at recently. Mr. Christenfeld said the 2002 task force looked at the cost and found that Lincoln's costs were below average.

Ms. Manos also asked how students with special needs are identified. Lynn Fagan said some students are identified through early intervention. Others are referred for evaluation by their doctors, other professionals, or parents. A full evaluation is done of these students by Lincoln special education staff.

b. Lincoln Preschool Program

Document: Lincoln Integrated Preschool Program Report School Committee, June 22, 2006

Lynn Fagan, the Preschool Coordinator for the Lincoln Preschool program, appeared to describe efforts to enroll additional typically developing students and to describe program changes. Mr. Brandmeyer explained that the Lincoln Preschool provides preschool services for Hanscom residents who need special services and for typically developing students at Hanscom. With the School Committee's permission, the Lincoln Preschool began this spring to seek to enroll typically developing students from Lincoln and other towns to make for a rounded-out integrated preschool model and to provide some scale.

Ms. Fagan said programmatic changes include offering two, three and five day options for next year. For special needs students, their attendance will be determined by the team. For tuition paying students, amount of attendance will be by parent choice. This will be a change from this year where all tuition students attend four days per week.

Ms. Fagan said in January advertisements were placed to attract tuition paying students for available slots in addition to a web site link. She said she received many inquiries, conducted fourteen tours but that no one was enrolled because most families were interested in starting in September. She said for September, 5 new Hanscom students are enrolling as typically developing students. Additionally, 6 Hanscom tuition students are returning next year. Six students from other towns are on a list to be considered for fall enrollment. Ms. Fagan informed the School Committee of her intention to enroll tuition students from other towns on a space-available basis.

B. Special Education Report

Document: Special education update

Teresa Watts presented an update on developments in special education. Ms. Watts' report focused on three areas: changes to the law and rules including eligibility issues, program development, and program evaluation. Ms. Watts said in Lincoln children with IEPs have programs developed specifically for them and the District can provide services customized to meet the needs of almost any child. Ms. Watts said the District has each year conducted internal reviews of two specific special education programs, one on each campus. She said the Collaborative Evaluation Committee (CEC) has concluded that conducting two separate reviews each year on each campus is no longer the best way to conduct the District's internal evaluations. The CEC will meet in the fall and the spring and can meet more if often if this is needed.

The CEC has recommended collecting information annually on student disability, level of need, cost as percent of total budget, percent of students in special education, and more. This information will allow the District to look at trends and to collect information which might be useful in the future such as five year historical data. Ms. Watts said that some of this data may be able to be gathered from already existing sources but that there will also be some new data collection.

Ms. Watts explained that the federal special education law, Individuals with Disabilities Education Act (IDEA) was reauthorized in 2004 with most changes taking effect on July 2005. The federal law is in place but federal regulations have not yet been issued and should be issued in the summer or early fall. In the meantime, decisions have been made based on the new law and the interpretations by legal experts.

Ms. Manos said that she would hope that something can be offered to parents on an annual basis on how to access and understand special education in the District. Ms. Watts said there is at least one presentation for parents each year. She also said she encourages any parent with questions to contact the special education coordinator for their child's school or to contact her.

Ms. Allen asked whether the District is able to provide services for students who are autistic. Ms. Watts said autism is a disability category under the law and that the District can provide services for autistic students. She said when she hires staff she attempts to find people who can have skills that complement those already in place on the staff. Ms. Dobrow thanked Ms. Watts for her report.

C. Discussion of 2006-2007 District Goals

Document: Lincoln Public Schools District Goals 2006 and Beyond

Mr. Brandmeyer explained that he was asking the School Committee to vote on the goals, both aspirational and operational, contained on the first page of the district goals document. He reminded the Committee that the goals are not a "to do list," but rather an ambitious look at how improve the District's operation. He said there are many items that the District does that are not reflected in the District goals. Mr. Brandmeyer said that since the School Committee meeting on June 1 minor changes had been made providing more clarity around language. Mr. Brandmeyer said after the first page with the goals four pages are presented, one on each goal. There are various themes under each goal and different strands of work within each theme. These pages represent multi-year outlines, laying out briefly what the District concentrated on this year and where the District will concentrate for the next three years. These pages will evolve into project plans.

Mr. Brandmeyer said the last page is a redesigned template for project plans. Mr. Brandmeyer said that up to now the District and the School Committee have each had their own goals. He said the new template provides a way to show the community the School Committee's role regarding each of these goals. Mr. Brandmeyer also noted that Buck Creel, the incoming School Business Administrator, had joined the audience.

Mr. Naso described the goal regarding curriculum, instruction and assessment. For the theme of learning expectations and curriculum articulation, Mr. Naso said the District will be evolving from articulating learning expectations to communication of information about learning expectations. For the theme of assessment, student progress and student support processes, he pointed out changes in the language for two items for 2006-2007. He said the third theme of program planning and implementation was all the work to ensure thoughtful implementation of the changes the District wants to make.

Mr. Naso addressed the issue raised by Mr. Schmertzler at the June 1 meeting of teaching students how town government works and responsibilities of citizens. Mr. Naso said he is attempting to determine how to fit this into the District's planning. He asked whether it might make sense not to think of this as new curriculum but as a series of events where in a coordinated way the District attempts to, in partnership with town officials, show how the town works. Ms. Dobrow said she likes the idea of inviting people in to speak but she would like to see the concept framed in a larger way, like the Tufts' concept of "active citizenship." Mr. Naso said next year curriculum articulation on social studies will be done on many Wednesday afternoons. Mr. Schmertzler said he used Lincoln as an example but he is interested more broadly in teaching children about the concept of how government works and the role that citizens can play. Mr. Naso said this is broader than he had previously understood and that there are certain grade levels where these concepts are addressed.

Mr. Naso said the District will be looking at subject area time allotments. The endeavor will begin with a look at how much instructional time is devoted to math. Ms. Manos asked how the analysis of how much time is spent on math will be undertaken and whether it might be just as easy to collect data on how much time is spent on all subjects. Mr. Naso said he is interested in getting good data about existing practices. He said there is some inconsistency in how much time is being devoted to math during a day and over the course of a week. He wants to get good solid information and analyze it. Ms. Manos and Mr. Naso agreed that changes in expectations for time spent of one subject cannot be made without knowing how other time is used. Ms. Antia commented on a sheet one of her sons brought home showing time allotted in his class and she noted that far more time seemed to be devoted to reading than math.

Ms. Dobrow asked whether the articulation of the goals should include some language about challenging students at the high end of the spectrum. Mr. Naso said this is included in the work on common assessments in math and science. He said there will be provision for two level assessments so that teachers get a window on students who are exceeding key outcomes. Mr. Naso said the Lincoln School will also be focusing next year on the question: what is an engaged middle school student. Ms. Dobrow said she sees value in articulating challenge for students at the high end of the spectrum in the goals write-up. She said what is in these

documents becomes part of the District's outreach to the community. Mr. Brandmeyer suggested that this could be addressed by adding the language "for all students" in the bullet on monitoring proficiency and demonstrating improvement and growth.

Ms. Manos suggested that the first column could be broken into (1) continued work on learning expectations, and (2) curriculum articulation. Ms. Manos also expressed concern that planning for standards based assessment reporting to parents would not begin until 2007-2008 and be piloted in 2008-2009. Mr. Naso said that these items pertained to changing the report cards so that they will be firmly rooted standards based assessment.

Mr. Naso reported on the goal for teacher excellence and professional development. For the personnel practices theme, the District will place more emphasis on efforts to attract strong experienced, qualified staff. Hiring procedures will be formalized. Ms. Dobrow suggested adding the word "retain" to the bullet regarding diverse faculty and staff.

Mr. Brandmeyer presented the goal on leadership and school culture. Mr. Brandmeyer said he suggests evaluating the district leadership model in 2008-2009. Ms. Antia said at the Roundtable parents talked about the role of modeling behavior by teachers and staff to students. Mr. Naso said the District will be developing and piloting programs relating to Social and Emotional Learning but that the messages students and parents take based on how people interact with them are as important as any program.

Mr. Brandmeyer addressed the goal on facilities, operations, and health and safety which has three themes: budgets and contracts; facilities and operations; and health and safety. Under facilities and operations, there are two aspects to the work. One involves the work of the Facilities Subcommittee and work toward improving the Hanscom facilities. The other involves implementing changes and upgrades in diverse areas such as technology, food service, the telephone system, and energy usage. For health and safety, there will be work on implementing the wellness policy, emergency planning, pandemic flu planning, health manual revising, and coordination with other town agencies.

Mr. Schmertzler asked about the District's role in Hanscom facilities improvement. Mr. Brandmeyer said that there is not a Facilities Subcommittee. The Department of Defense Education Activity (DoDEA) has a process. The District's role is to make sure that the plan addresses the teaching and learning needs that it has. The DoDEA team that has been working with the District has been very open to the District's participation in seeing that these needs are met.

Mr. Brandmeyer said he was asking the School Committee to vote to adopt the goals and over the summer project plans would be built to make these goals operational. Mr. Schmertzler moved that the School Committee vote to approve the district goals. Ms. Dobrow seconded the motion. All elected members voted in favor with Ms. Allen concurring.

D. Facilities Subcommittee Report

Document: Update of Facilities Committee of the Lincoln Public Schools 6/1/6/06 and 6/20/06

Mr. Schmertzler presented the Facilities Subcommittee report. Mr. Schmertzler said that the Facilities Subcommittee is continuing to look at restoring older parts of the campus. He said they are looking at what to do with the PODs. A Request for Qualification for Master Plan Study is being prepared. There should be a report by early September for discussion at the State of the Town, at Committee meetings, with the goal of presenting it a Town Meeting.

Ms. Dobrow said that she would like to update a joint meeting of the Finance Committee and the Selectmen this summer. Mr. Schmertzler moved that the School Committee vote to ask to update a joint meeting of the Selectmen and the Finance Committee on July 17. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

The Committee also determined to move the summer School Committee meeting to July 20 because then it may be possible for the Committee to make a decision of whom to hire for the master plan study.

Ms. Antia asked whether it would make sense to present this plan to the Town Master Planning Committee. Ms. Dobrow said that it would but that this should probably occur when the Facilities subcommittee was a little further along in its work.

VI. Superintendent's Report

Mr. Brandmeyer thanked Ms. Bottan on behalf of the administration, said she has done a wonderful job, and wished her luck. He recognized the teachers, administrators at the building level, and the staff for their role in creating a great experience for the students.

VII. Curriculum

A. Personnel Update

Document: Administrative and Faculty Appointments—Update from Paul Naso to School Committee, June 16, 2006

Mr. Naso provided an update on faculty and administrative appointments. He said that there have been six or seven additional openings in the last week, with five or six of them at Hanscom Middle School and one at the Lincoln Middle School. He said he

hopes to update the School Committee at the summer meeting on additional appointments. At the first School Committee meeting in the fall he will provide a brief biography of each of the new hires. He said that Technology Integration Specialists, Spanish teachers and Special Education Liaisons may be more difficult positions to fill than classroom teacher slots at the elementary level.

B. Curriculum Report

Document: Summer Curriculum Projects and Professional Development from Paul Naso to School Committee, June 15, 2006

Mr. Naso presented a report on the curriculum projects and professional development activities being supported by the District during the summer of 2006 covering out of district courses and workshops and in district projects. Mr. Naso said some of the in district projects are related to initiatives that are underway and others come from proposals by teachers. The out of district undertakings are supported by a variety of sources of funds including Lincoln School Foundation grants and the District's course reimbursement program. Mr. Naso said a very high percentage of the faculty, over 85%, is participating in some type of professional development activity this summer.

Mr. Schmertzler asked how teachers will share what they learn with other faculty members. Mr. Naso said as part of the approval process teachers need to set forth a plan to share what they learn. Ms. Dobrow said she was impressed with the range of scope of the 59 projects.

Ms. Antia asked about the Empowering Multicultural Initiatives (EMI) Anti-Racist Teaching Practices course. Mr. Naso said that the District urges all faculty members to do this training and that many teachers have taken several EMI courses. Ms. Antia asked whether EMI offers any programs for the community. Ms. Dobrow said that in the past there was an offering through the PTA but that it was discontinued because there was not high enough attendance. Mr. Naso said the District might be able to permit some parents to attend the EMI programs when the District is not using its slots. Mr. Brandmeyer suggested that EMI might be interested in conducting a multi-district workshop for parents. Ms. Dobrow suggested that this could be offered as part of the upcoming METCO anniversary celebration.

VIII. Policy

None.

IX. Budget and Financial

A. Warrant Approval

Ms. Manos said she has examined the warrants and they appear to be in order. She moved that the School Committee vote to approve warrants in the amount of \$829,006.62. Mr. Schmertzler seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

B. FY'06 Quarterly Report

Document: FY 2006 Fourth Quarter Financial Status Report from Susan Bottan to Michael F. Brandmeyer and Lincoln School Committee, June 15, 2006

Ms. Bottan reported that all financial obligations will be met within the funds appropriated and allocated. She said on the Hanscom campus approximately \$500,000 will remain and be carried forward into FY 2007 and be used for items including unanticipated and/or extraordinary maintenance and building repairs, technology, and classroom rehabilitation. She noted that for the Lincoln School the School Committee can ask the town for a capital allocation but for the Hanscom Schools everything that is purchased must be funded through the contract.

Mr. Schmertzler asked about the money being carried forward with regard to the Hanscom contract. Mr. Brandmeyer said that the contract is a firm fixed cost contract meaning that Lincoln keeps the residuals and if more is spent than the contract provides the town assumes the liability.

X. Old Business

A. Communications Subcommittee Update

Documents: Communications Update for SC Meeting on June 22, 2006; Minutes from School Committee Round Table Discussion of June 7, 2006

Ms. Manos said she hosted a celebration at her house of the Communications Subcommittee's work. The final report of the communications survey results will be presented in September. She said the Subcommittee does not think it is necessary for it to continue in its present configuration. Communications work should continue to focus in three areas: (1) improving electronic communication, (2) achieving more consistent television coverage, and (3) improving parent awareness at Hanscom. Ms. Manos said she does not believe a large subcommittee is necessary for these efforts. Ms. Dobrow said that the Selectmen are discussing whether it might be possible to provide funds for cable coverage of town government.

Ms. Manos said the June 7 roundtable discussion was very successful and that she found it helpful to hear different points of view. Ms. Antia moved that the minutes of the June 7, 2006 roundtable discussion be approved. Ms. Manos seconded the

motion. Ms. Manos and Ms. Antia voted in favor with the rest of the Committee abstaining because they did not attend the roundtable.

B. School Committee Letter for Summer Mailing

Document: Draft letter from Julie Dobrow to parents and caregivers

Mr. Schmertzler moved that the School Committee approve the School Committee's letter for the summer mailing. Ms. Dobrow seconded the motion. All elected members voted in favor, with Ms. Allen concurring.

XI. New Business

Ms. Antia, who is serving at the School Committee representative to the Lincoln Master Planning Committee, asked whether the District has a master plan. Mr. Brandmeyer said the District Goals provide a look three years forward. Ms. Antia said she has been asked to provide the Master Planning Committee with three goals for the School Committee. Ms. Dobrow said the goals submitted to the Master Planning Committee on behalf of the School Committee would need to be approved by the School Committee and suggested that they be added to the agenda for the July 20 meeting.

XII. Approval of Minutes

Ms. Dobrow moved that the School Committee approve the June 1, 2006 minutes as amended and approve the June 12, 2006 minutes. Ms. Manos 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. Manos seconded the motion. The motion was approved by the following roll call:

Ms. Dobrow – yes

Ms. Manos – yes

Ms. Antia – yes

Mr. Schmertzler – yes

Ms. Allen – concur

The Committee adjourned to executive session at 9:15 P.M.

Respectfully submitted,

Sara Rolley, School Committee Recording Secretary