

**MINUTES OF THE  
LINCOLN SCHOOL COMMITTEE  
January 4, 2007**

**Present:** Julie Dobrow (Chair), Laurie Manos, Sharon Antia, Deneen Trask (Hanscom Representative). Also Present: Mickey Brandmeyer (Superintendent), Paul Naso (Assistant Superintendent), Buck Creel (Administrator for Business and Finance), Teresa Watts (Administrator of Special Education and Student Services).

**Absent:** Sandy Hessler (Vice Chair), Al Schmertzler, Leta Allen (Boston Representative), Mary Goldstein (Hanscom Representative).

**I. Greetings and Call to Order**

Ms. Dobrow called the meeting to order at 7:10 P.M.

**II. Chairperson's and Members' Reports**

None.

**III. Public Comments**

None.

**IV. Consent Agenda**

**A. Accept Gifts**

***Documentation of gift from Lueders Environmental, Inc.***

The School Committee was asked to accept two gifts. One was a donation of \$50.00 from Leuders Environmental, Inc to the Lincoln School Department. The second was a donation of \$1,000 from an anonymous Lincoln organization to the Lincoln School to underwrite field trips for students needing financial assistance. Ms. Manos asked that the gift from Leuders be taken out of the consent agenda for discussion. Ms. Dobrow moved that the School Committee accept the \$1,000 donation to underwrite field trips for students needing financial assistance. Ms. Manos seconded the motion. All elected members voted in favor, with Ms. Trask concurring.

**V. Time Scheduled Appointments**

**A. Safety Plan**

***Document: Lincoln Public Schools District Goals 2006 and Beyond, Goal Re Facilities, Operations, Health and Safety and Work Plan Re Health and Safety***

Kevin Mooney, the Chief of Police, Steve McKenna, Lincoln School Principal K-4, and Sharon Hobbs, Lincoln School Principal 5-8, joined the Committee for this discussion. Mr. Brandmeyer noted that emergency planning was established in the District goal on Facilities, Operations, Health and Safety and that it is outlined in the work plan on health and safety. He said the school administrators have worked closely with the Lincoln Police and Fire Departments to bring crisis plans up to date.

Mr. Brandmeyer said a new Crisis Manual has been developed which is a simple plan that can be used in an emergency. It is a flexible plan which can be adjusted to a given situation. It has been reviewed with the Lincoln faculty. Logistical changes on the Lincoln campus include eliminating staff parking in front of the kiosk so that visitors can park there. Staff will have stickers on their vehicles. Mr. McKenna said Lincoln staff had good ideas about the plan. There is increased emphasis on knowing who belongs in the building. There will be ID tags for staff and for subs and one- time use tags for visitors. The substitute folder will include the crisis manual. Ms. Hobbs said an unanticipated benefit of the name tags is that it has helped new staff members get to know everyone.

The Local Emergency Planning Committee has scheduled a table-top planning activity in January to work out any kinks in the plan. Next there will be a lockdown drill with teachers and police on a Wednesday afternoon. Ultimately a drill that includes the students will be held. Notice will be provided to parents before this takes place. Mr. Brandmeyer said articulation agreements have been developed that arrange for places where students can be taken if they have to be moved from the campus. There will be specialized training for custodians. There will also be training for all groups in the Hartwell building.

Mr. Brandmeyer said the same process is in place at Hanscom. He said the issues there are slightly different because of base security but many of the issues are the same.

Mr. Brandmeyer said a letter will be sent home to parents about the changes which are part of the new plan such as the requirement that visitors register at the main office and the additional locked doors. The letter will explain that parking changes are needed to keep the fire lane open. It will also explain the procedure which would be in place for parents to pick up their children if there

were a crisis on campus. The policies are intended to be firm but friendly. Mr. Brandmeyer said there are also discussions about how to manage the walkers' room. Chief Mooney said when there is a police presence on campus people drive slower. He cautioned that careful driving on campus is important to prevent accidents and that kids' movements can be unpredictable.

Chief Mooney said having a second means of egress out of the school is absolutely necessary. He said work should continue with the Conservation Commission and residents to develop plans for a back road out of the Lincoln school complex. This way would not be paved but would be plowed in the winter. Chief Mooney said he and the Fire Chief wrote a letter to the Conservation Commission about the importance of this as a matter of safety. Chief Mooney suggested that he, the Fire Chief, and someone from the School Committee go back to the Conservation Commission to discuss this. Ms. Dobrow said she would be happy to go and that she would write a letter to the Conservation Commission as well.

Ms. Dobrow thanked everyone for their work on the Crisis Plan. She asked what would happen if there were a weapon on campus. Chief Mooney said there are already policies and processes in place which cover weapons that would be used in conjunction with the new crisis plans.

Ms. Trask asked whether there is any benefit to having visitors sign out. Mr. Brandmeyer said it is important to know who is in the building at a given time and that a check out procedure will probably be implemented.

Ms. Manos asked whether there are plans to use the web site to communicate with parents in an emergency. Mr. Brandmeyer said at present the plan is to use news groups such as the District news for this purpose but this method only reaches people who have registered. In an emergency the Assistant Superintendent is designated as the communications officer. Ms. Dobrow suggested the letter to parents could stress the importance of signing up for the electronic news groups and provide information on how to register.

Ms. Dobrow asked whether the phone system would be used to send emergency information. Mr. Brandmeyer said the District formerly subscribed to a program to do this but that it no longer subscribes. Chief Mooney said the Police Department will be getting a Connect C2i system with money from the emergency preparedness grant.

Mr. Brandmeyer thanked Chief Mooney and the Fire Chief Arthur Cotoni, Kevin Kennedy, Lieutenant, Lincoln Police Department, Sean Kennedy, Sargent, Lincoln Police Department, Jon Wentworth, Detective, Lincoln Police Department, and David Regan, Youth Officer, Lincoln Police Department, for their help with crisis planning. A member of the public suggested reminding volunteers whether their CORI background check is current as part of the visitor check in procedure. Mr. Naso said there will be a reminder about updating CORIs in tomorrow's Bulletin. Sabra Alden from the Magic Garden Board said they have developed an emergency plan. She said there are many special needs which come up when developing emergency plans for young children. She volunteered that the Integrated Preschool is welcome to look at their manual. She also commented that having visitors log out as well as in is a good idea.

## **B. Budget Discussion**

### ***Document: FY'08 Budget from Mickey Brandmeyer to Lincoln School Committee, January 2, 2007***

#### **a. Base Budget**

Mr. McKenna and Ms. Hobbs were present for the budget discussions. Mr. Brandmeyer said he will be asking for a vote on the base budget tonight. He said the School Committee has discussed the budget for several meetings and that at the December 14 School Committee meeting the School Committee indicated its preference for four sections of second grade. Mr. Brandmeyer said he has revised the base budget to restore a second grade classroom and eliminate one bus. He suggested that the School Committee vote the base budget number tonight but not all the details.

Mr. Brandmeyer said he met with the Finance Committee to discuss strategies to manage increased special education costs and that the Finance Committee is creative and supportive. Mr. Brandmeyer said the Finance Committee has concerns about the budgetary implications of what happens when classes are so close to target and not at maximum and that the Finance Committee is interested in speaking with the School Committee about the class size policy. Their next meeting is next Tuesday.

Mr. Brandmeyer said it is important to get to the number of \$8,604,402 but that the decision on whether to have three or four sections for second grade and of whether to eliminate a bus could be taken after the conversation with the Finance Committee. He recommended settling on the specifics of how to reach to base budget number at the January 18 School Committee meeting.

Ms. Dobrow said it is time for the School Committee to have a serious conversation on the class size policy. She said Weston has conducted a multi-year study on class size and has readjusted their policy. She noted that the federal government has also made adjustments in their class size requirements in the contract to run the Hanscom schools. She asked Ms. Manos to spearhead this effort and suggested Ms. Manos, Ms. Dobrow and Mr. Brandmeyer meet to talk about setting a charge for a subcommittee to examine the current class size policy.

Ms. Dobrow said when she was recently picking up her children from the walker's room, she noted that there were 52 parents who had entered the walker's room in the prescribed way. So there were at least 52 students who were not riding the bus, and that this didn't count parents who were picking up more than one student from the walker's room, students who were staying after school, or who were picked up at Brooks, kindergarten, or whose parents entered the walker's room by another means. She asked Mr. Creel whether he had any data on bus ridership. Mr. Creel said bus ridership counts were taken during the last week of school before the winter break and he would have numbers for the next School Committee meeting.

Mr. Brandmeyer said there must be sufficient capacity to accommodate everyone on days of high ridership. He thinks there is sufficient capacity but bus routes will be longer. He said if the School Committee determines to eliminate a bus, he will be hard pressed to put it back in again. The bus was added under an override and he would not want to ask for an override again for the same item.

Ms. Manos said the School Committee will need to vote on the particulars of the busing and second grade. She said she has heard the suggestion that a bus be eliminated and there only be three sections of second grade with other options being put in the base budget. Mr. Brandmeyer said three sections of second grade AND eliminating a bus is not his recommendation at this time.

Ms. Dobrow moved that the School Committee vote to establish a base budget in the amount of \$8,604,402. Ms. Manos seconded the motion. All elected members voted in favor with Ms. Trask concurring.

### b. Preferred Budget

Mr. Brandmeyer said the preferred budget would include items not in the base budget that are important and desired. He said there are two possibilities regarding the preferred budget depending on what happens with the Lincoln-Sudbury Regional High School (LSRHS) budget. If the LSRHS's budget requires an override and if Sudbury supports an override initiative, it is most likely that the Lincoln Finance Committee will recommend an override initiative as well. In this case, Mr. Brandmeyer would recommend seeking funding for the entire preferred budget of an additional \$161,654 that he is recommending tonight. In the event that LSRHS or Sudbury do not pursue an override initiative, it is possible that the Lincoln Finance Committee may allocate additional funds for preferred budgets without an override. In this case, Mr. Brandmeyer might come back to the School Committee with reductions in the preferred budget.

Mr. Brandmeyer said certain items that had been in versions of the preferred budget presented previously are no longer in the preferred budget. The library circulation software is being purchased under the FY07 budget. For parking lot lighting, lighting still there from when the lot was a skating rink will be adapted for this purpose until this can be included as part of the master plan. Also certain staffing positions which were recommended earlier have been removed from the preferred budget.

Mr. Brandmeyer said he is still recommending the addition of a maintenance craftsman, half of which would be funded out of the Lincoln School's budget with the other half funded out of the Hanscom budget. He continues to recommend addition of a technology support technician as well as secretarial support for curriculum and professional development and instrumental music teachers. Additional recommendations were made for instructional program, equipment, and operations. The additional funding added in the preferred budget was \$161,654. Mr. Brandmeyer reiterated that he might seek adjustment of this number if no override initiative is being sought.

Mr. Brandmeyer said he believed the LSRHS situation would probably resolve around the end of January. He recommended voting the preferred budget at the January 18 School Committee meeting. Then if it is necessary he will bring recommendations for a revote.

Ms. Antia asked whether Mr. McKenna had looked into the possibility of using other pianos rather than making a new purchase. Mr. McKenna said the other pianos were not of the caliber that is needed. Ms. Antia also asked about the request to capital planning to fund the technology support position. Mr. Brandmeyer said capital planning is unable to fund personnel.

Ms. Antia said she is not convinced of the need for additional secretarial support. Mr. Brandmeyer said all the time that was added last year has turned out to be needed for support for professional development. He said this is a modest request which would support moving forward with curriculum work. He said there are other requests for more secretarial support which he has not put through as recommendations. Ms. Manos clarified that this request is no longer for support for the business office as well as the assistant principal. Ms. Manos suggested that for the next budget cycle the School Committee take a careful look at secretarial staffing and compare what Lincoln has in comparison to the structure that is in place in other districts. Mr. Brandmeyer said he would welcome this inquiry and that the School Committee will find that secretarial staffing is light relative to other districts. Ms. Manos said she is inclined to support this request. She said Mr. Naso is retiring and she does not want to lose traction of curriculum work. Mr. Naso said he is concerned about stability and keeping procedures in place. Mr. Naso said the secretarial support this year has made a big difference but that he has deliberately limited the scope of duties of this employee because the

position is part time. He said because it is part time he still needs to be involved in time sensitive professional development clerical tasks which come up when the employee is not working.

Ms. Manos asked how math core resources for K-5 will be funded if there is no preferred budget. Mr. Naso said purchases can be made from other published materials but that the amount of funding might be less and the implementation time could be extended. The specific materials to be chosen will be determined as the process goes forward.

#### **A. Review and Approval of School Committee Submission for Annual Town Report**

***Documents: Draft School Committee Report for Town Report and Draft Notable Events and Successes-2006***

The School Committee changed the order of discussion contemplated in their agenda discussing the submission for the annual town report prior to food services. The Committee reviewed and amended the draft report and the draft notable events and successes. Ms. Dobrow moved that the School Committee vote to approve the report for the town report and the notable events and successes as amended. Ms. Manos seconded the motion. All elected members voted in favor with Ms. Trask concurring.

#### **B. Food Services Discussion**

***Documents: Permits for the Food Service Operations from Buckner Creel and Cathleen Higgins to School Committee and Michael Brandmeyer, January 2, 2007; Matrix for Reviewing What Can and Cannot be Done in the Brooks School Kitchen in Lincoln***

Cathleen Higgins, Food Service Director, joined the Committee for the food service discussion. Mr. Creel said that Ms. Higgins has made many improvements in the food service and the offerings. He said that an experiment has been conducted in which unknown to students they were served Dominos 51% whole grain pizza. Students have been very enthusiastic about this pizza.

Mr. Creel and Ms. Higgins informed the Committee about problems regarding the licensing and operation of the Lincoln campus food service which came to light in the course of Board of Health facilities inspections. Ms. Higgins explained that a September Board of Health inspection of the Hanscom facilities went well, that all issues that were raised have been corrected or scheduled for corrective action, and that the inspector was impressed with cleanliness and current manner of operation. She said the Lincoln feeding operations were inspected on December 5, 2006 and that Michael Moore, Public Health Agent for the Town of Lincoln, sent at letter outlining several issues on December 14, 2006.

Ms. Higgins said the Board of Health was unaware of service at the Smith location. Even though the Smith cafeteria has been in existence for 17 to 18 years according to food service workers, the Board of Health was unaware that service is provided at Smith and thought service was provided only at Brooks. The Smith program has never been reviewed, approved, or licensed by the Board of Health, even though it has been in operation for years. Mr. Moore's letter said that additional information will need to be provided before this program could be licensed. The operation is currently following the "time as a public health control rule" and Ms. Higgins and Mr. Creel hope it can be licensed under these rules. There are concerns about the lack of a dedicated hand sink and that there is no means of reheating food.

Mr. Moore also raised issues regarding the septic system for the Lincoln schools which resulted in the restriction that the Brooks kitchen be operated only as a warming kitchen. Mr. Creel discussed these issues. When the link project was done, if the septic discharged over 15,000 gallons per day there would have needed to be a Mass DEP permit. If discharge were lower the Lincoln Board of Health could grant a permit and grant a variance allowing the system to be near to a public water supply. The kitchen was to be operated as a warming kitchen to keep the water usage below the thresholds. Now under the new Title V any system over 10,000 requires a permit. The School District will need a variance from the Mass DEP to continue to operate the current septic system as it is until a major building project affects the Lincoln Schools in a major way. Mr. Creel said the actual consumption of water is less than was contemplated when the requirement that Brooks kitchen be operated as a warming kitchen because showers were initially contemplated in the Brooks gym and do not take place.

Mr. Creel and Ms. Higgins are attempting to resolve these problems in different ways. They hope that they can continue to serve lunch at Smith this year. Going forward there may need to be facilities changes to Smith and the operations could be recorded in a permit and variance. There is not money in the FY07 or FY08 budgets for facilities changes or for additional equipment which may be required. The information regarding licensing and septic accentuates the need for a building project and designs that are compliant with the statues and regulations.

Mr. Creel said in December 2000 GZA issued a report on the septic system and the District requested a special school variance from the Mass DEP. Mr. Creel said he is unable to ascertain from the records whether the variance has ever been issued. He suggested that the District go back to GZA to pursue this variance.

Ms. Dobrow said it is in the District's interests for the food operation at Smith to continue and she said a variance permitting this should be sought from the Board of Health. Mr. Creel said he would explore with Michael Moore what changes would be necessary to get the necessary variances including a variance for time as a public health control at Smith. He would engage with

the Mass DEP regarding the requirements for a variance for the septic system. Regarding costs, Ms. Dobrow asked that Mr. Creel and Ms. Higgins be proactive in reporting back to the School Committee with information about anticipated costs. Mr. Creel will arrange a meeting with Michael Moore to determine a rough idea of what will be required. He will then communicate to the Finance Committee that there will be unanticipated expenses.

### III. Superintendent's Report

Mr. Brandmeyer reported that in December the District submitted a proposal to DDESS to operate the Hanscom Schools. Many people worked hard on the proposal and a strong proposal has been submitted at a fair cost.

Mr. Brandmeyer said Mr. Naso will retire at the end of the school year. He said Mr. Naso has done great work and that his replacement will be a challenge for the District. An advertisement of the position will run this Sunday. Mr. Brandmeyer will put together a screening committee and a process.

### IV. Curriculum

Mr. Naso said the technology pilot projects in math and science are underway and on schedule. The Armstrong Ambulance Service has offered to provide CPR training for staff and faculty. One session was held in January for twenty participants and another will occur in February for ten to twelve people.

### V. Policy

None

### VI. Facilities and Financial

Ms. Manos asked for an update on capital planning. Mr. Brandmeyer said the Capital Planning Committee has approved many requests with a signification level of support of \$350,000 to \$400,000 and he would provide the update at the January 18 meeting.

#### 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 warrants in the amount of \$1,348,114.19. Ms. Dobrow seconded the motion. All elected members voted in favor with Ms. Trask concurring.

### VII. Old Business

Ms. Dobrow directed the School Committee's attention to a memorandum from the METCO Coordinating Council included the School Committee's informational enclosures. She said the issue of additional effort to recruit minority teachers is very important, that the memorandum contained interesting suggestions, and she directed the administration to take advantage of these suggestions as they go into the recruiting process.

### VIII. New Business

Ms. Manos asked about the Leuders Environmental, Inc. gift, the item she had requested be held out of the consent agenda for discussion. She asked whether there is any problem in accepting gifts from business establishments. Mr. Brandmeyer said that he sees no problem with this gift and that the company has made this gift for several years. He said there was in the past a situation where a donation was offered by a company which was in litigation with the town and that the School Committee declined to accept the gift. Mr. Creel also contrasted the gift in question with offers from companies to make gifts if certain purchases are made. Ms. Dobrow moved that the School Committee accept the gift of \$50.00 from Leuders Environmental, Inc. Ms. Antia seconded the motion. All elected members voted in favor with Ms. Trask concurring.

### IX. Approval of Minutes

Ms. Dobrow moved that the School Committee vote to approve the minutes of November 28, 2006 as amended, the minutes of December 7, 2006 as amended, and the minutes of December 14, 2006 as amended. Ms. Antia seconded the motion. All elected members voted in favor with Ms. Trask concurring.

### X. Information Enclosures

### XI. Adjournment

Ms. Dobrow moved that the meeting be adjourned. Ms. Antia seconded the motion. All elected members voted in favor with Ms. Trask concurring. The meeting was adjourned at 10 P.M.

Respectfully submitted,  
Sara Rolley, School Committee Recording Secretary

