

**MINUTES OF THE  
LINCOLN SCHOOL COMMITTEE  
April 12, 2007**

**Present:** Julie Dobrow (Chair), Laurie Manos (Vice Chair), Al Schmertzler, Sharon Antia, Tom Sander, Mary Goldstein (Hanscom Representative), Deneen Trask (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Paul Naso (Assistant Superintendent), Buck Creel (Administrator for Business and Finance).

**Absent:** Leta Allen (Boston Representative).

I. Greetings and Call to Order

Ms. Dobrow called the meeting to order at 7:12 PM. She welcomed Tom Sander, the newly elected member of the School Committee.

I.A. Board Election and Reorganization

(This item was considered after Chairperson's and Members Reports. See below.)

II. Chairperson's and Members' Reports

Ms. Dobrow reported that she and other School Committee members attended the Lincoln School's production of *Annie*. Ms. Dobrow congratulated Kristin Hall, the cast and the crew.

Ms. Dobrow reported that she received positive feedback about the School Committee presentation for Town Meeting. She said the attendees she heard from appreciated hearing about education and not just the numbers.

Ms. Goldstein reported that she attended an informative presentation for parents at Hanscom on MCAS by Mr. Naso. Ms. Trask reported that she attended the Hanscom Primary School Curriculum night and it was excellent.

I.A. Board Election and Reorganization

Mr. Schmertzler nominated Ms. Dobrow to serve as Chair of the School Committee. Mr. Sander seconded the motion. All elected members voted for Ms. Dobrow to serve as Chair with Ms. Goldstein and Ms. Trask concurring. Ms. Dobrow appointed Ms. Manos to serve as Vice Chair.

Representation on current subcommittees will be: Ms. Antia on Town Master Planning, Ms. Dobrow and Mr. Schmertzler on Facilities, Ms. Manos and Mr. Schmertzler on Finance, Ms. Manos on Policy, and Mr. Schmertzler on Capital Planning. For new subcommittees, representation will be Ms. Manos and Mr. Schmertzler on Class Size, Ms. Antia as Liaison to Lincoln Sudbury Regional High School, and Ms. Dobrow and Mr. Sander on Teacher Contract Negotiations.

Ms. Dobrow said Ms. Trask, Ms. Goldstein and Ms. Allen are welcome and encouraged to join any of the subcommittees but are not required to serve on them.

III. Public Comments

None.

IV. Consent Agenda

A. Accept Gifts

***Documentation of gifts***

The School Committee was asked to accept the following donations from the Lincoln PTA: (a) \$2,000 to defer the cost of field trips for students; (b) \$2,000 to defer the cost of the Washington, DC trip; and (c) \$1,500 to the Principal's PTA gift account. The School Committee was also asked to accept the donation of \$612.70 from The Concord Bookshop as a result of a fundraising event to defray the cost of the Washington, DC trip.

Ms. Dobrow moved that the School Committee vote to accept the consent agenda. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

V. Time Scheduled Appointments

A. Discussion and Vote on Lincoln School Foundation Grants

***Documents: Letter from Tom Longnecker, Grants Committee Chair, to Lincoln School Committee, April 9, 2007; Approved Grants 2007-2008; Out of Cycle Grants funded for 2006-2007.***

Nancy Wilcox, Co-President Lincoln School Foundation (LSF), Susan Beard, Co-President LSF, and Tom Longnecker, Grants Committee Chair LSF, joined the Committee for this discussion. Nancy Wilcox said the LSF approved grants for 2007-2008 in the amount of \$36,305 and approved \$4,943.61 in out of cycle grants. LSF provides seed money for professional development,

curriculum enhancement, and school community collaboration. Ms. Dobrow thanked LSF for the work that goes into raising money and into awarding the grants.

Ms. Manos asked about Ten's Day. This grant to the Hanscom Primary School is for an effort to reinforce math skills that will reach students, teachers and parents. Mr. Brandmeyer thanked LSF on behalf of the District and students for their high level of support and for their openness to aligning their efforts with the District. Ms. Dobrow moved that the School Committee vote to accept the LSF grants as presented. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

B. Proposed METCO Enrollment for 2007-08

**Documents: METCO Enrollment for 2007-2008 from Mickey Brandmeyer and Christina Horner to School Committee, April 9, 2007; Policy-Admission of Interdistrict Transfer Students (Enrollment of METCO Students).**

Mr. Brandmeyer said the District's policy allows for enrollment of 91 METCO students, the maximum number funded under the METCO grant, with a minimum of two students per class section, and up to four students, space permitting. The District attempts to enroll students in early grades. The chart included in the memorandum shows for each grade: current METCO enrollment, recommended additional METCO seats, recommended total METCO seats for 2007-08, total projected enrollment, and projected average class size. For grade two, no additional METCO students are recommended since the average class size will be 23 without the addition of any new METCO students. Mr. Brandmeyer said that given what the District knows now he is recommending the addition of twelve METCO students for next year which would bring enrollment to 91 students, the target number the District seeks to enroll.

Ms. Manos asked whether the policy (a minimum of two students per class section, and up to four students, space permitting) precludes enrolling more than four students in one class. Mr. Brandmeyer said he does not see four as a maximum per class and that at times there have been five per class. Boston students are placed in classes based on their learning needs. Mr. Sander said there appears to be one sixth grade class this year with only one Boston student attending. Mr. Brandmeyer said there may have been another student who left. Mr. Naso said this is the count for homeroom and not for classes.

Mr. Brandmeyer said it is a challenge for districts to enroll exactly the target number of students permitting them to maximize their funding under grants. The METCO Advisory Committee is considering recommending changes that would lessen the penalty for being just below the target.

Ms. Dobrow moved that the School Committee vote to enroll eligible Boston resident children through the METCO Program for the 2007-2008 school year. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

C. NAEYC Accreditation

**Documents: Letter from NAEYC to Teresa Watts, March 29, 2007; Maintaining NAEYC Accreditation, October 2006; Accreditation Certificate for Lincoln Public Schools Integrated Preschool, March 21, 2007.**

Teresa Watts, Administrator for Special Education and Student Services, and Lynn Fagan, Preschool Coordinator, joined the Committee for this discussion. Ms. Fagan said she was pleased to announce that the Lincoln Public Schools Integrated Preschool has been accredited by NAEYC making the preschool one of the 8% of programs with this accreditation. She said a significant amount of work went into showcasing the program in a way that demonstrated that it meets the extensive NAEYC criteria. The evaluation was strong with a 100% score in community relationships and 97.8% score in teaching.

Ms. Fagan said she asked about the leadership and management score of 80%. She said the preschool was penalized because it had no gun policy in a written preschool format. It was also penalized because NAEYC requires annual physicals for teachers, annual TB testing, and yearly immunizations. These requirements conflict with the Lincoln District teacher's contract. Ms. Fagan said points may have been lost because other information was not presented in a way which was clear and accessible for those conducting the accreditation. Ms. Fagan said the report does highlight areas for improvement such as outdoor play space.

An annual report will be required and the preschool will be subject to unannounced visits within the next four year. Ms. Fagan said parents have received a letter informing them of the accreditation and that a drop-in breakfast will be held in celebration of the accreditation. Ms. Goldstein suggested providing information about the accreditation to the Hanscom housing office so that parents coming to Hanscom can know about the high quality of the program.

D. School Committee Meeting Dates for 2007-08: First Discussion

The School Committee was asked to comment on dates for 2007-08 School Committee meeting proposed by Mr. Brandmeyer and Ms. Dobrow. They revised the list of meeting dates noting that the second meeting in February should be February 28 rather than February 24 and they added a meeting on March 20 that could be cancelled if not needed for review of any presentation for town

meeting. Ms. Dobrow moved that the School Committee vote to approve the proposed meeting dates as amended. Ms. Antia seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

VI. Superintendent's Report

Mr. Brandmeyer reported that the Lincoln Public Schools have been awarded a five-year contract (one year with four renewal periods) to run the Hanscom schools. The amount the District receives under the contract is based on enrollment and can range from \$52 million to \$71 million. The proposal submitted by the District was accepted without negotiations and with only minor changes.

Mr. Brandmeyer said a concert to benefit the Lincoln School's instrumental music program will be held at Bemis Hall at 3 PM on April 29.

Mr. Brandmeyer also reported that the central office, the Lincoln School principals and six teachers spent a visioning day with the architects of SMMA. SMMA will prepare a report. Then the District will prepare a statement of interest for the School Building Authority.

Mr. Brandmeyer said next Tuesday construction will start in the conference room in the Hartwell Building and that the next School Committee meeting may need to be held elsewhere. Ms. Manos suggested meeting in the town hall.

Mr. Brandmeyer said applications for the Administrator of Special Education and Student Services close on April 23. He anticipates bringing final candidates to the School Committee in June.

VII. Curriculum

No report.

VIII. Policy

A. Policy for Advertising and Commercialism: Second Reading and Vote

***Document: Proposed Policy--Advertising and Commercialism (KHB); Dress Code from the Lincoln School Handbook 2006/07.***

Richard Jewett joined the Committee for the policy discussions. The Committee made two revisions to the draft of the policy. A parenthetical with the words "except as noted below" was added to the end of the second sentence in the second paragraph. The words "or personal effects" were added to the first sentence of the last paragraph. Ms. Manos moved that the School Committee vote to approve the policy as amended. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

The Committee discussed whether it is advisable to communicate with parents about the need to create a less commercial space at school and what parents can do to assist in this goal. Ms. Dobrow said this steps beyond policy. Mr. Brandmeyer said this could be a potential topic for the School Improvement Councils and the Principals to consider.

B. Policy Manual Review: Section A

***Documents: Lincoln Public School Policy Manual Review –Section A, April 4, 2007; Proposed Revision of Policy—Non-Discrimination (AC); Proposed Policy-Non-Discrimination on the Basis of Veteran Status (ACH); Proposed Revision of Policy—Smoking (ADC).***

Ms. Manos said that the Subcommittee was recommending three policies for consideration tonight: (1) AC—Non-discrimination; (2) ACH—Non-discrimination on the Basis of Veteran Status; and (3) ADC—Smoking. The Subcommittee is thinking that ultimately policies AD—Educational Philosophy and ADA—Mission and Vision should be merged. ADDA—CORI Requirements should be brought to the School Committee to reaffirm since it has been one and a half years since it was last reviewed. The Wellness policy will also be brought back for reaffirmation.

Policy AC—Non-discrimination was sent back to the Subcommittee for more consideration because of concerns about whether the wording "all members of the public" made it clear that children/students are among those covered by this policy.

Mr. Brandmeyer said the policy on non-discrimination on the basis of veteran status is required because of the contract to run the Hanscom schools. Revisions were made to this policy that will be brought back to the School Committee for a second reading.

Regarding the policy on smoking, Mr. Brandmeyer said the policy is intended to cover students, employees and members of the public. The Committee suggested changing "may be subject to disciplinary actions" to "will be subject to appropriate disciplinary action."

IX. Budget and Financial

A. Warrant Approval

Ms. Manos said she has reviewed the warrants and they appear to be in order. She recommended that the School Committee vote warrants in the amount of \$1,616,176.84. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask concurring.

B. FY'07 Budget Quarterly Report

***Document: FY07 Third Quarter Report from Buckner Creel to Lincoln School Committee and Michael Brandmeyer, April 3, 2007.***

Mr. Creel said all financial obligations are expected to be met within the funds appropriated and allocated for FY07. He said illnesses on the Lincoln campus explain why 82.6% of the substitute expenses have been expended. He said almost 100% of SPED transportation funds have been expended but he expects that this amount will not increase during the rest of the year. It may be necessary to hire more SPED tutors. The Lincoln transportation figure includes the addition of a second family for van pick-up on Route 2. At Hanscom money from reserves is being used to purchase 150 computers at an attractive price. This accounts for the difference between the original budget and the revised budget. Mr. Creel said he will be coming to the Committee with a modest proposal for end of year expenses for the Lincoln School.

Mr. Sander commented that it would be useful to have an additional column with projected over/under spending by year end. Mr. Creel said the District budget is managed on a bottom-line basis. It is only necessary that the District expend funds that were appropriated and allocated as a whole. Mr. Creel said any funds for the Lincoln School budget which are unexpended and unencumbered at year end revert back to the town. Hanscom funds unexpended or unencumbered at the end of the year revert to the Hanscom Reserve account.

X. Old Business

Ms. Manos suggested a better way be found to designate the half days for parent conferences for the school calendar that goes to parents. She said last year the format was not clear.

XI. New Business

A. Set Date for School Committee Goal Setting Workshop

The School Committee goal setting workshop will be on May 10 at 8:45 to 11:30 AM. This will be an off-site workshop.

B. Other Dates

A School Committee roundtable will be held on May 21 at 8:45 AM. It is scheduled to begin at 8:45 AM so that Hanscom parents can attend. It will be on School Committee goal setting and will be held after the workshop and in between the two regular School Committee meetings with discussion of goals.

July 12 at 10 AM was set as a summer meeting date. If this meeting is not needed, it can be cancelled.

The Massachusetts Association of School Committees will be sponsoring a "day on the hill" on May 6 for educational lobbying.

XII. Approval of Minutes

Ms. Dobrow moved that the School Committee approve the minutes of March 15 as amended and March 22 as amended. Mr. Schmertzler seconded the motion. All elected members voted in favor with Ms. Goldstein and Ms. Trask 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. Mr. Schmertzler seconded the motion. The motion was approved by the following roll call:

Ms. Dobrow – yes

Ms. Manos – yes

Mr. Schmertzler – yes

Ms. Antia – yes

Mr. Sander - yes

Ms. Goldstein – concurs

Ms. Trask – concurs

The meeting was adjourned at 9:33 PM.

Respectfully submitted,

Sara Rolley, School Committee Recording Secretary